RECRUITMENT SKILLS

Course Description
This course is developed for any one wishing to or currently working within a human resources area, which includes recruitment, selection and induction, as well as determining resources to meet organisational requirements.

Learning Outcomes
This course will assist you in understanding the basics of recruitment and selection including:

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

Program overview: Recruitment Skills
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.

The successful completion of this course will lead to a statement of attainment for these 2 nationally recognised units of competency from within the Certificate IV In Business (BSB40212)

- BSBADM409A: Co-ordinate Business Resources
- BSBHRM405A: Support the recruitment, selection and induction of staff

This course is delivered online allowing you to log in and work though your course at a time and place suitable to your needs.

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.

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<th>Course:</th>
<th>Cost</th>
<th>Enrolment period</th>
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<tbody>
<tr>
<td>Recruitment Skills</td>
<td>$385.00</td>
<td>6 months</td>
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* Prices subject to change, please check our website for most up to date specials.

Course Duration & Enrolment Period
We suggest that this course will take approximately 45 hours to complete. This is a very generous estimate that also depends on your previous skill and knowledge. The enrolment period for this course is 3 months, however it should only take you a fraction of this time.
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 to assist you work on 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.

Description of units:

- **BSBADM409A – Coordinate Business Resources**
  This unit describes the performance outcomes, skills and knowledge required to determine and analyse exiting 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.

- **BSBHRM405A – Support the recruitment, selection and induction of 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.

Assessment Pathway
The following assessment pathways are available for you:

- **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

The assessment for this short course is based on 3 questionnaires as well as a workplace based project that covers a portfolio of 8 parts from identifying required resources, to developing a position description, advertising a position, short listing candidates, recruitment and induction. This can be based on your own workplace or a simulated environment provided. Assessments are conducted online and submitted via the learning management system (LMS) or can be emailed or mailed into Connect Training Group for assessment.

How do I enrol?
Through our website: [www.connect.edu.au](http://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](mailto:info@connect.edu.au)