

# Access to H.E. National Programme Unit



Unit Title:	Recruitment and Selection		
Graded Unit Code:	GA33MAN03	Ungraded Unit Code:	UA33MAN03
Pathway(s):	Business and Management Construction and the Built Environment Hospitality, Leisure and Tourism Humanities and Social Sciences		
Module(s):	Management		
Level:	3	Credit Value:	3
Valid from:	1 <sup>st</sup> August 2014	Valid to:	31 <sup>st</sup> July 2028

**The following QAA grade descriptors must be applied if you are delivering the graded version of this unit:**

1	Understanding of the subject
2	Application of knowledge
7	Quality

LEARNING OUTCOMES	ASSESSMENT CRITERIA
<b>The learner will:</b>	<b>The learner can:</b>
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

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LEARNING OUTCOMES	ASSESSMENT CRITERIA
The learner will:	The learner can:
	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