

## Access to Higher Education Unit

This unit forms part of an Access to HE Diploma. If delivering the graded version of this unit, please refer to the Provider Handbook for details on grading descriptors and the application of these across units within your programme.

**Unit Title:** Recruitment and Selection

**Graded Unit Reference Number:** GA33MAN03

**Ungraded Unit Reference Number:** UA33MAN03

**Module:** Management

**Level:** Three (3)

**Credit Value:** Three (3)

**Minimum Guided Learning Hours:** 30

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand the legislative framework for recruitment and selection of employees	1.1 Describe the current legislation relating to recruitment and selection of new employees (equality law, etc.)
	1.2 Identify recruitment and selection activities and practices that are permitted by current legislation and those that contravene current legislation
2. Understand the importance of matching potential employees to the requirements of a post	2.1 Analyse a job role to produce a job description and a person specification
	2.2 Explain the difference between essential and desirable criteria for a job role and identify these in a person specification
	2.3 Design a grid (table) to assist the shortlisting process based on a job and person specification
3. Understand the importance of impartiality during selection and interviews of potential new employees	3.1 From a selection of completed job application forms use a shortlisting grid to identify potential employees and justify choices
	3.2 Describe the principals involved in conducting interviews impartially

	3.3	Based on a job description develop a range of open and closed questions to help select a potential new employee
4. Understand the need to keep accurate records of the recruitment and selection process	4.1	Describe the legislative requirements for keeping accurate records of a recruitment and selection process