

RECRUITMENT SKILLS

Course description

The ability to select staff can be a daunting and lengthy operation. There are many skills required to execute the tasks associated with the recruitment cycle. The activities in this course will enable you to identify what skills the position calls for to ensure this is included in your selection of staff. It will also provide insight to legislation and necessary documentation required when recruiting and inducting staff



Designed for:

This course is applicable to those working in, or wishing to work in: recruitment, selection and induction under the direction of a human resources manager, and leads to the following 2 nationally recognised units of competency: (BSBADM409A) Co-ordinate Business Resources and (BSBHRM402A) Recruit, select and induct staff.

Unit Description

BSBADM409A – Coordinate Business Resources

This unit describes the performance outcomes, skills and knowledge required to determine and analyse existing and required resources, their effective application and the accountability for their use. This unit applies to individuals with a broad knowledge of business resources who contribute well-developed skills and knowledge to ensure adequate resource are available to perform the work of the organisation.



BSBHRM402A – Recruit, select and induct staff

This unit describes the performance outcomes, skills and knowledge required to execute tasks associated with the recruitment cycle. This unit applies to individuals with a role in recruitment, selection and induction functions that work under the direction of a human resources manager.

Learning Outcomes:

- Determine Resource requirements
- Determine Job Descriptions
- Plan for Selection
- Assess and select applicants
- Appoint and induct successful candidates

Course Delivery, Duration and Enrolment Period:

Connect Training Group offers courses through flexible delivery modes (online or correspondence) to make it easier to incorporate study into your schedule, allowing you to reach your goal while not missing out on family, personal and business commitments.

NO fixed face-to-face classroom dates and times. Enrol and study when and where it suits you! You are never alone as our friendly, supportive trainers will guide you through your course and assist with feedback and suggestions to make training enjoyable.

We estimate it will take approx 50 hours to complete this course, however we provide 3 months access once you have enrolled.

Course fees

Program fees includes access to your course content which includes all required resources as well as one-on-one trainer support for the duration of your enrolment. Payment can be made via our payment gateways by credit card, bank transfer, cheque or money order. Payment plans are also available by arrangement.

**** Please check our website: www.connect.edu.au for current course prices and specials.**

Trainer support

You have one-on-one trainer support for the duration of your enrolment. Your trainer will assist you throughout the program with any questions you may have and help you work through any challenges that may impede your progress. Support is provided by: Phone (1300 number); email; Skype text, chat and video link; message and forums from within your course. Assessments are turned around within 72 hours allowing you to continue working consistently through your course.

Assessment Pathways

These 2 units form a learning pathway towards a qualification in Business Services such as the BSB40207: Certificate IV in Business.

The following assessment pathways are available for you to complete this course:

- **Study followed by assessment**
- **Recognition of Prior Learning:** If you have previous skill and knowledge and can provide evidence to support your RPL application. RPL application kit provided on request.
- **Assessment only:** Simply work through the assessments

How do I enrol?

Through our website: www.connect.edu.au. Simply select the course you wish to enrol and follow the prompts.

If you have any questions please phone: **1300 737 434** during business hours or email: info@connect.edu.au.