



Australian Government

**Assessment Requirements for BSBXDB401
Develop and implement recruitment
processes that are inclusive of people with
disability**

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Modification History

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

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria, and foundation skills of this unit, including evidence of the ability to conduct the following on at least one occasion:

- undertake a recruitment process on at least one occasion that includes 2 or more candidates, including:
 - identifying current legislative obligations that must be adhered to when recruiting
 - identifying and recommending any improvements to support workplace diversity and inclusion when recruiting
 - preparing a job description relevant to a workplace hiring need, including:
 - outlining inherent role requirements, task, skill and knowledge specifications
 - removing any exclusionary criteria that are not inherent to core role requirements
 - developing selection criteria that match the job requirements as well as support opportunities for candidates with disability
 - accessing employment agencies and/or specialist services to source candidates and confirm access requirements for recruitment processes, applications and interviews
 - selecting and using accessible communication channels, formats and technologies for promoting vacancies and accepting applications
 - developing non-discriminatory interview guides that match selection criteria
 - confirming the accessibility of any other assessment techniques or tools used
 - conducting recruitment and interviewing processes by:
 - consulting candidates to determine their communication and support needs
 - outlining any modifications required to assist them through the hiring process
 - selecting and using appropriate communication techniques, interview formats and environments, technologies or adjustments to meet individual candidate needs
 - involving any support persons as necessary and ensuring that they do not detract from the first hand interaction with the candidate (for example, by answering questions for the individual beyond a translation capacity)

- assessing candidates against selection criteria, make selections and justify choice
- seeking feedback on hiring processes from applicants and management.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to effectively complete the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- persons covered by the Disability Discrimination Act
- the social model of disability as compared to the medical model
- current legislation, standards and other instruments that promote the inclusion and rights of people with disability, including:
 - Disability Discrimination Act
 - Fair Work Act
 - Other State/Territory anti-discrimination legislation
 - United Nations Convention on the Rights of Persons with Disabilities
 - The National Disability Strategy
 - Accessibility standards, including the Web Content Accessibility Guidelines
- workplace responsibilities related to inclusive recruitment processes
- positive workplace outcomes resulting from the hiring of individuals with disability
- aspects of workplace operations that impact the outcomes of inclusive recruitment strategies, including:
 - staffing structure and workforce needs
 - workplace human resource and hiring practices
 - job needs, knowledge and skill requirements, and inherent role requirements
 - workplace diversity and inclusion objectives and policies
- workplace policies and protocols for:
 - recruitment and inclusion of people with disability
 - maintaining confidentiality and privacy for job applicants and staff members
 - responding to disclosure and/or sharing of information about disability
- inclusive language and person-first expressions to use when communicating with, or about, people with disability
- accessible and inclusive options for aspects of recruitment processes, including:
 - candidate sourcing methods
 - assessment techniques and tools
 - interview formats, environments and techniques
 - language and questioning strategies
- appropriate communication techniques, including use of plain English, and augmentative and alternative communication methods and aids
- disability employment services, other employment agencies or specialist services that can provide advice on accessible recruitment processes and assist with accessing talent pools.
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Assessment Conditions

Skills must have been demonstrated in a real or simulated workplace. Simulations and scenarios are to be used where assessment in a workplace situation would be impractical, inappropriate, or not possible, particularly where skills relate to more sensitive or critical instances. The following conditions must be met for this unit:

Use of facilities, equipment and resources, including:

- access to details regarding the workplace recruitment need
- legislation and workplace policies related to diversity, inclusion and recruitment
- communication channels, assessment tools, and workplace technologies
- applicants with disability or case studies of applicants with disability

Assessors of this unit must satisfy the assessor requirements in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>