Human Resources

Contents

Title	Administering human resource records
Skills CFA Unit No.	Q229
WBA Unit No.	T/601/2790
Level	2
Credit Value	3
GLH	20

Learning Outcomes	Assessment Criteria
The learner will	The learner can
1. Understand how to create personnel files for new starters	1.1 Describe the systems, procedures and software used by the organisation for administering Human Resource records 1.2 Describe the information that should be entered in a new personnel file
2. Understand how to maintain Human Resource information	2.1 Explain how to enter and update Human Resource information in a personnel file 2.2 Describe the Human Resource information that should be held for members of staff 2.3 Explain the action that should be taken if Human Resource information is incomplete
3. Understand how to report Human Resource information	3.1 Describe the types of Human Resource reports that may be requested 3.2 Explain how to produce reports from individual or multiple Human Resource files
4. Understand the organisational and legal requirements for administering Human Resource records	4.1 Describe the current legislation that applies when dealing with Human Resource records 4.2 Clarify the limits and scope of responsibilities and authority in administering HR records 4.3 Describe the data protection principles that apply to HR records 4.4 Explain organisation procedures for confidentiality of HR records 4.5 Explain organisation procedures for security of HR records

	4.6 Explain the purpose of confidentiality and security of HR information
	4.7 Describe the potential consequences of a breach of confidentiality or security
	4.8 Explain organisation policy and procedure for removal of out of date HR information
	4.9 Explain organisation policy and procedure for archiving HR information
5. Be able to create personnel files for new starters	5.1 Open a new personnel file
	5.2 Record required information about employee
	5.3 File relevant employee documents
	5.4 Process monitoring data, as appropriate
	5.5 Check that information is complete, requesting missing information where necessary
6. Be able to maintain Human Resource information	6.1 Keep required personnel information up to date
	6.2 Maintain records of personnel information
	6.3 Process and file relevant correspondence and documentation
7. Be able to report Human Resource information	7.1 Provide information from individual personnel files as requested
	7.2 Provide management information reports as requested
8. Be able to comply with organisational and legal requirements	8.1 Comply with organisational and legal requirements for confidentiality, freedom of information, data protection and security of information
	8.2 Remove out of date information in line with organisational policy and procedures
	8.3 Archive relevant information in line with current legislation and organisational policy and procedures
Additional Information about the unit	

Unit purpose and aim(s)	This unit covers the skills, knowledge and understanding required to administer Human Resource records. It also covers the practical application of this knowledge and understanding.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA NOS
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Strategy
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared
Unit guided learning hours	20

Title	Administer the recruitment and selection process
Skills CFA Unit No.	Q230
WBA Unit No.	A/601/2791
Level	2
Credit Value	4
GLH	30

Learning Outcomes	Assessment Criteria
The learner will	The learner can
1. Understand how to advertise job vacancies	1.1 Explain organisational policies, procedures and constraints that affect the area of responsibility
	1.2 Explain the procedures to identify and process personnel requirements in the organisation
	1.3 Explain ways in which personnel requirements are expressed in job descriptions and persons specifications
	1.4 Explain how to interpret personnel requirements in job descriptions and persons specifications
	1.5 Describe the current legislation, that applies when dealing with recruitment and selection
	1.6 Clarify the limits and scope of their responsibilities and authority in administering the recruitment and selection process
	1.7 Describe the types of information to include in a job advertisement
	1.8 Explain the legal/organisational requirements that affect the type of information in the job advertisement
	1.9 Explain how to place advertisements in different locations
	1.10 Explain how to liaise with recruitment agencies
2. Understand how to respond to potential applicants	2.1 Describe the type of information that should be in an application pack
	2.2 Describe the types of queries that applicants may have

	2.3 Explain how to respond to the queries that applicants may have
	2.4 Explain how to keep records of responses received
	2.5 Clarify the purpose of keeping records of responses received
3. Understand how to administer the selection process	3.1 Describe organisational procedures used to shortlist the applicants
	3.2 Describe the procedures and methods for contacting shortlisted candidates to invite them to participate in the selection process
	3.3 Explain how to process feedback for unsuccessful applicants
	3.4 Describe the different types of selection processes that may be used and how they work
	3.5 Clarify the selection processes used in the organisation and their role in those
	3.6 Explain the administrative support needed for different types of selection processes
	3.7 Explain the procedures for obtaining the resources needed for the selection process
	3.8 Describe the range of documentation that is used for selection by their organisation
	3.9 Clarify the purpose of giving candidates a favourable impression of the organisation
	3.10 Describe the range of records that must be kept following the selection process
	3.11 Explain the purpose of following organisational procedures for keeping records following the selection process
4. Understand how to administer the appointment process	4.1 Describe the range of pre-employment checks
	4.2 Explain how to carry out pre-employment checks
	4.3 Explain how to format offer letters and employment contracts
	4.4 Explain the purpose of

	confidentiality and security of record keeping
5. Be able to advertise job vacancies	5.1 Confirm the personnel requirements with the responsible person
	5.2 Confirm the information that will appear in the job advertisement
	5.3 Confirm how the vacancy will be advertised
	5.4 Advertise the vacancy, as agreed
	5.5 Liaise with relevant agencies to confirm details of job vacancies
	5.6 Liaise with the relevant agencies to make sure they understand the requirements of the organisation
6. Be able to respond to potential applicants	6.1 Send out application packs or other information to potential applicants
	6.2 Respond appropriately to queries from potential applicants
	6.3 Maintain records of responses received
7. Be able to administer the selection process	7.1 Collate applications and make available to those involved in the selection
	7.2 Invite shortlisted candidates to take part in the selection process
	7.3 Process feedback to unsuccessful applicants
	7.4 Keep records of responses from shortlisted candidates
	7.5 Provide appropriate support for the selection process
	7.6 Help to make sure candidates have a positive impression of the organisation
	7.7 Keep records of the outcomes of the selection process
8. Be able to administer the appointment process	8.1 Carry out appropriate pre-employment checks
	8.2 Format and send out offer letters and employment contracts
	8.3 Maintain records of the recruitment and selection process in line with current legislation and organisational requirements

Additional Information about the unit	
Unit purpose and aim(s)	This unit covers the skills, knowledge and understanding required to administer the recruitment and selection process.
Unit expiry date	31 December 2013
Details of the relationship between the unit and relevant national occupational standards or other professional standards or curricula (if appropriate)	Skills CFA NOS
Assessment requirements or guidance specified by a sector or regulatory body (if appropriate)	Assessment Guidance
Support for the unit from an SSC or other appropriate body (if required)	Skills CFA
Location of the unit within the subject/sector classification system	15. Business, Administration and Law 15.2 Administration
Name of the organisation submitting the unit	Skills CFA
Availability for use	Shared
Unit guided learning hours	30