



Australian Government

Department of Education, Employment and Workplace Relations

BSBMGT506A Recruit, select and induct staff

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers all aspects of selection and recruitment relevant to managers who are not specialists in the area. It ensures that managers engage in appropriate planning and that selection and induction leads to the recruitment and retention of high quality staff. This unit is almost essential for those who now have (or are likely to have) an involvement in or responsibility for recruiting, selecting and/or inducting staff.

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Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Determine future people needs	<ul style="list-style-type: none">1.1 Planning for future people requirements is consistent with strategic and operational plans1.2 Consultation occurs with all appropriate managers and sections1.3 Position descriptions, person specifications and criteria for selection are developed and approved1.4 Position descriptions and person specifications comply with all organisational and legal requirements
2 Select appropriate people	<ul style="list-style-type: none">2.1 Persons involved in assessment/selection process are appropriate for the position2.2 Candidates are assessed against pre-agreed selection criteria2.3 Selection decisions are based on performance based selection techniques and direct evidence2.4 Candidates all receive feedback through the process2.5 Record-keeping complies with organisational and legal requirements
3 Confirm employment arrangements	<ul style="list-style-type: none">3.1 Inform relevant people of the selection decision and prepare development plan based on selection process3.2 Conditions of employment as approved for the position are agreed with the successful candidate3.3 Induction arrangements are agreed with the candidate and other relevant managers3.4 Induction is undertaken in accordance with the induction plan and a training plan developed

Required Skills and Knowledge

Not applicable.

Evidence Guide

The Evidence Guide identifies the critical aspects, knowledge and skills to be demonstrated to confirm competence for this unit. This is an integral part of the assessment of competence and should be read in conjunction with the Range Statement.

Critical Aspects of Evidence

The evidence should clearly demonstrate that the required planning and preparatory processes have been undertaken

It should also evidence actual interviewing and the use of performance based selection techniques

Induction should be observed by the assessor to ensure the competence of the individual to follow an induction plan which is clearly established

OHS considerations may include:

national, state/territory legislative requirements especially in regard to Occupational Health and Safety

industry codes of practice

Underpinning Knowledge*

* At this level the learner must demonstrate understanding of a broad knowledge base incorporating theoretical concepts, with substantial depth in some areas.

Relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination

Consultation processes and methods

Succession planning/HR planning

Organisation policies and procedures

Legal requirements

Performance based selection techniques

Organisational requirements for record-keeping and documentation

Award agreements, contracts of employment (including conditions)

Underpinning Skills

Communication/consultation skills to ensure all relevant groups and individuals are advised of what is occurring and are provided with an opportunity for input

Developing position descriptors/person specifications for positions for which they are responsible

Developing selection criteria

Designing an appropriate competency based and performance based selection plan

Induction/training skills to prepare direct reports for the safe and efficient performance of their job

Interviewing skills to participate in selection interviews as required

Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Resource Implications

The learner and trainer should have access to appropriate documentation and resources normally used in the workplace

Consistency of Performance

In order to achieve consistency of performance, evidence should be collected over a set period of time which is sufficient to include dealings with an appropriate range and variety of situations

Context/s of Assessment

Competency is demonstrated by performance of all stated criteria, including paying particular attention to the critical aspects and the knowledge and skills elaborated in the Evidence Guide, and within the scope as defined by the Range Statement

Assessment must take account of the endorsed assessment guidelines in the Business Services Training Package

Assessment of performance requirements in this unit should be undertaken in an actual workplace or simulated environment

Assessment should reinforce the integration of the key competencies and the business services common competencies for the particular AQF level. Refer to the Key Competency Levels at the end of this unit

Key Competency Levels

Collecting, analysing and organising information (Level 3) - to prepare for the selection interviews/activities

Communicating ideas and information (Level 3) - to ensure the candidates fit the organisation

Planning and organising activities (Level 3) - to ensure the selection processes go smoothly

Working with teams and others (Level 3) - to take advice from Human Resource specialists where appropriate

Using mathematical ideas and techniques (Level 1) - to calculate weightings/score an interview

Solving problems (Level 3) - to determine short-listing of suitable candidates

Using technology (Level 2) - to help select candidates on a competence/performance based assessment

Please refer to the Assessment Guidelines for advice on how to use the Key Competencies

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Range Statement

The Range Statement provides advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment. The following variables may be present for this particular unit:

Legislation, codes and national standards relevant to the workplace which may include:

award and enterprise agreements and relevant industrial instruments
relevant legislation from all levels of government that affects business operation, especially in regard to Occupational Health and Safety and environmental issues, equal opportunity, industrial relations and anti-discrimination
relevant industry codes of practice

Position description refers to:

a written statement of the duties, tasks and responsibilities for a particular job or position

Person specification refers to:

a written statement of the skills, knowledge, attitude, aptitudes and experience required for a particular job or position

Organisational and legal requirements means:

compliance with all relevant statutes, regulations and audit requirements of the organisation, along with the organisation's policies and values

Pre-agreed selection criteria may include:

educational qualifications
statutory qualifications/certificates
competencies required (including interpersonal skills)
potential for growth
essential experience
desirable experience
ability to work in the particular environment

Performance based selection techniques may include:

in-basket
case studies
scenarios
simulations
actual performance
skills/knowledge testing
an assessment centre (with some or all of the above)

Conditions of employment may include:

salary/wages
penalty rates
holidays and leave entitlements
superannuation
hours of work
grievance procedures

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Unit Sector(s)

Not applicable.