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| **RPK 2-5: Understanding the legal, regulatory and ethical requirements when recruiting** |
| **Learning outcomes:**   1. Understand an organisation’s procedures for dealing with legal, regulatory and ethical requirements relating to the recruitment industry. 2. Understand the employment rights and responsibilities of the employee and employer. |
| 1. ***Understand an organisation’s procedures for dealing with legal, regulatory and ethical requirements relating to the recruitment industry:***   *1.1 Explain how recruitment-specific legislation affects the recruitment process.*  *1.2 Identify internal and external sources of information on legal, regulatory and ethical requirements.*  *1.3 Explain the roles and powers of legislative organisations which have an impact on recruitment practices.*  *1.4 Explain the purpose of professional codes of conduct and practice.*  **Mini Case Study N°14:**  **How has studying this unit been of benefit to you in your job role? (There were many different subjects covered in this learning outcome linked to compliance and your example could link to one, two or three key pieces of information).**  **[WORD COUNT GUIDELINE APPROX 100 – 200 MAX]**  **Your Study Coach Feedback (for study coach use only)**   1. ***Understand the employment rights and responsibilities of the employee and employer:***    1. *Identify the features of a contract of employment for a permanent recruitment process.*   *2.2 Identify the employment legislation affecting employers.*  *2.3 Identify the employment legislation affecting employees.*  *2.4 Identify where to find information on employment rights and responsibilities both internally and externally.*  *2.5 Describe how representative bodies can support the employee.*  *2.6 Identify employer and employee responsibilities for equality and diversity in a recruitment business environment.*   * 1. *Explain the importance of equality and diversity procedures in a recruitment business environment.*   **Mini Case Study N°15:**  **There were again many subjects explored in this outcome, how have you used your learning from this unit? (Perhaps you have answered candidate’s questions, perhaps you have briefed candidates on what to expect in their contracts?)**  **[WORD COUNT GUIDELINE APPROX 100 – 200 MAX]**  **Your Study Coach Feedback (for study coach use only)** |