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| **What will we be learning?**  In Unit 8, you will be learning about how companies recruit and you will take part in, and reflect on, a recruitment process that you will go through yourself to demonstrate best practice. | **Why this? Why now?**  Unit 8 is taught in Year 13 as the second coursework unit. It is taught in the second year as students can use the experience they get from this unit to prepare themselves for potential interview when they leave school or for university courses. Students will also have more experience and be able to document more eloquently their competencies and experience that would make them more suitable for the job. | **Key Words:**  Workforce Planning  Recruitment and Selection process  Job Analysis  Job Advert  Job Description  CV / Application Form  Application letter  Online recruitment  Assessment Centres  Psychometric Testing  Interview Protocol  Screening  The Equality Act  The Employment Act  National Minimum Wage / The Living Wage  European Working Time Directive  Equal Pay Act  GDPR 1998  DBS Checks  Pre-Employment Checks |
| **What will we learn?**  Learners explore how the recruitment process is carried out in a business. The unit gives learners the opportunity to participate in selection interviews and review their performance. Recruiting the right people is essential to the success of a business. It is important that the processes and procedures involved in recruitment and selection meet the needs of the business and comply with current regulations. This unit gives students the opportunity, through role-play, to take part in selection interviews. Students will need to be organised and prepared so that they demonstrate communication skills in this work-related competence. . They will have an opportunity to review individual performance and analyse skills for development thus allowing a reflective practice that can be improved or worked on.  The unit is broken down into 3 Learning Aims across three assignments:  **Learning Aim A** – Examine how effective recruitment and selection contribute to business success  **Learning Aim B** – Undertake a recruitment activity to demonstrate the processes leading to a successful job offer  **Learning Aim C** – Reflect on the recruitment and selection process and your individual performance | |
| **What opportunities are there for wider study?**  There is a hug opportunity here for students to practice real life interview skills that will give students a foundation for progression to employment or to higher education. Through interviews, students will develop the skills and competencies needed in an interview situation. | |
| **How will I be assessed?**  Unit 8 is assessed internally through the creation of three assignments. Assignments are graded on a Pass, Merit, Distinction scale and the 3 assignments together form the Unit 1 mark that is put forward to the exam board to go towards the overall final BTEC grade made up from the four different units together. | |