Title:	Recruitment and Talent Acquisition
Level:	4
Credit value:	3
GLH:	20
Unique Reference Number:	L/652/3006
Sector Subject Area:	15.3 Business Management
Aim:	To equip learners with the knowledge to understand recruitment and talent acquisition.
Assessment Type:	This unit will be assessed through an internally set and internally marked portfolio of evidence. Assessment of practical skills must take place during normal work activities.

Learning outcomes
The learner will:

1. Understand recruitment and talent acquisition.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge to understand recruitment and talent acquisition.

The learner must understand:

1.1. The **purpose** of **recruitment** and **talent acquisition**.
1.2. The **stages** of the **recruitment process**.
1.3. **Why effective recruitment** is **important** to organisational success.

2. Understand role requirements and recruitment planning.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge to understand role requirements and recruitment planning.

The learner must understand:

2.1. The **purpose** of **job descriptions** and **person specifications**.
2.2. The **key information** needed to **plan recruitment.**
2.3. **How** workforce needs **influence recruitment decisions.**

3. Understand various selection methods.

Delivery content:

The aim of this learning outcome is to provide learners with the knowledge to understand various selection methods.

The learner must understand: 3.1. **Different selection methods** used in recruitment. 3.2. The **strengths** and **limitations** of selection methods. 3.3. The **importance** of **fair** and c**onsistent** selection practice.
4. Apply recruitment principles to practice.
Delivery content: The aim of this learning outcome is to provide learners with the skills to be able to apply recruitment principles to practice. The learner must be able to: 4.1. Review a recruitment situation or vacancy. 4.2. Recommend suitable recruitment and selection methods. 4.3. Justify the chosen approach in relation to organisational needs.
5. Review recruitment effectiveness.
Delivery content: The aim of this learning outcome is to provide learners with the skills to be able to review recruitment effectiveness. The learner must be able to: 5.1. Assess the effectiveness of a recruitment process. 5.2. Identify areas for improvement in recruitment and selection practice. 5.3. Suggest ways to improve future recruitment outcomes.

Scope of Training The Scope of Training identifies areas that must be covered during the delivery of this unit. This is the minimum that is expected but tutors are expected to include other areas, knowledge of which will benefit their learners, based on location, types of work available and from the tutors own professional experience.	
Requirements	
1.1. The **purpose** of **recruitment** and **talent acquisition**.	• Find suitable candidates. • Fill vacancies and meet workforce needs. • Hire capable employees. • Support growth. • Retain talent.
1.2. The **stages** of the **recruitment process**.	• Identify Need – Define the role and requirements. • Job Design – Create job description and criteria. • Advertise – Attract suitable candidates. • Screen – Shortlist applicants. • Select – Interview and assess candidates. • Offer – Choose and appoint the candidate.

	• Onboard – Introduce and support the new employee.
1.3. **Why effective recruitment** is **important** to organisational success.	• Ensures suitable people are hired. • Improves employee performance. • Reduces staff turnover. • Reduces poor hiring decisions. • Builds organisational capability.
2.1. The **purpose** of **job descriptions** and **person specifications**.	• Defines duties and responsibilities. • Identifies required skills and experience. • Guides selection decisions. • Sets clear job standards. • Provides fair, consistent evaluation criteria.
2.2. The **key information** needed to **plan recruitment.**	• Role requirements, duties, skills, and experience needed. • Workforce needs, number of employees required. • Budget, available recruitment costs. • Timeline, when the role needs filling. • Selection process, methods for assessing candidates.
2.3. **How** workforce needs **influence recruitment decisions.**	• Staffing levels, number of hires needed. • Identifies required skills and experience. • Business priorities shapes recruitment focus. • Budget limits Influences hiring options.
3.1. **Different selection methods** used in recruitment.	• Interviews, to assess suitability and skills. • Application screening, to review qualifications and experience. • Tests to measure knowledge and abilities. • References to verify background and performance.
3.2. The **strengths** and **limitations** of selection methods.	• Interviews ➢ Strength: assess suitability ➢ Limitation: possible bias. • Tests ➢ Strength: measure skills ➢ Limitation: may not reflect real ability. • Applications/CVs ➢ Strength: quick screening ➢ Limitation: information may be inaccurate. • References ➢ Strength: confirm experience ➢ Limitation: limited detail.
3.3. The **importance** of **fair** and **consistent** selection practice.	• Equality ensures candidates are treated fairly. • Objectivity reduces bias in decisions. • Compliance supports legal recruitment practices. • Quality hiring improves selection of suitable candidates. • Trust builds a positive employer reputation.

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