

Abu Dhabi Centre for Technical and Vocational Education and Training
Human Resources
Qualification title: Level 4 Component Award in Facilitating recruitment processes
Qualification code: SAFC05040112

Qualification structure

Qualification type: Component Award	Discipline: F	Sector: C05	Level: 4	No in series: 01	Year of approval: 12
Credit value: 8 Credit hours		Certification requirement: 2 Units; 2 Core			
Qualification purpose					
The purpose of the qualification is to provide learners with an understanding of development and implementation of strategies to source candidates and to manage the recruitment process.					
Qualification units					
Core units					
Unit code:	Unit no:	Unit title:	Level:	Credit value:	
FC050400912	1	Develop and implement strategies to source and assess candidates	4	4	
FC050401312	2	Manage the recruitment process	4	4	
Specialist Units					
Unit code:	Unit no:	Unit title:	Level:	Credit value:	
Optional units					
Unit code:	Unit no:	Unit title:	Level:	Credit value:	
Prerequisites					
Entry requirements			Requirements		
<p>Learners will require the following skills for completion of this unit as follows: Analytical skills, communication skills, effective business relationships, information management skills, presentation skills, research and data collection skills, relate to people from diverse backgrounds, and diverse abilities. The unit is open to candidates of either gender and there are no entry barriers on grounds of race, creed or previous academic attainment or learning. There should be equality of access for candidates and candidates must be enabled and supported to undertake this qualification. All institute staff involved in the assessment or delivery of these qualifications should understand learner's requirements and through initial assessment, match them to the needs and</p>			<ul style="list-style-type: none"> • IELTS level 4 is preferred. • Level of knowledge, skill and performance of human resources on entry is minimum requirement. • Functional IT skills would be an advantage. • No specific pre-entry qualification in human resources is required. • Pre-entry requirement of Certificate 3 level or equivalent. <p>Credit transfer is available as published.</p>		

capabilities before entering learners as candidates for this qualification.		
Qualification pathways		
This qualification	Pathways	
Level 4 Component Award in Facilitating recruitment processes	Level 4 Component Award in Supporting employee services Certificate 4 in Human Resources Diploma in Human Resources	
Copyright and ownership		Modification history
Copyright of units, Intellectual Property Rights and ownership of the qualification will be owned by ACTVET.		Release no: 1
		Previous code:
National Occupational Standards		Comment:
		New code:
		Not available

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Qualification overview

This qualification is suitable for	Minimum age requirement is seventeen. Learners should be working in the field of human resources and have background knowledge of the profession as a minimum requirement.	
Target market	The target market for this qualification is human resource generalists, recruitment specialists, small company owners and staff with a recruitment role.	
Job activities/tasks	The core component of this unit contains competencies in: performance outcomes, skills and knowledge required to: advice on developing strategies for the retention of candidates, providing advice and support to candidates, providing training solutions to candidates and developing strategies for the ongoing management of candidates.	
Work context/conditions	This unit is for any individual who is, or wishes to be involved in human resources, particularly recruitment of staff.	
Example employers	Government organisations. Private sector employers.	
Example jobs	Related occupations	
Recruitment consultant Human resources supervisor Human resources administrator Recruitment coordinator	Office managers Persons with departmental recruitment responsibility	
Professional association	International professional association such as Chartered Institute of Professional Development.	

<p>Abu Dhabi Centre for Technical and Vocational Education and Training Human Resources ualification title: Level 4 Component Award in Facilitating recruitment processes Qualification code: SAFC05040112</p> <p>Delivery and Assessment</p>	
Mode of delivery	
<p>Mode of delivery will be classroom or any other mode of delivery that meets the needs of the learner, ensuring learner has access to appropriate resources. It is strongly advised that learning and development of subject content and associated skills be referenced to real vocational situations in an office environment.</p>	
Arrangements for learners with special assessment requirements	
<p>Arrangements for learners with special assessment requirements may need to be adapted to meet;</p> <ul style="list-style-type: none"> • language requirements • cultural or religious requirements • physical disabilities • particular learning needs. 	
Trainer qualifications	
<p>Training of learners will be by qualified Licensed Vocational Trainers who meet the requirements for employment in an ACTVET licensed institute and hold the required qualifications of Licensed Vocational Trainer (proposed). Licensed Vocational Trainers should be qualified and have recent experience of work in office environments. The trainer will comply with all licensing and accreditation requirements for an ACTVET Licensed Trainer.</p>	
Training methods	
<p>Licensed Vocational Trainers must use appropriate methods of training for classroom environment that reflects the vocational requirements of a workplace setting. Learning must be paced to meet the learner’s needs, preferred style of learning and is taught at a level where all learners comprehend the concepts trained.</p>	
Assessment	
<p>Assessment will be in classroom environment conducted by Assessors who meet the requirements for employment in an ACTVET licensed institute and hold the required qualifications of Licensed Vocational Assessor. Assessment methodology will be selected to utilise the most appropriate methods of assessment for the knowledge or skill involved and will be tailored to meet the requirements of the Unit Standards. Assessors must take into consideration any special assessment arrangements for learners to ensure learners are not disadvantaged in the assessment process.</p>	<p>Assessors must have:</p> <ul style="list-style-type: none"> • licensed Vocational Assessor qualifications or similar • applied industrial experience • assessment practices that meet QFEmirates National Standards of assessment • regular professional development practices.

Assessment methods	
<p>All assessment methods must use the appropriate assessment methods to assess knowledge and skill. There must be fair, valid, reliable, authentic and sufficient evidence for all assessment criteria.</p> <p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this qualification:</p> <ul style="list-style-type: none"> • assessment of written reports summarising results of candidate skills assessment and selection outcomes • observation of techniques • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate • oral or written questioning • review of authenticated documents from the workplace or training environment • review of testimony from team members, colleagues, supervisors, managers, clients or candidates. 	
Assessor decisions will make assessments that will be coded according to the following schedule:	Code to be inserted on record sheet
<p>Observation of the candidate by the assessor (Role play scenarios included)</p> <p><i>Examination of the evidence by the assessor:</i></p> <p>Examination of a product</p> <p>Examination of the witness/expert testimony</p> <p>Examination of a case history</p> <p>Examination of a personal statement</p> <p>Examination of written answers to questions</p> <p><i>Questioning of the candidate or witness by the assessor:</i></p> <p>Questioning of the candidate</p> <p>Questioning of the witness</p> <p>Professional Discussion</p> <p>Realistic working environment</p> <p>Simulation</p>	<p>O</p> <p>EP</p> <p>EWT</p> <p>ECH</p> <p>EPS</p> <p>EWQ</p> <p>QC</p> <p>QW</p> <p>PD</p> <p>RWE</p> <p>S</p>
Verifier	Vocational verifiers must have
<p>The Verifier will observe Assessors carrying out assessments, review assessment decisions from the evidence provided and hold meetings with the assessment team to ensure consistency in the use of paperwork and interpretation of the qualification's requirements. Verifiers will ensure that learner tracking of registration for qualifications, assessment decisions and achievement, are recorded and maintained accurately and timely and are open to scrutiny.</p>	<ul style="list-style-type: none"> • verifier qualifications or similar • applied industrial experience • verification practices that meet NQEmirates National Standards of verification • regular professional development practices • ability to manage the learner's work environment for the verification process • ability to evidence standardisation processes.

Verification method	
Assessment and verification process will conform to the following:	
<ul style="list-style-type: none"> • Institute systems for learner, assessment and verification are unified. • Qualified Assessors must be used for all assessment. • Learner’s achievement is evidenced and recorded. • Learner is included in the assessment decision making process. • Assessment of learner’s achievement is evidenced by best practice. • Assessment takes into account diversity and language differences. • Assessment of learner’s achievement is tracked and recorded. • Learner will be able to compile their portfolio using their preferred technology. • Assessment uses valid, fair, authentic and reliable practice and reduces barriers to assessment. 	<ul style="list-style-type: none"> • Evidence collection makes efficient use of assessment opportunities and work production. • Licensed Vocational Verifiers must be used for all verifications. • Verification of learner’s achievement is evidenced by best practice. • Verification of learner’s achievement is tracked and recorded. • Standardisation of assessment and verification processes are evidenced • Evidence of sharing of learner, assessor and verifier best practice. • Evidence that complaints are addressed, recorded and solved effectively. • National Industry Sector Classification Code (SIC) to classify units and qualifications as per the guidance in the QFEmirates handbook.
Assessing and grading	
<p>This qualification is a knowledge, skills and application qualification. Assessment should, where possible, take a holistic approach. Assessment in one unit can be used as the assessment for another, if the assessed piece of work covers the criteria in the units. Assessment must be accessible for learners and the process of assessment as simple as possible. Learners must demonstrate competence by producing a portfolio of evidence.</p> <p>This qualification is examined in two ways: assessment of performance and underpinning knowledge. All performance is assessed by an assessor against the performance criteria and recorded in the Cumulative Assessment Record. Competence recognises all qualification requirements have been achieved. Not yet competent means all requirements have been attempted but yet to be achieved, insufficient evidence means all requirements have not been attempted. Underpinning knowledge is examined that more than 80% of the predetermined marking criteria should be met.</p> <p>This qualification is internally assessed by qualified Assessors and verified by Qualified Internal and External Verifiers of Approved Provider status institutions. Simulations in assessment are not recommended will require prior approval from the External Verifier.</p>	
Learner evidence	
Learners must demonstrate knowledge and skill achievement in a presented portfolio.	
Integrated assessment	
Opportunities for integrated assessment are possible between units 1 and 2.	

Risk in assessment

The learner's work environment needs proper management and risk management analyses. The following risks will be observed in the training, assessment and verification phases:

- health and safety
- stressing the learner
- inauthentic evidence/collation/unjustifiable support to the learner
- over-assessment
- potential of unfairness to the learner
- failing to meet assessment strategy of a qualification.

Appeals procedure

In the event that a learner judges that he is being unfairly considered in the assessment or verification process he has the right to appeal using the recognised appeals procedure and documentation (not included in this submission).

In the event that an assessor judges that he is being unfairly considered in the assessment or verification process he has the right to appeal using the recognised appeals procedure and documentation.

Abu Dhabi Centre for Technical and Vocational Education and Training Human Resources Qualification title: Level 4 Component Award in Facilitating recruitment processes Qualification code: SAFC05040112 Unit: 1 Unit title: Develop and implement strategies to source and assess candidates Unit code: FC050400912 Human Resources		
Level: 4	Credit value: 4	Notional learning hours: 60 hours
Unit Information		
Unit description of content		
<p>This unit aims to enable learners to develop and implement strategies to source and assess candidates, develop strategies to source candidates, screen and interview potential candidates, assess and select candidates and manage candidate outcomes.</p>		
Information for learning and achievement		
<p>This unit is a knowledge, skill and application unit (KSA). Learners must attempt all aspects of the unit requirements and demonstrate achievement in all aspects of evidence requirements. It is strongly advised that learning and development of knowledge and associated skills be referenced to real vocational situations in the workplace. Evidence must be at the level required by the unit standard and all related criteria. Candidates must contribute to group work by playing a role of both individuals as well as team members in varied roles and parts in group activities. Groups must perform as a group but individuals within the group must perform different tasks to demonstrate achievement of evidence requirements.</p>		
Assessment strategy		
<p>Assessment of the evidence requirements, to confirm that learning outcomes have been met, is considered holistically where evidence in one unit or learning outcome may provide the evidence for other units and learning outcome.</p> <p>This qualification is examined in two ways: assessment of underpinning knowledge and performance.</p> <p>Underpinning knowledge is examined so that more than 80% of the predetermined marking criteria must be met. Performance is assessed by an assessor in the workplace against the performance criteria and recorded in the Cumulative Assessment Record. ‘Competent’ recognises all unit criteria have been achieved. ‘Not yet competent’ means all criteria have been attempted but yet to be achieved, ‘insufficient evidence’ means not all criteria have been attempted.</p> <p>This qualification is internally assessed by qualified Assessors and verified by Qualified Internal and External Verifiers of Approved Provider status institutions. Simulations in assessment are not recommended and will require prior approval from the External Verifier.</p> <p>Assessment can include role play, scenario setting, use of drama, presentations, written material, notes, checklists, lists, statements, comparative charts, and diagrammes.</p>		
Recording and storing of learner achievement		
<p>Keep evidence of learner’s work in the centre for up to one year.</p> <p>Encourage learners to maintain learning logs and evidence of professional development.</p> <p>Ensure learners maintain portfolios of work as evidence of achieving learning outcomes.</p>		

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Unit: 1
 Unit title: Develop and implement strategies to source and assess candidates
 Unit code: FC050400912
 Human Resources

Level: 4	Credit value: 4	Notional learning hours: 60 hours
Assessment criteria: Knowledge, skills and application (KSA)		
Learning outcomes		
Learning outcome 1: Be able to develop strategies to source candidates		
Performance criteria: 1.1. Research is undertaken to identify potential candidate channels. 1.2. A range of strategies are identified to assist in sourcing candidates. 1.3. Strategies for effectiveness are reviewed and evaluated.		
Learning outcome 2: Be able to screen and interview potential candidates		
Performance criteria: 2.1. Preliminary screening with candidates is conducted in a fair and equitable manner. 2.2. Interviews are organised and conducted in accordance with organisational policy and best practice. 2.3. General assessment of raw skills is conducted. 2.4. Additional information is obtained from candidates as required.		
Learning outcome 3: Be able to assess and select candidates		
Performance criteria: 3.1. Assessment and selection process are conducted in accordance with organisational policy. 3.2. Information obtained from each candidate is judged against specified selection criteria. 3.3. Candidate suitability is aligned to specific job specifications, recognising influencing factors. 3.4. Selection recommendations are prepared on behalf of the HR Manager for staff recruitment and documented in accordance with organisational procedures.		
Learning outcome 4: Be able to manage candidate outcomes		
Performance criteria: 4.1. Candidates are informed of selection decisions in a timely manner. 4.2. Feedback is provided to unsuccessful candidates. 4.3. Feedback to successful candidate is provided. 4.4. Commencement of employment letter is arranged.		
Evidence guideline		
<ul style="list-style-type: none"> ▪ Formative evidence for this unit can be written, oral or diagrammatic, as directed for given situations. ▪ Formative evidence ought to assist learners to learn and increase performance to reach summative assessment requirements. ▪ Summative assessment is project based from real live work situations. Simulation is only permissible with the written approval of the Internal Verifier. ▪ Learners should demonstrate no less than 80% of the requirements for the summative assessment. ▪ Re submissions are permissible. 		

Evidence requirements

1. Learners develop strategies to source candidates and evidence with a report on research strategies and resources available, as well as on their effectiveness.
2. Learners screen and interview potential candidates and evidence with a report on preliminary screening, interviews conducted, and candidate information obtained and skills identified.
3. Learners assess and select candidates and evidence with a report on the selection and assessment process, candidate suitability, and selection recommendations.
4. Learners manage candidate outcomes and evidence with a report on selection decisions and follow up actions.
5. Learners review own work and identify performance improvement strategies.

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Unit: 1
 Unit title: Develop and implement strategies to source and assess candidates
 Unit code: FC050400912
 Human Resources

Mapping of CoreLife Skills

Learning outcomes	Performance Criteria	Collecting, analysing, organising and applying information in a given context	Communicating information, concepts and ideas	Initiating and organising self and activities, including motivation, exploration and creativity	Working with others in teams including leadership	Solving problems including using mathematical ideas and techniques	Applying information and communication technology	Participating in social and civic life including ethical practice
1	1.1	X	X	X	X			
	1.2	X	X	X	X			
	1.3	X	X	X	X		X	
2	2.1	X	X	X	X		X	X
	2.2	X	X	X	X	X	X	
	2.3	X	X	X	X			
	2.4	X	X	X	X			
3	3.1	X	X	X	X		X	
	3.2	X	X	X	X		X	
	3.3	X	X	X	X		X	
	3.4	X	X	X	X		X	
4	4.1	X	X	X				
	4.2	X	X	X	X			
	4.3	X	X	X	X			
	4.4	X	X	X			X	

Abu Dhabi Centre for Technical and Vocational Education and Training Human Resources Qualification title: Level 4 Component Award in Facilitating recruitment processes Qualification code: SAFC05040112 Unit: 2 Unit title: Manage the recruitment process Unit code: FC050401312 Human Resources		
Level: 4	Credit value: 4	Notional learning hours: 60 hours
Unit Information		
Unit description of content		
<p>This unit deals with providing advice on recruitment strategy, determining job specifications, managing recruitment process, assessing and selecting candidates and referring candidates and completing placement processes. Licensing, legislative, regulatory requirements that apply to this unit at the time of endorsement.</p>		
Information for learning and achievement		
<p>This unit is a knowledge, skill and application unit (KSA). Learners must attempt all aspects of the unit requirements and demonstrate achievement in all aspects of evidence requirements. It is strongly advised that learning and development of knowledge and associated skills be referenced to real vocational situations in the workplace. Evidence must be at the level required by the unit standard and all related criteria. Candidates must contribute to group work by playing a role of both individuals as well as team members in varied roles and parts in group activities. Groups must perform as a group but individuals within the group must perform different tasks to demonstrate achievement of evidence requirements.</p>		
Assessment strategy		
<p>Assessment of the evidence requirement confirm learning outcomes have been met can be considered holistically where evidence in one unit or learning outcome may provide the evidence for other units and learning outcomes.</p> <p>This qualification is examined in two ways: assessment of underpinning knowledge and performance. Underpinning knowledge is examined so that more than 80% of the predetermined marking criteria must be met. Performance is assessed by an assessor in the workplace against the performance criteria and recorded in the Cumulative Assessment Record. ‘Competent’ recognises all unit criteria have been achieved. ‘Not yet competent’ means all criteria have been attempted but yet to be achieved, ‘insufficient evidence’ means not all criteria have been attempted.</p> <p>This qualification is internally assessed by qualified Assessors and verified by Qualified Internal and External Verifiers of Approved Provider status institutions. Simulations in assessment are not recommended and will require prior approval from the External Verifier.</p> <p>Assessment can include evidence of written reports summarising results of candidate skills assessment, selection outcomes, observation of client screening and interview techniques, direct questioning, combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate, oral or written questioning, review of authenticated documents from the workplace or training environment, review of testimony from team members, colleagues, supervisors, managers, clients or candidates.</p>		
Recording and storing of learner achievement		
<p>Keep evidence of learner’s work in the centre for up to one year. Maintain learning logs and evidence of professional development. Maintain learner portfolios of work as evidence of achieving learning outcomes.</p>		

Abu Dhabi Centre for Technical and Vocational Education and Training Human Resources Qualification title: Level 4 Component Award in Facilitating recruitment processes Qualification code: SAFC05040112 Unit: 2 Unit title: Manage the recruitment process Unit code: FC050401312 Human Resources		
Level: 4	Credit value: 4	Notional learning hours: 60 hours
Assessment criteria: Knowledge, skills and application (KSA)		
Learning outcomes		
Learning outcome 1: Understand how to provide advice on recruitment strategy		
Performance criteria: 1.1. Recruitment information is provided to managers. 1.2. Staff recruitment requirements are agreed. 1.3. Recommendations for necessary assessment and profiling is discussed and agreed with managers. 1.4. Performance gaps as part of workforce planning is identified.		
Learning outcome 2: Be able to determine job specifications		
Performance criteria: 2.1. Job analysis is undertaken with managers to determine needs and requirements for recruitment. 2.2. Specification notes are written that accurately reflect the job role. 2.3. Specification notes are confirmed with appropriate personnel prior to undertaking recruitment.		
Learning outcome 3: Be able to conduct an evaluation of market salary rates		
Performance criteria: 3.1. Market salary rates are sought from various companies for similar positions. 3.2. Salaries are compared and benchmarked to UAE company salaries. 3.3. Results are interpreted and salaries above the market rate or below the market rate are stated. 3.4. Market salary rate recommendations are made to management.		
Evidence guideline		
<ul style="list-style-type: none"> ▪ Formative evidence for this unit can be written, oral or diagrammatic, as directed for given situations. ▪ Formative evidence ought to assist learners to learn and increase performance to reach summative assessment requirements. ▪ Summative assessment is project based from real live work situations. Simulation is only permissible with the written approval of the Internal Verifier. ▪ Learners should demonstrate no less than 80% of the requirements for the summative assessment. ▪ Re submissions are permissible. 		

Evidence requirements

1. Learners provide advice on recruitment strategy and evidence with a report on recruitment information, staff recruitment requirements, recommendations for necessary assessment and profiling, performance gaps and workforce planning.
2. Learners determine job specifications and evidence with a report on job analysis and specification notes.
3. Learners conduct an evaluation of market salary rates and evidence with a report on salary rates for similar positions in companies in the UAE, identification of salaries above and under the market rate, and salary rates recommendations to own company.
4. Learners review own work and identify performance improvement strategies.

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 Human Resources
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Unit: 2
 Unit title: Manage the recruitment process
 Unit code: FCO50401312
 Human Resources

Mapping of CoreLife Skills

Learning outcomes	Performance Criteria	Collecting, analysing, organising and applying information in a given context	Communicating information, concepts and ideas	Initiating and organising self and activities, including motivation, exploration and creativity	Working with others in teams including leadership	Solving problems including using mathematical ideas and techniques	Applying information and communication technology	Participating in social and civic life including ethical practice
1	1.1	X	X	X	X			
	1.2	X	X	X	X			
	1.3	X	X	X	X	X		
	1.4	X				X		
2	2.1	X	X	X	X	X		
	2.2	X	X	X	X		X	
	2.3	X	X	X	X			
3	3.1	X	X	X	X			
	3.2	X	X	X	X			
	3.3	X	X	X	X		X	
	3.4	X	X	X	X		X	