



Administration (Business Professional)

Unit Title:	Supporting recruitment and selection procedures
OCR unit number:	17
Level:	3
Credit value:	4
Guided learning hours:	36
Unit reference number:	T/505/7055

Unit purpose and aim

The aim of this unit is to enable learners to understand the procedures involved in an effective recruitment and selection campaign. Learners will also be able to produce the relevant documentation required throughout the recruitment and selection process.

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
The Learner will: 1 Be able to carry out job analyses	The Learner can: 1.1 Explain the requirements of job analysis 1.2 Analyse the component parts of job roles by carrying out job analysis	<ul style="list-style-type: none">• Principles of job analysis, e.g.:<ul style="list-style-type: none">– document the requirements of a job– links to skills and education– methods of job analysis, e.g. observation, questionnaire, interview– job design and redesign (enlargement, enrichment, rotation, secondment)– basis for job description, personal specification, job specification levels of competence– legislation e.g. equal opportunities• Job analysis to include:<ul style="list-style-type: none">– job title– job purpose– level of responsibility– post in relation to organisation structure– location– salary/grade– hours– duties/tasks to be undertaken– skills and competencies required– educational requirements– knowledge and understanding required– personal attributes

Learning Outcomes	Assessment Criteria	Knowledge, understanding and skills
2 Be able to produce documentation used in recruitment selection procedures	2.1 Produce recruitment selection documentation, including: <ul style="list-style-type: none"> • job descriptions • person specifications • job advertisements 2.2 Explain the key statutory and contractual rights and responsibilities of: <ul style="list-style-type: none"> • employers • employees 	<ul style="list-style-type: none"> • For example: <ul style="list-style-type: none"> – job advertisements – job descriptions – person specifications – application forms (paper-based and online) • Importance of legislation, e.g. equal opportunities, DDA
3 Be able to produce documentation used in interview procedures	3.1 Produce documentation for use before, during and after interviews	<ul style="list-style-type: none"> • Letters of invitation to interviewees • Running order of interviewees for interviewers • Accept/reject letters

Assessment

This unit is assessed by the centre and sent to OCR for moderation.

Guidance on assessment and evidence requirements

This unit is assessed using a model assignment. OCR has produced a model assignment for each unit which centres may use for the purpose of assessment. The model assignment contains a scenario or real-life situation and related tasks which are based on the assessment criteria of the unit.

Centres may either use the model assignment as an entire, holistic assessment for an individual unit, adapt it to suit individual candidates' needs or devise their own assignment. If they choose to adapt the assignment or devise their own assignment they must ensure that the modified assignment will provide candidates with sufficient opportunity to demonstrate achievement of all the assessment criteria in the unit.

Please refer to the model assignment for this unit which can be found on the OCR website www.ocr.org.uk.

Functional skills signposting

The functional skills mapping for this unit is detailed in the centre handbook which can be found on the OCR website www.ocr.org.uk.

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.