



Australian Government

Department of Education, Employment and Workplace Relations

LGAGOVA503A Implement recruitment systems

Release 2

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Modification History

LGAGOVA503A Release 2: Layout adjusted.

LGAGOVA503A Release 1: Primary release.

Unit Descriptor

This unit covers the development of a recruitment, selection and induction strategy.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Assist in developing recruitment strategy	<p>1.1 Job and person specifications are reviewed on a regular basis as set by council policy.</p> <p>1.2 Processes and procedures are developed that ensure council and legislative regulations and human resource good practice are met.</p> <p>1.3 <i>Methods of recruiting</i> are identified.</p> <p>1.4 Selection process is determined to comply with legal requirements and to select the most meritorious applicant according to selection criteria and equal employment opportunity legislation.</p> <p>1.5 Various <i>selection techniques</i> are incorporated into the selection process as appropriate to the <i>position</i>.</p> <p>1.6 Specification of time frames is included in the strategy.</p>
2 Implement recruitment strategy	<p>2.1 Selection process is in line with predetermined methodology and criteria are established on a merit basis.</p> <p>2.2 All <i>applicants</i> are assessed against the same selection criteria.</p> <p>2.3 Principles of confidentiality are maintained throughout the process.</p> <p>2.4 Legal and award requirements, including equal employment opportunity legislation, are met by the selection process.</p> <p>2.5 Selection process is <i>fair, equitable</i> and justifiable from the evidence gained and process used.</p> <p>2.6 Applicants are informed promptly and accurately of the selection process and its outcomes.</p> <p>2.7 Unsuccessful applicants are provided with feedback in line with council policy and procedures.</p> <p>2.8 <i>Recruitment and selection process</i> is clearly documented.</p>
3 Establish selection panel	<p>3.1 Selection panel is composed of members with the required attributes and selection techniques training.</p> <p>3.2 Location and format of interviews are planned to ensure an efficient, effective and fair process.</p> <p>3.3 Selection brief is supplied to ensure compliance with merit principles and selection criteria.</p>
4 Participate in appeal process when required	<p>4.1 Detailed, accurate response is prepared on request from legislative authority or in accordance with council grievance procedures.</p> <p>4.2 Council is represented in any negotiation and/or conciliation processes.</p> <p>4.3 Council recruitment and selection procedures are evaluated in terms of appeal outcome and necessary modifications are implemented.</p>

ELEMENT	PERFORMANCE CRITERIA
5 Induct successful applicant	<p>5.1 Confirmation of applicant is sought and an entry on duty is arranged.</p> <p>5.2 Appropriate administrative action is monitored to assist line managers in ensuring a smooth entry on duty.</p> <p>5.3 <i>Induction program</i> is organised for successful applicant.</p>

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- advertising design and placement
- assessment of competence
- interviewing techniques
- report writing
- record keeping

Required Knowledge

- human resources strategic plan
- principles and practices of:
 - equal employment opportunity legislation
 - affirmative action
 - merit principles
- corporate plan and organisational structure and culture
- recruitment policies and procedures
- selection tools and techniques
- awards and salary structures
- job descriptions
- freedom of information
- competency standards
- council code of conduct and confidentiality procedures

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit are also required to be demonstrated.
Critical aspects of evidence to be considered	Legal requirements are met. Induction program is organised. Induction plan is developed. Information package for each position is provided. Review of job and person specifications is conducted. Recruitment documentation checklist is completed. Selection techniques training is delivered. Adoption of merit principles is monitored.
Context of assessment	On the job or in a simulated work environment.
Method of assessment	The following assessment methods are suggested: <ul style="list-style-type: none">• observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies• written and/or oral questioning to assess knowledge and understanding• completion of workplace documentation• third-party reports from experienced practitioners• completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Evidence will need to be gathered over time across a range of variables.
Resource implications	Access to a workplace or simulated case study that incorporates a range of recruitment scenarios covering: <ul style="list-style-type: none">• employment requirements• selection processes• appeal processes• induction

Range Statement

The Range Statement relates to the Unit of Competency as a whole. It allows for different work environments and situations that may affect performance. ***Bold italicised*** wording in the Performance Criteria is detailed below.

<i>Methods of recruiting</i> may include:	<ul style="list-style-type: none">• open market• in-house• expression of interest• secondment
<i>Selection techniques</i> may include:	<ul style="list-style-type: none">• workplace assessment• qualifications• weighting of criteria• licensing requirements• tests• demonstration• case study
<i>Positions</i> may include:	<ul style="list-style-type: none">• internal• external• permanent• temporary• casual• part time• job sharing• contract
<i>Fair and equitable process</i> may include:	<ul style="list-style-type: none">• bias and discrimination is avoided as set out in anti-discrimination legislation and merit principles
<i>Recruitment and selection process</i> may include:	<ul style="list-style-type: none">• job and person specifications• method of recruitment• selection panels• selection tools to be used• time frames for the recruitment and selection• location and format of interview
<i>Implement recruitment strategy</i> may include:	<ul style="list-style-type: none">• human resources officer• manager or team leader• external contractor or consultant
<i>Induction program</i> may be on or off the job and include:	<ul style="list-style-type: none">• employment responsibilities• performance management• organisational structure• policies regarding occupational health and safety, equal employment opportunity and harassment

Unit Sector(s)

Administration Units