

# Project Guidelines: RECTC 5-10 – Design Recruitment Processes

## Introduction

This document provides guidance for Level 5 Diploma in Recruitment Leadership learners on submitting a Project for RECTC 5-10 – Design Recruitment Processes.

Three appendices are included:

- A. Proposal Form - to be completed and submitted to Study Coach/Tutor
- B. Business Plan Cover Sheet – to be completed and submitted to the RECAO with your project
- C. Assessment sheet – to be completed by the Assessor/Examiner post-submission.

## 1 Timetable

- **Submission deadline for the Proposal** - As soon as possible after enrolling
- **Feedback/approval from Study Coach/Tutor** - Within two weeks of receipt
- **Deadline for REC to receive the final Project** - 5pm on Day of the L5 Diploma examination
- **Results will be issued** - Six weeks after submission deadline

## 2 Initial steps

We strongly recommend you talk to your employer about producing the Design Recruitment Processes project which will be a practical and comprehensive plan.

The Design Recruitment Processes project should take the form of a business presentation and cover the factors involved in the design, implementation and review recruitment processes. A simple 'documentary' describing the current recruitment processes adopted is unlikely to be sufficient to be

awarded a pass for this unit. Owner/managers undertaking this Unit should discuss, where possible, their ideas with other senior staff, advisors or appropriate stakeholders.

The Design Recruitment Processes project may be based on an entire organisation, a section of it or at a branch/office level. If you require further guidance on the scope of the Design Recruitment Processes project, you should contact your Study Coach/Tutor as soon as possible after enrolling.

### 3 Step 1

Discuss your outline ideas for the Design Recruitment Processes project with your Study Coach/Tutor; they will advise you about the suitability.

### 4 Step 2

When your Design Recruitment Processes project proposal has been verbally agreed, you will need to complete the Proposal Form, submit it to your Study Coach for sign off and then send a copy to the REC Professional Development Department in London (REC, Dorset House, First Floor, 27 - 45 Stamford Street, London SE1 9NT).

### 5 Step 3

Once your Design Recruitment Processes project proposal has been agreed, you should begin work on the project, remembering that you may only have a few weeks or months to complete the work before the final deadline.

## 6 The Purpose of the Strategic Business Development Project

The Design Recruitment Processes project is designed to encourage you to apply what you have learned during your studies into a practical based situation and to produce evidence of a sound, well thought-through approach to the design of recruitment processes plan that can be implemented in a timely and cost-effective manner.

Your Design Recruitment Processes project should be well structured, in several sections, and each of these will provide clear evidence of knowledge and learning. Marks are awarded for different parts of the Strategic Business Development project, and while a good performance in one section may compensate for a poorer performance in another, the project should be well presented demonstrating the standards expected of a professional business document.

## 7 Project Length

Whilst there is no maximum length for the Design Recruitment Processes project, you should aim for a word count of around 7,500 words. Projects with fewer than 7,500 words are unlikely to achieve the necessary marks to gain a pass. The word count does not include appendices or the bibliography.

## 8 Content

It is essential that the Design Recruitment Processes project is consistent with Learning Outcomes identified in the syllabus for RECTC 5-10:

1. Understand the need for effective recruitment processes
2. Understand the selection of the most appropriate recruitment processes
3. Understand the implications of introducing, managing and reviewing recruitment processes

## 9 Using the typical Project structure

Whilst it is not appropriate for every project, students may choose to follow the following, typical project structure. This is given below, showing the potential word count allocation (this is given for guidance – individual projects may require more weighting in particular areas to be effective).

Section Heading	Sample content	Possible word allocation
Project title	Brief, succinct title	
Table of contents	Section headings and appendices	
Executive Summary/Introduction	<ul style="list-style-type: none"> <li>• Description of the organisation / recruitment consultancy</li> <li>• Choice of process/processes to be considered</li> <li>• Key drivers for the decision relating to the design the recruitment processes</li> <li>• This part of the project should enable the reader to understand the salient points of the project.</li> </ul>	700 words

Section Heading	Sample content	Possible word allocation
Research methodology	<ul style="list-style-type: none"> <li>• Outlines planned research and analysis methods</li> <li>• The research tools and methodology to be adopted</li> <li>• Reasons for choosing these methods</li> <li>• Evaluation and interpretation of evidence used to formulate the design of the recruitment processes</li> </ul>	1,750 words
Workplace investigation	<ul style="list-style-type: none"> <li>• Identification of current processes</li> <li>• Problems</li> <li>• Mapping</li> <li>• Strategy for designing new recruitment processes, including communications with operational and support staff to ensure that the new processes can be implemented effectively and efficiently</li> <li>• The strategy for the design of recruitment processes should outline the implications for – and input required/received from – other parts of the organisation to ensure that implementation is possible</li> </ul>	1,500 words
Selection of the most appropriate process(es)	<ul style="list-style-type: none"> <li>• Take account of finance, budget and financial resources, including capital investment required, design costs, feasibility costs, budgetary issues and/or constraints</li> <li>• Review the advantages/disadvantages of different recruitment models</li> <li>• Analyse risk associated with making an inappropriate choice</li> </ul>	1,500 words
Implementation Controls	<ul style="list-style-type: none"> <li>• What factors affect the introduction of any new recruitment process?</li> <li>• How are you going to implement and monitor new processes?</li> <li>• Documentation required and communication strategy for the process.</li> <li>• KPIs &amp; metrics to be considered (financial and non-financial)</li> <li>• ROI</li> <li>• Review of effectiveness of the (new/proposed) recruitment process and methodology to be used</li> </ul>	1,050 words

Section Heading	Sample content	Possible word allocation
Summary & Conclusions	<ul style="list-style-type: none"> <li>• Summarise and offer conclusions, describe any unexpected outcomes. Who has been involved? How successful has this involvement been?</li> <li>• What have you learnt about the existing process?</li> <li>• How successful has this review been? Business for your organisation?</li> <li>• Has the new process been implemented? If so, are all the requirements for implementation controls in place as described in the previous section?</li> </ul>	500 words
Reflective learning and learning outcomes	<ul style="list-style-type: none"> <li>• Commentary on why you chose to look at the particular recruitment process</li> <li>• Analyse any problems in the use of diagnostic or research methodology that has been used. How useful were they?</li> <li>• If you were to do this project again, what would you do differently?</li> <li>• Any areas for further research and investigation that may be necessary to complete the design and introduction of a new recruitment process to your satisfaction?</li> </ul>	500 words

Note: The project must be presented as a business presentation, so do make effective use of appendices, a bibliography and supporting documentation.

## 10 Drafting the title for the Project

The choice of a succinct and clear title can never be overstated. As a guide, the title should give the reader a full feel for the subject and content that will be covered; it should not be drafted as a newspaper headline, but should reflect the aims and objectives of the project in unambiguous terms.

For example, let us assume that a project is looking at corporate brand management, the following title would be appropriate:

*The impact of a new corporate brand personality on the marketing strategy of the permanent recruitment division of XYZ Recruitment Limited*

Whereas, the title below is too loose and fails to give the reader any idea of what may be contained:

*Out with the old and in with new*

As well as assisting the reader, a good title will ensure that you keep on track within the defined parameters that you are looking to cover. Projects that have long winded, verbose and broad generalisations in the title often suffer from precisely these issues in terms of the content. Candidates are therefore recommended to constantly remind themselves of the title that they have chosen, to ensure the content remains relevant and consistent.

The wording you adopt for your title at the outset will have a huge impact on the quality of the work produced – so, do take great care with this stage.

## 11 Study Coach/Tutor support

You will be allocated a Study Coach/Tutor to support you with your Design Recruitment Processes Project.

Your Study Coach/Tutor will offer advice regarding your Design Recruitment Processes project, research methods and give you written feedback on your draft project.

## 12 Confidentiality of information

Your Design Recruitment Processes project will be seen by the RECAO Unit Chief Examiner, Awarding Committee members and RECAO staff. Whilst the RECAO will do all it can to keep information confidential, it is **your** responsibility to ensure that you do not include any information which candidates or clients would consider confidential.

## 13 Quoting from textbooks and other sources

You may wish to gather material and ideas from outside sources. This might include text books, articles in magazines or newspapers and websites.

Where you quote directly from texts to illustrate a point you must indicate who the author is, the book title, and the page number in the original text. Quotations and source material should be referenced as follows:

### Example – Citing a textbook:

Refer to the author(s), the date of publication, the full title, where it was published, and the publisher:

Handy, Charles (1995). *The Age of Unreason*. London: Random House.

You can do this in the body of your International Business Considerations Project, e.g. “Handy (1995)” – or you can use footnotes. List all your sources in a **bibliography** at the end. Good referencing shows the examiner that you have done some background reading and also helps you to find sources at a later date.

### The Internet:

The Internet is a source of useful research information. Where possible, be selective in the sites you choose, making sure that they have a sound theoretical basis. Information used from the Internet should also be included in the bibliography by indicating author, year of publication, article, and Internet address, e.g.:

Starke, A. (1996) *Internet recruitment shows rapid growth*. Online article available at: <http://www.shrm.org/hrmagazine/articles/0896rec.htm> [Accessed 25 September 2002]

## 14 Plagiarism

When submitting your Design Recruitment Processes project, you do so on the basis that it is an original piece of work.

Examples of plagiarism include:

- Verbatim copying of another person’s work without acknowledgement
- Close paraphrasing of another person’s work by simply changing a few words or altering the order of presentation, without acknowledgement

- Unacknowledged quotation of phrases from another person's work
- Deliberate presentation of another person's ideas as your own
- Copying or close paraphrasing with occasional acknowledgement of source may also be deemed to be plagiarism if the absence of quotation marks implies that the phraseology is the student's own
- Copying of data

It is acceptable to *quote* from other sources, but you must give full acknowledgement to your sources. These may include text books, journal articles, Internet articles, company documents etc.

If you are working alongside someone else who is a current or past REC candidate, make sure that you do not submit any project material which has already been used, or will be used, by another candidate entering an REC Level 5 Diploma in Recruitment Leadership project.

Plagiarism may result in your work not being accepted for marking.

## 15 Statement of Authenticity

A Project Cover Sheet must be attached to your project when submitting and must be signed by you and by your employer (or other responsible person) to confirm that it is your work. The REC reserves the right not to accept for assessment any project which does not have an appropriately completed and signed Cover Sheet, or any project where plagiarism (see above) is suspected.

## 16 Late submission

Permission for late submission of projects is given *in exceptional circumstances*. Any request must be in writing to the RECAO (not to your Study Coach/Tutor) explaining the reason for late submission. The RECAO reserves the right not to assess any work submitted late without written permission.

## 17 Checklist on Format and Presentation

- ✓ Clearly written, spell-checked, grammatically correct and well-signposted
- ✓ Leave plenty of white space on each page – it's easier on the eye
- ✓ Keep standards up! Writer fatigue soon becomes apparent
- ✓ Write with clarity, use simple language and short sentences



- ✓ Proof read your project prior to submission
- ✓ Number all pages and appendices and ensure they are cross-referenced
- ✓ Only include appendices which are relevant and useful
- ✓ It is not necessary to produce your project in colour. However, a high standard of business presentation is required
- ✓ When binding your project, do not enclose each page in plastic
- ✓ Write as if you are preparing to present the document to senior executives in your organisation!

## 18 Assessment Criteria

Projects are assessed using eight **Assessment Headings**. Each assessment heading attracts a total of 100 marks.

### Summary of Assessment Headings:

1. Executive Summary/Introduction
2. Research methodology
3. Workplace investigation
4. Selecting the most appropriate process(es)
5. Implementation & Evaluation
6. Summary & Conclusions
7. Reflective Learning/Learning Outcomes
8. Format and presentation

## 19 Frequently Asked Questions

### **What happens if my Project is lost in the post?**

Projects do get lost in the post which is why it is your responsibility to keep a hard copy of your submitted final project. We strongly recommend all projects to be sent via Recorded/Tracked delivery post.

### **What mark is required for a Pass?**

The pass mark for each unit of the Level 5 Diploma in Recruitment Leadership is determined after all work has been assessed. Drawing on past examinations, it is likely that you will need to achieve approximately 60% to be awarded a pass in this module. Assessors do not, however, make a pass/fail decision; this is ultimately the responsibility of the Level 5 Diploma in Recruitment Leadership Awarding Committee.

**What happens if my submitted Project does not match the approved proposal?**

This will almost certainly require your project to be referred for special scrutiny and you may be asked to resubmit. It is fundamental that your project relates to your original proposal.

**What if my Project is late?**

Late entries will only be accepted in exceptional circumstances.

# Appendix A: Project Proposal Form

RECTC 5-10 – Design Recruitment Processes

<b>Name</b>	
<b>Telephone</b>	
<b>E-mail</b>	
<b>Study Coach/Tutor’s Name</b>	
<b>Date of Submission</b>	
<b>Working Title</b>	
<p><b>Project Outline</b>  <i>(E.g.: Is this relevant to the entire organisation, a section of it or a branch? Which process will be considered? Completely new process or redesign/update, etc.)</i></p>	
<p><b>Approved by Project Study Coach/Tutor: YES/ NO (please circle)</b></p> <p><b>Comments:</b></p>	
<b>Project Study Coach/Tutor’s Signature:</b>	<b>Date:</b>
<p><b>IMPORTANT NOTE:</b> As part of the REC’s quality assurance systems, a copy of a sample of candidates’ submitted projects will be retained. Chosen projects will only be used to help the REC improve its quality assurance systems. By submitting your Design Recruitment Processes project, you agree to this copy being kept, and where your project contains confidential information relating to your employer, you must ensure that they agree to this too.</p>	

## Appendix B: Project Cover Sheet

### RECTC 5-10 - Design Recruitment Processes

Surname and first name .....
Company name .....
Address (for return of project) ..... ..... .....
Telephone number (daytime) .....
Email address .....
Project Study Coach/Tutor's name .....
Project title ..... ..... .....
Please indicate word length excluding appendices and bibliography .....
Date of submission .....
<p><b>IMPORTANT NOTE:</b> As part of the REC's quality assurance systems a copy of candidates' submitted projects will be retained. Projects will only be used to help the REC improve its quality assurance systems. By submitting your project, you agree to this copy being kept, and where your project contains confidential information relating to your employer you must ensure that they agree to this too.</p>

#### Authentication by the candidate

I have produced this work without any help apart from that declared by the supervising employer/tutor (attach details if relevant).

**Name in block capitals**.....**Signature**.....**Date** .....

#### Authentication by the employer

To the best of my knowledge, the work submitted is solely that of the candidate.

**Name in block capitals**.....**Signature**.....**Date** .....

This form must be **fully completed and signed** and attached to the front of the candidate's work, and posted (Recorded/Tracked Delivery is strongly recommended) to: **REC Awarding**, Dorset House, First Floor, 27-45 Stamford Street, London, SE1 9NT.

**Appendix C – Assessment sheet** (to be completed by the assessor/examiner)  
**RECTC 5-10 - Design Recruitment Processes**

Candidate's name: .....

	Area of Assessment	Mark	Weighting	Score (MxW)
1	Executive Summary/Introduction	/100	0.15	
2	Research Methodology	/100	0.15	
3	Workplace investigation	/100	0.15	
4	Selection of the most appropriate process(es)	/100	0.10	
5	Implementation & Evaluation	/100	0.15	
6	Summary and Conclusions	/100	0.10	
7	Reflective learning and learning outcomes	/100	0.10	
8	Format and presentation	/100	0.10	
	Total score (100%) & overall comments			

Name of Assessor/Examiner .....

Signature .....

Date .....