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

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|  Contact name |  |
|  Title |  |
|  Phone number |  |
|  E-mail address |  |
|  Company |  |
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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.
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| ***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)** |