



CATAPULT

BSBHRM405

Support the recruitment selection and induction of staff

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBHRM405.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/BSBHRM405/>

Trainer/assessor guide

BSBHRM405

Support the recruitment, selection and induction of staff

Welcome to this unit of study

This unit describes the skills and knowledge required to execute tasks associated with the recruitment cycle and apply in-depth knowledge of the work of the organisation, and how recruitment and selection practices fit with other human resources functions.

This unit applies to individuals who support recruitment, selection and induction functions under the direction of a human resource manager.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Plan for recruitment	5
Requirements.....	5
Job descriptions	8
Legislative requirements	19
Check your understanding	21
Topic 2: Plan for selection	23
Recruitment channels	23
Consultation	27
Interview questions	30
Short-listing applicants.....	31
Schedule interviews.....	35
Check your understanding	37
Topic 3: Support selection process	39
Interview processes.....	39
Referee reports	47
Selection reports.....	48
Unsuccessful candidates	49
Check your understanding	51
Topic 4: Induct successful candidate	53
Employment contracts	53
Induction.....	55
Check your understanding	65
References.....	67
Assessment workbook	69
Unit information	71
What is competency-based assessment?.....	72
How will my competency be assessed?.....	73
Assessment agreement	74
Foundation skills checklist.....	75
Skills recognition.....	76
Topic 1: Plan for recruitment	77
Topic 2: Plan for selection	78
Topic 3: Support selection process	79
Topic 4: Induct successful candidate	80
Knowledge questions	81
Topic 1: Plan for recruitment	82
Topic 2: Plan for selection	88
Topic 3: Support selection process	97
Topic 4: Induct successful candidate	106
Topic 5: Specific knowledge evidence.....	110

Performance tasks	111
Third party evidence collection agreement	112
Topic 1: Plan for recruitment	113
Topic 2: Plan for selection	114
Topic 3: Support selection process	118
Topic 4: Induct successful candidate	123
Completion record	125
Unit mapping and assessment checklist	126
Trainer/ assessor user instructions	130

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Plan for recruitment
- » Plan for selection
- » Support selection process
- » Induct successful candidate

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.
