OCR
Oxford Cambridge and RSA

| | |
|---|---|
| **Unit Title:** | **Administer the recruitment and selection process** |
| OCR unit number: | 24 |
| Level: | 2 |
| Credit value: | 3 |
| Guided learning hours: | 25 |
| Unit reference number: | A/506/1883 |

## Unit aim and purpose

This unit aims to develop the knowledge and skills required to administer the recruitment and selection process. Upon completion of this unit, learners will be able to administer the recruitment and selection process.

| Learning Outcomes | Assessment Criteria | Additional Guidance |
|---|---|---|
| **The Learner will:**<br>1 Understand the recruitment and selection process | **The Learner can:**<br>1.1 Explain the different administrative requirements of internal and external recruitment<br>1.2 Describe the uses of a job description and a person specification<br>1.3 Explain the administrative requirements of different methods of selection<br>1.4 Explain the requirements of different **pre-employment checks** to be carried out<br>1.5 Explain what information needs to be communicated to successful and unsuccessful applicants at each stage of the recruitment and selection process<br>1.6 Explain the requirements of confidentiality, data protection and system security | **Pre-employment checks** should cover DRB/CRB, right to work, reference requests as required for the organisation/ role before commencement of employment |
| 2 Be able to administer the recruitment process | 2.1 Check that the job or role details are correct and are in accordance with the brief<br>2.2 Place job advertisements in the agreed media in accordance with the timescales | |

© OCR 2014

| Learning Outcomes | Assessment Criteria | Additional Guidance |
|---|---|---|
| | 2.3 Record applicant responses within the timescale<br>2.4 Provide requested information to applicants in accordance with organisational policies and procedures<br>**2.5** Adhere to **organisational policies and procedures, <u>legal</u> and ethical requirements** | Where possible, adherence to **organisational policies and procedures, legal and ethical requirements** should be confirmed by a line manager or experienced colleague.<br><br>Learners should be able to show awareness of **legal** requirements which may include:<br>• Employment Law<br>• Employment Rights Act<br>• Equality Act 2010<br>• Data Protection Act 1998<br>• National Minimum Wage Act 1998<br>• Working Time Regulations 1998<br>• Pensions Act<br>• Trade Unions and Labour Relations (Consolidation) Act 1992 |
| 3 Be able to administer the selection process | 3.1 Invite shortlisted applicants to participate in the selection process in accordance with organisational procedures<br>3.2 Co-ordinate selection arrangements in accordance with the brief<br>3.3 Carry out agreed **pre-employment** checks within the agreed timescale<br>3.4 Inform applicants of the outcome of their application in accordance with organisational policies and procedures<br>3.5 Keep selection records up-to-date | **Pre-employment checks** should cover DRB/CRB, right to work, reference requests as required for the organisation/ role before commencement of employment. |


© OCR 2014

## Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

## Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

## National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

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

| **Occupational standards** | **Unit number** | **Title** |
|---|---|---|
| Business & Administration (2013) National Occupational Standards: | BAB152 | • Administer the recruitment and selection process |

## 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 .