

Introduction

What is this unit about?

This unit is mainly about recruiting and selecting people to undertake identified activities or work-roles within your area of responsibility. It involves taking a fair and objective approach to recruitment and selection to ensure that individuals with the required skills, knowledge and understanding and who are likely to perform effectively are appointed.

As recruitment and selection can be expensive and time-consuming activities, the unit also involves taking action to understand why colleagues are leaving and taking action to keep colleagues.

Whilst you would be expected to draw on the expertise of personnel specialists, you are not expected to be a personnel specialist yourself.

For the purposes of this unit, 'colleagues' means those people for whom you have line management responsibility.

Who is this unit for?

The unit is recommended for supervisors, leaders or managers of settings or services whose main aim is children's care, learning and development, and who have some responsibility for selecting, recruiting and keeping colleagues.

Principles and values

You must work within the principles and values of the sector in order to achieve this unit.

Origin of unit

This unit originates from the National Occupational Standards for Management and Leadership D3.

Content of unit

This unit is not divided into individual elements.

Place in the NVQ/SVQ framework

This unit is a group 2 option unit in the Level 3 NVQ/SVQ in Children's Care, Learning and Development.

Skills

Listed below are the main generic 'skills' which need to be applied in recruiting, selecting and keeping colleagues. These skills are explicit/implicit in the detailed content of the unit and are listed here as additional information.

- Reviewing
- Interviewing
- Negotiating
- Planning
- Team building
- Communicating
- Valuing and supporting others
- Decision making
- Consulting
- Problem solving
- Information management
- Obtaining feedback

Links to Key and Core Skills

This unit will provide some evidence for the following:

| Key Skills | Core Skills: |
|------------------------------------|-------------------------------|
| Communication: 3.1a, 3.2, 3.3 | Communication: Intermediate 2 |
| Working with Others: 4.1, 4.2, 4.3 | Working with Others: Higher |

Recruit, select and keep colleagues**Outcomes of effective performance**

This is the national standard which you must meet:

1. Talk with colleagues who are leaving your area of responsibility to identify and discuss their reasons for leaving.
2. Identify ways of addressing staff turnover problems, implementing those which clearly fall within your authority and communicating others to the relevant people for consideration.
3. Review, on a regular basis, the work required in your area of responsibility, identifying any shortfall in the number of colleagues and/or the pool of skills knowledge, understanding and experience.
4. Identify and review the options for addressing any identified shortfalls and decide on the best option(s) to follow.
5. Consult with others to produce or update job descriptions and person specifications where there is a clear need to recruit.
6. Consult with others to discuss and agree stages in the recruitment and selection process for identified vacancies, the methods that will be used, the associated timings and who is going to be involved.
7. Ensure that any information on vacancies is fair, clear and accurate before it goes to potential applicants.
8. Seek and make use of specialist expertise in relation to recruiting, selecting and keeping colleagues.
9. Participate in the recruitment and selection process, as agreed, making sure that the process is fair, consistent and effective.
10. Make sure that applicants who are offered positions are likely to be able to perform effectively and work with their new colleagues.
11. Judge whether the recruitment and selection process has been successful in relation to recent appointments in your area and identify any areas for improvements.

Behaviours which underpin effective performance

1. You recognise the opportunities presented by the diversity of people.
2. You work to turn unexpected events into opportunities rather than threats.
3. You try out new ways of working.
4. You identify people's information needs.
5. You seek to understand people's needs and motivations.
6. You comply with, and ensure others comply with, legal requirements, industry regulations, organisational policies and professional codes
7. You take and implement difficult and/or unpopular decisions, if necessary.
8. You act within the limits of your authority.
9. You show integrity, fairness and consistency in decision making.

What you must know and understand

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| To be competent in this unit, you must know and understand the following: | |
| General knowledge and understanding | |
| 333K01 | Why it is important to identify and understand why colleagues are leaving and how to do so constructively and sensitively |
| 333K02 | The types of reasons colleagues might give for leaving |
| 333K03 | How to measure staff turnover |
| 333K04 | The causes and effects of high and low staff turnover |
| 333K05 | Measures which can be undertaken to address staff turnover problems |
| 333K06 | How to review the workload in your area in order to identify shortfalls in the number of colleagues and/or the pool of skills, knowledge, understanding and experience |
| 333K07 | Different options for addressing identified shortfalls and their associated advantages and disadvantages |
| 333K08 | What job descriptions and person specifications should cover and why it is important to consult with others in producing or updating them |
| 333K09 | Different stages in the recruitment and selection process and why it is important to consult with others on the stages, recruitment and selection methods to be used, associated timings and who is going to be involved |
| 333K10 | Different recruitment and selection methods and their associated advantages and disadvantages |
| 333K11 | Why it is important to give fair, clear and accurate information on vacancies to potential applicants |
| 333K12 | How to judge whether applicants meet the stated requirements of the vacancy |
| 333K13 | Sources of specialist expertise in relation to recruitment, selection and retention |
| 333K14 | How to take account of equality and diversity issues, including legislation and any relevant codes of practice, when recruiting and selecting people and keeping colleagues |
| 333K15 | How to review the effectiveness of recruitment and selection in your area |
| Sector specific knowledge and understanding | |
| 333K16 | Turnover rates within similar organisation in the industry/sector |
| 333K17 | Recruitment, selection and retention issues and specific initiatives and arrangements within the industry/sector |
| 333K18 | Working culture and practices of the industry/sector |
| Context specific knowledge and understanding | |
| 333K19 | Current people resources available to your area, including skills, knowledge, understanding and experience of colleagues |
| 333K20 | Work requirements in your area |
| 333K21 | Agreed operational plans and changes in your area |
| 333K22 | The staff turnover rate in your area |
| 333K23 | Job descriptions and person specifications for confirmed vacancies |

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| 333K24 | Local employment market conditions |
| 333K25 | The organisation's structure, values and culture |
| 333K26 | Employment policies and practices within the organisation – including recruitment, selection, induction, development, promotion, retention, redundancy, dismissal, pay and other terms and conditions |
| 333K27 | Sources of specialist expertise in relation to recruitment, selection and retention used by your organisation |