Your Student information Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Contact name |  |
| Title |  |
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| **RPK 2-2: Understanding the preparation for the selection processes** |
| **Learning outcomes:**   1. Understand the use of job descriptions and person specifications. 2. Understand how to write a job advertisement. 3. Understand the process of job posting. 4. Understand the process of checking a candidate’s ‘right to work’ in the UK. |
| ***1. Understand the use of job descriptions and person specifications:***  *1.1 Explain the use of a job description in the recruitment process.*  *1.2 Describe the structure of a job description.*  *1.3 Explain the use of a person specification in the recruitment process.*  *1.4 Describe a structure of a person specification.*  *1.5 Explain how the accuracy and completeness of job descriptions and person specifications can be confirmed.*  **Mini Case Study N°4:**  **Taking one of the Assessment Criteria from the list above, demonstrate how your increased knowledge has enabled you to complete your job more professionally.**  **[WORD COUNT GUIDELINE APPROX 100 – 200 MAX]**  **Your Study Coach Feedback (for study coach use only)**  ***2. Understand how to write a job advertisement:***  *2.1 Explain the use of a job advertisement in the recruitment process.*  *2.2 Describe the structure and contents of a job advertisement.*  *2.3 Explain how to write a job advertisement to accurately reflect the client’s requirements.*  **Mini Case Study N°5:**  **Please provide an example of a job advertisement you have been involved with at the design stage. Firstly, what was your contribution to the design? Secondly, how did you ensure it included reference to employment law?**  **[WORD COUNT GUIDELINE APPROX 100 – 200 MAX]**  **Your Study Coach Feedback (for study coach use only)**  ***3. Understand the process of job posting:***   * 1. *Explain the importance of understanding the terms and conditions on which the candidate will be employed.*   *3.2 Describe the advantages and disadvantages of the different media used.*  *3.3 Explain the importance of keeping databases up to date and maintaining the requirements of confidentiality.*  *3.4 Explain the importance of monitoring the number of responses.*  **Mini Case Study N°6:**  **How did you identify the best place to post this job?**  **How did you record responses to the advert?**  **[WORD COUNT GUIDELINE APPROX 100 – 200 MAX]**  **Your Study Coach Feedback (for study coach use only)**  ***4. Understand the process of checking a candidate’s ‘right to work’ in the UK:***  *4.1 Explain the need for ‘right to work’ checks to be carried out on a candidate.*  *4.2 Describe how to obtain proof of a candidate’s ‘right to work’ in the UK.*  **Mini Case Study N°7:**  **Following candidates response to your advert, please provide specific examples of how you checked candidates ‘right to work’ status.**  **[WORD COUNT GUIDELINE APPROX 100 – 200 MAX]**  **Your Study Coach Feedback (for study coach use only)** |