# Unit 422 Recruitment, selection and induction practice

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| **UAN:** | **R/506/2909** |
| **Level:** | 4 |
| **Credit value:** | 6 |
| **GLH:** | 33 |
| **Relationship to NOS:** | Management & Leadership (2012) National Occupational Standards:<br><br>• CFAM&LDA1 Plan the workforce<br>• CFAM&LDA2 Recruit, select and retain people<br>• CFAM&LDA3 Induct individuals into their roles |
| **Assessment requirements specified by a sector or regulatory body:** | Skills CFA Assessment Strategy Competence units (S/NVQ) |
| **Aim:** | 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 outcome |
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| The learner will: |
| 1. understand the principles and theories underpinning recruitment, selection and induction practice |
| **Assessment criteria** |
| 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.

| Learning outcome |
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| The learner will: |
| 2.   be able to recruit people into an organisation |
| **Assessment criteria** |
| The learner can: |
| 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. |

| Learning outcome |
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| The learner will: |
| 3.   be able to select appropriate people for the role |
| **Assessment criteria** |
| The learner can: |
| 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. |

| Learning outcome |
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| The learner will: |
| 4.   be able to induct people into an organisation |
| **Assessment criteria** |
| The learner can: |
| 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 |
| 4.4   explain to new starters their entitlements and where to go for help |

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| 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. |