

<b>Title of the Module/Unit</b>	<b>Module Number 4:</b> Recruitment and Selection / Module Reference HRM02
<b>Module/Unit Description</b>  In this section kindly provide a brief description of the module	This module will focus on the nature and function of Recruitment and Selection within an organisation, focusing on the sources of Recruitment, various recruitment techniques used to attract job applicants to the organisation, when to use internal and external sources of recruitment, selection techniques and the conclusion of the recruitment and selection process through the induction process of the new employees. During this module participants will also focus on the strategic importance of Recruitment and Selection in achieving competitive success.
<b>Learning Outcomes</b>  <b>Autonomy and Responsibility:</b> Collaborate, comply, deal with, ensure, be responsible for, carry out tasks, guide, supervise, monitor, authorise, manage, create, produce, represent, advise, negotiate, sell, etc.  <b>Knowledge and Understanding:</b> count, define, describe, draw, find, identify, label, list, match, name, quote, recall, recite, sequence, tell, write, etc.  (Example of learning outcome structure: Action Verb + Object + Context <i>Identify basic different range of glassware and state their use.</i> )	<b>Competences:</b>
	At the end of the module/unit the learner will be able to:  a) Manage the impact that Recruitment and Selection has on an organisation; b) Implement the Recruitment and Selection process within an organisation; c) Identify and monitor the key characteristics required to develop Human Resources Plans of the organisation; d) Use different tools in implementing the selection process; e) Enhance the Employer Brand by implementing appropriate HR practices.
	<b>Knowledge:</b>
	At the end of the module the learner will have been exposed to:  a) Identify the strategic and operational considerations of Recruitment and Selection; b) Manage the various factors affecting Employer Branding; c) Implement the Recruitment process from identification to attraction of candidates; d) Work with others in implementing the Selection process, choosing appropriate candidates to employ within the organisation; e) Assemble and implement the induction process.
	<b>Skills:</b>

<p><b>Applying Knowledge and Understanding:</b>  apply, practice, demonstrate, show, plan, design, operate, assemble, use, construct, prepare, create, compose, arrange</p> <p>(Example of learning outcome structure:  Action Verb + Object + Context  <i>Apply principles of good practice to dispense, supply and administer medicinal products and other activities in a pharmacy.)</i></p>	<p>At the end of the module the learner will have acquired the following skills:</p> <ul style="list-style-type: none"> <li>a) Apply good practices in implementing the recruitment and selection processes;</li> <li>b) Adapt recruitment theories to practical situations;</li> <li>c) Implement a complete recruitment and selection process;</li> <li>d) Apply the employment laws governing employment of individuals;</li> <li>e) Develop positively the Employer Brand.</li> </ul>
	<p><b>Module-Specific Learner Skills</b>  <i>(Over and above those mentioned in Section B)</i></p> <p>At the end of the module/unit the learner will be able to</p> <ul style="list-style-type: none"> <li>a) Link Recruitment and Selection to organisational performance;</li> <li>b) Learn how to carry out a proper selection process;</li> <li>c) Use different sources of candidates – which are more appropriate to use for which skills;</li> <li>d) Identify the needs of the organisation and how to select the more appropriate candidates for any position.</li> </ul>
	<p><b>Module-Specific Digital Skills and Competences</b>  <i>(Over and above those mentioned in Section B)</i></p> <p>At the end of the module/unit, the learner will be able to</p> <ul style="list-style-type: none"> <li>a) Make better use of social media applications in recruitment and selection</li> <li>b) Understand how to position oneself better in attracting appropriate candidates to the organisation</li> <li>c) Use online meeting and presentation tools to carry out the selection process.</li> </ul> <p>etc.</p>