Unit Title:	**Recruitment, selection and induction practice**
OCR unit number:	31
Level:	4
Credit value:	6
Guided learning hours:	33
Unit reference number:	R/506/2909

Unit aim and purpose

This unit aims to develop the knowledge and skills required for recruitment, selection and induction practice. Upon completion of this unit, learners will have developed an understanding of the key principles and theories underpinning recruitment, selection and induction practice and will be able to recruit, select and induct people into an organisation.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand the principles and theories underpinning recruitment, selection and induction practice	**The Learner can:** 1.1 Explain workforce planning techniques 1.2 Describe the information needed to identify recruitment requirements 1.3 Assess the impact of an organisation's structure and culture on its recruitment and selection policies and practices 1.4 Analyse the factors involved in establishing recruitment and selection criteria 1.5 Evaluate the suitability of different recruitment and selection methods for different roles 1.6 Analyse patterns of employment that affect the recruitment of staff 1.7 Explain the factors to be taken into account when developing job specifications, personal specifications and job advertisements 1.8 Explain the induction process 1.9 Explain the relationship between human resource processes and the induction processes	

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Learning Outcomes	Assessment Criteria	Additional Guidance
2 Be able to recruit people into an organisation	2.1 Determine current staffing needs 2.2 Identify current skills needs from identified staffing needs 2.3 Identify future workforce needs 2.4 Develop a resourcing plan that addresses identified needs within budgetary limitations 2.5 Evaluate the cost-effectiveness of different methods of recruitment for an identified role 2.6 Explain how recruitment policies and practices meet legal and ethical requirements 2.7 Select the most appropriate method of recruitment for identified roles	
3 Be able to select appropriate people for the role	3.1 Plan assessment processes that are valid and reliable 3.2 Provide those involved in the selection process with sufficient information to enable them to make informed decisions 3.3 Justify assessment decisions with evidence 3.4 Inform applicants of the outcome of the process in line with organisational procedures 3.5 Evaluate the effectiveness of the selection process 3.6 **Adhere to organisational policies and procedures, legal and ethical requirements** when carrying out selection assessments	Where possible, adherence to **organisational standards, policies and procedures** should be confirmed by a line manager or experienced colleague. Learners should also be aware of *which* **legal requirements** relate to carrying out selection assessments
4 Be able to induct people into an organisation	4.1 Develop induction materials that meet operational and new starters' needs 4.2 Explain to new starters organisational policies, procedures and structures 4.3 Explain to new starters their role and responsibilities	

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Learning Outcomes	Assessment Criteria	Additional Guidance
	4.4 Explain to new starters their entitlements and where to go for help 4.5 Assess new starters' training needs 4.6 Confirm that training is available that meets operational and new starters' needs 4.7 Provide support that meets new starters' needs throughout the induction period	

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Management & Leadership (2012) National Occupational Standards:	CFAM&LDA1 CFAM&LDA2 CFAM&LDA3	• Plan the workforce • Recruit, select and retain people • Induct individuals into their roles

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .