

Unit Title:	Administer the recruitment and selection process
OCR unit number	230
Sector unit number	A/601/2791
Level:	2
Credit value:	4
Guided learning hours:	30

Unit purpose and aim

This unit covers the skills, knowledge and understanding required to administer the recruitment and selection process.

Learning Outcomes	Assessment Criteria	Exemplification
<p>The Learner will:</p> <p>1. Understand how to advertise job vacancies</p>	<p>The Learner can:</p> <p>1.1 Explain organisational policies, procedures and constraints that affect the area of responsibility</p> <p>1.2 Explain the procedures to identify and process personnel requirements in the organisation</p> <p>1.3 Explain ways in which personnel requirements are expressed in job descriptions and persons specifications</p> <p>1.4 Explain how to interpret personnel requirements in job descriptions and persons specifications</p> <p>1.5 Describe the current legislation, that applies when dealing with recruitment and selection</p> <p>1.6 Clarify the limits and scope of their responsibilities and authority in administering the recruitment and selection process</p> <p>1.7 Describe the types of information to include in a job advertisement</p>	<p>Learning outcomes 1, 2, 3 and 4 must be assessed using methods appropriate to the assessment of knowledge and understanding. A holistic approach to assessment should be adopted so that one piece of evidence covers more than one learning outcome and several assessment criteria and where appropriate, can be evidenced across units.</p>

	<p>1.8 Explain the legal/organisational requirements that affect the type of information in the job advertisement</p> <p>1.9 Explain how to place advertisements in different locations</p> <p>1.10 Explain how to liaise with recruitment agencies</p>	
<p>2. Understand how to respond to potential applicants</p>	<p>2.1 Describe the type of information that should be in an application pack</p> <p>2.2 Describe the types of queries that applicants may have</p> <p>2.3 Explain how to respond to the queries that applicants may have</p> <p>2.4 Explain how to keep records of responses received</p> <p>2.5 Clarify the purpose of keeping records of responses received</p>	
<p>3. Understand how to administer the selection process</p>	<p>3.1 Describe organisational procedures used to shortlist the applicants</p> <p>3.2 Describe the procedures and methods for contacting shortlisted candidates to invite them to participate in the selection process</p> <p>3.3 Explain how to process feedback for unsuccessful applicants</p> <p>3.4 Describe the different types of selection processes that may be used and how they work</p> <p>3.5 Clarify the selection processes used in the organisation and their role in those</p> <p>3.6 Explain the administrative support needed for different types of selection processes</p> <p>3.7 Explain the procedures for obtaining the resources needed for the selection</p>	

	<p>process</p> <p>3.8 Describe the range of documentation that is used for selection by their organisation</p> <p>3.9 Clarify the purpose of giving candidates a favourable impression of the organisation</p> <p>3.10 Describe the range of records that must be kept following the selection process</p> <p>3.11 Explain the purpose of following organisational procedures for keeping records following the selection process</p>	
4. Understand how to administer the appointment process	<p>4.1 Describe the range of pre-employment checks</p> <p>4.2 Explain how to carry out pre-employment checks</p> <p>4.3 Explain how to format offer letters and employment contracts</p> <p>4.4 Explain the purpose of confidentiality and security of record keeping</p>	
5. Be able to advertise job vacancies	<p>5.1 Confirm the personnel requirements with the responsible person</p> <p>5.2 Confirm the information that will appear in the job advertisement</p> <p>5.3 Confirm how the vacancy will be advertised</p> <p>5.4 Advertise the vacancy, as agreed</p> <p>5.5 Liaise with relevant agencies to confirm details of job vacancies</p> <p>5.6 Liaise with the relevant agencies to make sure they understand the requirements of the organisation</p>	<p>Assessment should be planned to maximise the opportunities for the candidate to demonstrate their ability to administer the recruitment and selection process</p>
6. Be able to respond to potential applicants	<p>6.1 Send out application packs or other information to potential applicants</p>	

	<p>6.2 Respond appropriately to queries from potential applicants</p> <p>6.3 Maintain records of responses received</p>	
7. Be able to administer the selection process	<p>7.1 Collate applications and make available to those involved in the selection</p> <p>7.2 Invite shortlisted candidates to take part in the selection process</p> <p>7.3 Process feedback to unsuccessful applicants</p> <p>7.4 Keep records of responses from shortlisted candidates</p> <p>7.5 Provide appropriate support for the selection process</p> <p>7.6 Help to make sure candidates have a positive impression of the organisation</p> <p>7.7 Keep records of the outcomes of the selection process</p>	
8. Be able to administer the appointment process	<p>8.1 Carry out appropriate pre-employment checks</p> <p>8.2 Format and send out offer letters and employment contracts</p> <p>8.3 Maintain records of the recruitment and selection process in line with current legislation and organisational requirements</p>	

Assessment

This unit is centre assessed and externally verified. Your assessor will use a range of assessment methods which may include:

- observation of performance in the work environment
- examination work products
- questioning the learner
- discussing with the learner
- use of others (witness testimony)
- looking at learner statements
- recognising prior learning

Evidence requirements

A range of evidence should be gathered to cover the Learning Outcomes and Assessment Criteria. Examples may include:

- Annotated organisational policies and procedures
- Details of personnel requirements confirmed by responsible person
- Advertisement of vacancy as agreed
- Records of correspondence with relevant agencies, e.g. recruitment agencies, JobCentre
- List of content of job packs
- Records of correspondence to applicants (paper based or software based e.g. Bondadapt/Colleague etc)
- Records of applications received
- Records of invitations to interview sent and records of responses
- Records of feedback to unsuccessful candidates
- Records of support provided for selection process e.g. briefing/summary sheets
- Records of interview outcomes
- Offer letters and contracts of employment
- Records of pre-employment checks on visas, passports and references

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS BAB152 Administer the recruitment and selection process

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

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Link to functional skills standards <http://www.gcda.gov.uk/15565.aspx>

Functional Skills Standards					
English		Mathematics		ICT	
Speaking and Listening	✓	Representing	✓	Use ICT systems	✓
Reading	✓	Analysing		Find and select information	✓
Writing	✓	Interpreting		Develop, present and communicate information	✓

Resources

Access to a working environment with associated equipment and resources

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 .