

# REC Level 3 Certificate in In-house Recruitment Syllabus

Candidates must achieve:.....all 6 Mandatory units, providing 26 credits

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The REC Level 3 Certificate in In-house Recruitment has been developed to provide in-house recruiters and potential recruiters with a recognised qualification at level 3, which is the same standard as A Levels on the framework.

The REC Level 3 Certificate in In-house Recruitment has 6 mandatory units which are examined in one 2½ hr exam. The exam reflects the assessment criteria laid out below which in-turn will demonstrate the following learning outcomes;

1. Understand how the recruitment related legislation affects the conduct of businesses
2. Understand the relevant parliamentary acts that affect employer and employee statutory rights
3. Understand the key attitudes and behaviours of a successful in-house recruiter
4. Understand how to set and monitor both personal and business goals
5. Understand the importance of personal development and improving performance
6. Understand the principles of business partnering and internal stakeholder management
7. Understand the development and maintenance of relationships with external stakeholders
8. Understand the principles of candidate sourcing and attraction
9. Analyse the tools and techniques involved in sourcing candidates
10. Understand the preparation and administration required for successful selection processes
11. Understand the methods, principles and techniques of candidate selection
12. Understand the different types interview techniques
13. Understand the characteristics of the candidate experience
14. Understand the impact of the candidate experience
15. Understand how to evaluate the candidate experience

# Understanding the legal and ethical responsibilities for in-house recruitment

## RECIHRTC 3-1

Level	3
Credit Value	6
GLH	25

### Unit aims

The object of this unit would be to ensure the students understand the parliamentary acts and regulatory bodies that govern recruitment and employment within the UK. Furthermore the unit would define the best practice and ethical interpretations of the legal system surrounding recruitment within the UK

### Learning outcomes

On successful completion of this unit, the learner will be able to:

1. Understand how the recruitment related legislation affects the conduct of businesses
2. Understand the relevant parliamentary acts that affect employer and employee statutory rights

Assessment of the learning outcomes will require a learner to demonstrate that they can:

#### 1. Understand how the recruitment related legislation affects the conduct of businesses

- 1.1 Explain the roles and powers of legislative organisations which have an impact on recruitment practices
- 1.2 Explain the practical application of recruitment-related legislation
- 1.3 Understand the use of recruitment-related legislation on employment contracts
- 1.4 Explain the purpose and ethical requirements of professional codes of conduct and practice
- 1.5 Understand how an organisation may implement and review a compliance process

#### 2. Understand the relevant parliamentary acts that affect employer and employee statutory rights

- 2.1 Explain the duties rights and responsibilities of employers and employees
- 2.2 Analyse the characteristics and differences in legislative considerations for on-boarding and off-boarding
- 2.3 Clearly define the legislation surrounding Discrimination, Diversity & Inclusion, and Safeguarding
- 2.4 Understand the legislation surrounding the right to work in the UK and visas for non-UK nationals

# Understanding personal development and performance

## RECIHRTC 3-2

Level	3
Credit Value	4
GLH	15

### Unit aims

The object of this unit will be to aid the student in understanding the methods of measuring performance, the importance of improving personal performance and the key attitudes and behaviours that lead to success

### Learning outcomes

On successful completion of this unit the learner will be able to:

1. Understand the key attitudes and behaviours of a successful in-house recruiter
2. Understand how to set and monitor both personal and business goals
3. Understand the importance of personal development and improving performance

Assessment of the learning outcomes will require a learner to demonstrate that they can:

#### **1. Understand the key attitudes and behaviours of a successful in-house recruiter**

- 1.1 Identify the attitudes and behaviours required to succeed as an in-house recruiter
- 1.2 Explain the importance of working collaboratively across key stakeholder groups

#### **2. Understand how to set and monitor both personal and business goals**

- 2.1 Explain the purpose and uses of key performance indicators
- 2.2 Explain the importance of understanding your role within your team and the wider business
- 2.3 Understand how to create and implement a development plan to improve own performance and to meet set objectives

#### **3. Understand the importance of personal development and improving performance**

- 3.1 Analyse different learning styles and the methods of attaining knowledge, skills, and behaviours
- 3.2 Explain the need to remain professionally up-to date and complete a Continuing Professional Development programme (CPD)
- 3.3 Understand the benefits of sharing information and professional competence with colleagues

# Understanding relationship management for in-house recruiters

## RECIHRTC 3-3

Level	3
Credit Value	4
GLH	15

### Unit aims

This unit would cover the knowledge and skills required to successfully manage relationships with stakeholders, both internal and external. The unit would also cover the basics of supplier management and principles of good commercial acumen

### Learning outcomes

On successful completion of this unit, the learner will be able to:

1. Understand the principles of business partnering and internal stakeholder management
2. Understand the development and maintenance of relationships with external stakeholders

Assessment of the learning outcomes will require a learner to demonstrate that they can:

#### **1. Understand the principles of business partnering and internal stakeholder management**

- 1.1 Define the need to partner within the business
- 1.2 Identify the relevant key internal stakeholders
- 1.3 Explain the principles of strategic workforce planning
- 1.4 Assess the considerations to be taken into account to become a trusted recruitment advisor
- 1.5 Define the importance of a company vision, culture, business objectives and needs and the impact recruitment will have upon them
- 1.6 Explain ways of monitoring internal stakeholder satisfaction and exceeding expectations

#### **2. Understand the development and maintenance of relationships with external stakeholders**

- 2.1 Define the nature and benefits of consultative relationships and the idea of added value
- 2.2 Explain the different kinds of external stakeholder relationships
- 2.3 Explain how to develop opportunities for consultative relationship building
- 2.4 Identify effective negotiation techniques and the arrangement of satisfactory service levels
- 2.5 Explain ways of monitoring external stakeholder performance

# Understanding candidate sourcing

## RECIHRTC 3-4

Level	3
Credit Value	4
GLH	15

### Unit aims

The candidate sourcing unit would help the student understand marketing, advertising and the use of social media. This unit will also provide the student with techniques that help them understand the recruitment marketplace and sector that the student is operating within.

### Learning outcomes

On successful completion of this unit, the learner will be able to:

1. Understand the principles of candidate sourcing and attraction
2. Analyse the tools and techniques involved in sourcing candidates

Assessment of the learning outcomes will require a learner to demonstrate that they can:

#### 1. Understand the principles of candidate sourcing and attraction

- 1.1 Explain the principles of market mapping
- 1.2 Analyse the different types of networks that can be used to attract candidates
- 1.3 Explain the principles of effective marketing
- 1.4 Explain the characteristics of various channels to market
- 1.5 Establish the considerations for efficient and effective return on investment for a variety of advert placement channels

#### 2. Analyse the tools and techniques involved in sourcing candidates

- 2.1 Explain the features, uses and requirements of person specifications
- 2.2 Explain the features, uses and requirements of job descriptions
- 2.3 Analyse the different types of copywriting tools and their uses when creating job adverts

# Understanding candidate selection

## RECIHRTC 3-5

Level	3
Credit Value	4
GLH	15

### Unit aims

This unit would enable the student to learn the most effective and common selection and assessment techniques. The student will learn how to assess each technique and establish which is best suited for a variety of situations, selecting the most valid and efficient technique. Furthermore this unit would help the student understand common bias, faults and misconceptions associated with various selection techniques

### Learning outcomes

On successful completion of this unit, the learner will be able to:

1. Understand the preparation and administration required for successful selection processes
2. Understand the methods, principles and techniques of candidate selection
3. Understand the different types interview techniques

Assessment of the learning outcomes will require a learner to demonstrate that they can:

#### **1. Understand the preparation and administration required for successful selection processes**

- 1.1 Understand how to identify the most appropriate selection process for varying types of job roles
- 1.2 Explain when and why to carry out references and checks on candidates
- 1.3 Explain the use of reasonable adjustments in candidate assessment
- 1.4 Analyse the most effective methods to provide candidate feedback throughout the selection process

#### **2. Understand the methods, principles and techniques of candidate selection**

- 2.1 Explain the most effective way of handling candidate applications
- 2.2 Explain a range of methods used for candidate selection
- 2.3 Analyse the suitability, reliability and validity of different methods used for candidate selection
- 2.4 Explain unconscious bias during the selection process and some methods to overcome it
- 2.5 Explain the importance and role of candidate feedback in the selection process

#### **3. Understand the different types interview techniques**

- 3.1 Explain the characteristics of various types of interview
- 3.2 Identify the potential uses of various types of interviews
- 3.3 Explain the features of effective questioning and listening skills
- 3.4 Identify the techniques of coaching hiring managers through the interview process

# Understanding the candidate experience

## RECTC 3-6

Level	3
Credit Value	4
GLH	15

### Unit aims

The student will be able to understand the characteristics of a positive and negative candidate experience and the resulting impact. The student will also understand the methods and principles of evaluating the candidate experience in order to improve it

### Learning outcomes

On successful completion of this unit, the learner will be able to:

1. Understand the characteristics of the candidate experience
2. Understand the impact of the candidate experience

Assessment of the learning outcomes will require a learner to demonstrate that they can:

#### 1. Understand the characteristics of the candidate experience

- 1.1 Define the factors that affect the candidate experience
- 1.2 Evaluate the purpose and uses of employee and employer value propositions

#### 2. Understand the impact of the candidate experience

- 2.1 Analyse the characteristics of candidate led markets and jobs led markets
- 2.2 Define the impact that a negative candidate experience can have
- 2.3 Define the benefits that a positive candidate experience can achieve

#### 3. Understand how to evaluate the candidate experience

- 3.1 Explain the methods of benchmarking and evaluating the candidate experience
- 3.2 Understand the differences between quantitative and qualitative feedback
- 3.3 Understand the principles of effectively managing negative or positive feedback from candidates