

**Unit 22:** **Recruit, select and keep colleagues**

**Unit reference number:** H/602/1842

**QCF level:** 5

**Credit value:** 12

**Guided learning hours:** 85

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**Assessment requirements**

Please see annexe D for assessment requirement document.

**Assessment methodology**

This unit is assessed in the workplace. Learners can enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centre documentation should be used to record this information.

## Learning outcomes and assessment criteria

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
1	Be able to identify recruitment and selection needs	1.1	review on a regular basis the work required in own area of responsibility			
		1.2	identify any shortfall in own area of responsibility, including: <ul style="list-style-type: none"> <li>• the number of colleagues</li> <li>• the pool of knowledge, skills and experience</li> </ul>			
		1.3	select the most effective options for addressing any shortfall in colleagues or the pool of knowledge, skills and experience			
		1.4	develop job descriptions and person specifications for required roles in consultation with others			

Learning outcomes	Assessment criteria		Evidence type	Portfolio reference	Date
2	Be able to plan a recruitment and selection process	2.1 plan the following aspects of the recruitment process in consultation with others: <ul style="list-style-type: none"> <li>• main stages in the recruitment and selection process</li> <li>• the recruitment and selection methods to be used</li> <li>• timings for the recruitment and selection process</li> <li>• who will be involved in the recruitment and selection process</li> </ul>			
		2.2 ensure that information on vacancies is fair, clear and accurate before it goes to potential applicants			
		2.3 Seek and make use of specialist expertise in the recruitment and selection process			
		2.4 Ensure the criteria for selection are consistent with the requirements of the vacancy			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
3	Be able to contribute to a recruitment and selection of people for identified vacancies	3.1	Take part in the recruitment and selection process as planned			
		3.2	Ensure the recruitment and selection process is fair, consistent and effective			
		3.3	Ensure applicants who are offered positions are able to perform effectively and work with their new colleagues			
		3.4	Evaluate whether the recruitment and selection process has been successful in relation to appointments			
		3.5	Identify any areas for improvement in the recruitment and selection process			
4	Be able to contribute to the retention of colleagues	4.1	Evaluate reasons for colleagues leaving own area of responsibility			
		4.2	Identify ways of addressing staff turnover problems			
		4.3	Implement methods of addressing staff turnover problems that are consistent with own level of authority			
		4.4	suggest methods of addressing staff turnover problems that are outside own level of authority to the relevant colleagues			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
5	Understand own sector context for recruitment, selection and retention	5.1	explain recruitment, selection and retention issues in own sector, including working practices and culture			
		5.2	explain specific initiatives relating to recruitment, selection and retention in own sector			
6	Understand own organisational context for recruitment, selection and retention	6.1	describe the current people resources available in own area of responsibility, including their skills, knowledge and experience			
		6.2	summarise the work requirements in own area of responsibility			
		6.3	summarise the operational plans and changes in own area of responsibility			
		6.4	describe the turnover rate in own area of responsibility			
		6.5	evaluate local employment market conditions in relation to recruitment, selection and retention			
		6.6	explain own organisation's culture, values and structure			

Learning outcomes	Assessment criteria		Evidence type	Portfolio reference	Date
7	6.7	summarise the policies and practices of own organisation in relation to: <ul style="list-style-type: none"> <li>• recruitment</li> <li>• selection</li> <li>• induction</li> <li>• dismissal</li> <li>• pay</li> <li>• other terms and condition of employment</li> </ul>			
	6.8	describe sources of specialist expertise in relation to recruitment, selection and retention used by own organisation			
Understand how to identify recruitment and selection needs	7.1	explain how to avoid stereotyping with regard to skills levels and work ethics			
	7.2	compare the advantages and disadvantages of different options for addressing identified shortfalls in the number of colleagues and the pool of skills, knowledge and experience			
	7.3	explain what job descriptions and person specifications should contain			
	7.4	explain why it is important to consult with other relevant people when producing job descriptions and person specifications			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
8	Understand how to plan recruitment and selection processes	8.1	explain the different stages in the recruitment and selection process			
		8.2	clarify why it is important to consult with others when planning recruitment and selection, the methods to be used and the people to involve			
		8.3	compare different recruitment and selection methods and their advantages and disadvantages			
9	Understand how to contribute to the recruitment and selection of people for identified vacancies	9.1	clarify why it is important to give people fair, clear and accurate information on vacancies to potential applicants			
		9.2	explain how to take account of equality, diversity and inclusion issues, including legislation and any relevant codes of practice when recruiting and selecting people			
		9.3	explain how to judge whether applicants meet the stated requirements of a vacancy			

Learning outcomes		Assessment criteria		Evidence type	Portfolio reference	Date
10	Understand how to contribute to the retention of colleagues	10.1	explain why it is important to identify and evaluate why colleagues are leaving an area of work			
		10.2	explain how to explore constructively and sensitively the reasons for colleagues leaving an area of work			
		10.3	identify the types of reasons colleagues might have for leaving an area of work			
		10.4	explain the causes and effects of high and low staff turnover			
		10.5	explain measures that can be taken to address staff turnover problems			

Learner name: \_\_\_\_\_ Date: \_\_\_\_\_

Learner signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assessor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internal verifier signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(if sampled)*