



CATAPULT

SITXHRM004

Recruit select and induct 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 SITXHRM004.

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/SITXHRM004/>

Trainer/assessor guide

SITXHRM004

Recruit, select and induct staff

Welcome to this unit of study

This unit describes the performance outcomes, skills and knowledge required to coordinate the recruitment, selection and induction of new staff members within the framework of existing human resource policies and procedures. It requires the ability to identify recruitment needs, develop selection criteria, process and evaluate applications, select people according to their attitude, aptitude and fit to the position and coordinate induction programs.

The unit applies to senior personnel who operate independently or with limited guidance from others, including dedicated specialist staff or operational or senior managers.

It applies to all tourism, travel, hospitality and event sectors.

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: Identify recruitment needs.....	5
Identifying recruitment needs.....	5
Developing selection criteria	14
Check your understanding	19
Topic 2: Administer recruitment.....	21
Selection processes	21
Reviewing applications against selection criteria	27
Check your understanding	33
Topic 3: Select staff.	35
Using selection criteria.....	35
Making employment offers	46
Check your understanding	51
Topic 4: Plan and organise induction programs.....	53
Planning induction programs.....	53
Check your understanding	65
Assessment workbook.....	67
Unit information.....	69
What is competency-based assessment?.....	70
How will my competency be assessed?.....	71
Assessment agreement.....	72
Foundation skills checklist.....	73
Skills recognition.....	74
Topic 1: Identify recruitment needs.....	75
Topic 2: Administer recruitment.....	76
Topic 3: Select staff	77
Topic 4: Plan and organise induction programs.....	78
Knowledge questions	79
Topic 1: Identify recruitment needs	82
Topic 2: Administer recruitment.....	89
Topic 3: Select staff	98
Topic 4: Plan and organise induction programs.....	106
Topic 5: Specific knowledge evidence	110
Performance tasks.....	114
Third party evidence collection agreement	115
Topic 1: Identify recruitment needs.....	116
Topic 2: Administer recruitment.....	118
Topic 3: Select staff	120
Topic 4: Plan and organise induction programs.....	122

Completion record..... 123
Unit mapping and assessment checklist 124
Trainer/ assessor user instructions..... 129

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- >> Identify recruitment needs
- >> Administer recruitment
- >> Select staff
- >> Plan and organise induction programs

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.
