BSBXDB401 Develop and implement recruitment processes that are inclusive of people with disability

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to develop and implement recruitment processes in accordance with regulatory and workplace requirements, to ensure a workforce that is inclusive of people with disability. It involves developing capabilities to ensure hiring processes are accessible to candidates with differing disabilities, and that hiring outcomes promote workplace inclusion and diversity objectives.

This unit applies to human resources staff and hiring managers, as well as broader management within workplaces across various industries, who are responsible for determining hiring requirements, structuring jobs and assessing applicants.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Cross Sector Skill

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Determine job requirements	1.1 Consult with relevant management personnel to determine workplace recruitment needs and position requirements 1.2 Prepare job descriptions, capability and task specifications that accurately reflect inherent role requirements and workplace needs 1.3 Develop selection criteria that reflect job specifications and support opportunities for candidates with disability

2. Establish accessible application processes	2.1 Choose alternative formats, channels and technologies for advertising vacancies that promote applications from talent pools including people with disability
	2.2 Test accessibility of application processes and platforms to ensure all candidates are able to submit applications
3. Undertake inclusive interview processes	3.1 Design an interview guide and questions that can be presented in various formats, which reflect job role requirements and anti-discrimination standards
	3.2 Confirm the format, method of communication and environment through which interview will be undertaken, and outline alternative options to assist with meeting individual applicant needs and preferences
	3.3 Consult applicants on their individual communication and support needs, and identify any modifications, reasonable adjustments or alternative communication strategies to be implemented to assist them through the hiring process
	3.4 Conduct accessible interviews, through formats and techniques that match identified applicant needs
	3.5 Test the accessibility of any other assessment and selection tools used, and confirm that candidates are able to use them, or have available alternatives, to demonstrate their skills and capabilities
4. Conclude recruitment process	4.1 Assess and select candidates equitably and objectively using selection criteria
	4.2 Seek feedback from applicants on accessibility of recruitment process and implementation of any adjustments
	4.3 Seek feedback from manager of successful candidate on appropriateness of match to job specifications, to inform improvements for future recruitment processes
	4.4 Make recommendations to management responsible for workplace policies and practices to improve inclusive recruitment of people with disability

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	• Identifies and analyses complex texts to determine legislative, regulatory and business requirements • Analyses and evaluates a range of textual information to determine staff requirements of the workplace, and suitability of candidates
Writing	• Researches and develops documents that communicate effectively, maximising the potential to attract suitable candidates, and developed within applicable organisational and legislative requirements • Creates texts using formats and language appropriate to the audience and context
Communication	• Presents information and seeks advice using appropriate structure and language for the particular audience • Participates in discussions using questions and responses to elicit the view of others and to clarify or confirm understanding
Navigate the world of work	• Recognises and adheres to legislative requirements, workplace protocols, policies and procedures associated with the hiring process • Develops and reviews workplace policies and procedures in accordance with legal and workplace requirements
Interact with others	• Uses inclusive and collaborative techniques to seek feedback and support, and consult with a range of stakeholders • Selects and uses appropriate protocols when communicating with internal stakeholders, as well as candidates, to seek or share information
Get the work done	• Plans and organises workload, information and hiring that ensures compliance with workplace policies, procedures and legislative requirements • Uses problem-solving skills to identify and analyse issues, consider options and develop responses and opportunities for improvement • Organises and completes work according to defined requirements, taking responsibility for decisions and sequencing tasks to achieve efficient outcomes

Unit Mapping Information

No equivalent unit. New unit.

Links

Companion Volume Implementation Guide is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10

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