

SAQA Qualification 49691 (67463): Further Education and Training Certificate: Human Resource Management and Practices Support NQF Level 04

Accreditation

SA Board for People Practices (SABPP)
Accreditation No: 58116L125EC

Module 9: Recruitment and Selection

(16 Credits)
5 Days

SAQA 10978, *Recruit and select candidates to fill defined positions. NQF Level 4, 10 Credits*
SAQA 10980, *Induct a new employee. NQF Level 4, 6 Credits*

Overview

The SABPP HRM *Recruitment and Selection* Module is a building block towards SAQA Qualification 49691 (67463): Further Education and Training Certificate: Human Resource Management and Practices Support, NQF Level 04. This module is ideal for those who recruit and select people for positions and those involved in or heading up the organisational development function or managing human resource initiatives within an organisation. The acquired skills include the preparation, recruitment and selection of suitable candidates according to ability and potential and the planning, preparation, management and evaluation of the induction process of new entrants in an organisation.

Who should attend the training?

- Those working towards the SABPP Level 4 HR Qualification.
- Those wishing to be involved in the recruitment and selection of suitable candidates
- Human Resource Practitioners and Managers
- Those involved in the induction of new entrants into the workplace.
- Skills Development Facilitators (SDF)
- Line Managers, Supervisors and Managers

What are the benefits?

For the Individual	For the Company
<ul style="list-style-type: none"> • Gains a formal qualification in recruitment and selection skills. • Improved skills in inducting new entrants into the workplace. • Credits towards a full qualification. • Improves employability. 	<ul style="list-style-type: none"> • Skilled employees who can be involved in the recruitment, selection and induction process. • Address skills gaps and improved BEE scorecard. • Involvement in learnerships/apprenticeships. • Assist in career development plans. • Employers who are registered to claim skills levies will be able to claim skills levies when sending their staff on this training programme.

How does one obtain the Recruitment and Selection Module?

- Enrol for the *Recruitment and Selection* Module.
- Complete the module either through class attendance or distance learning.
- Compile and submit a portfolio of evidence for assessment.
- Qualify in the *Recruitment and Selection* Module.

ENJO Consultants (Pty) Ltd

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HRM L4 Mod 09 Recruitment and Selection v2

Co Reg No: 2016/345549/07 | ETD P SETA No: ETD P10602 | MICT SETA No: ACC/2015/07/0048 | SABPP No: 58116L125EC



What are the entry requirements?

- Proficiency in English, on a NQF level 3.
- Basic knowledge of business processes, record keeping and legislation.

How is this training programme completed and what is the duration?

- This qualification can be completed either through class attendance, distance learning or Recognition of Prior Learning (RPL).
- Support is available to learners via Skype, email, phone or setting up an appointment to meet with one of our facilitators for guidance.
- Training is provided for corporates and individuals.

What does the class attendance Recruitment and Selection Module entail?

- A 5-day interactive training programme.
- A Portfolio of Evidence(PoE) will be completed by learners after the 5-day training programme and will be granted 3 months to do so.

What does the distance learning Recruitment and Selection Module entail?

- Learners will be required to work through the Learner Guide and Portfolio of Evidence.
- The learner will be required to submit the Portfolio of Evidence for assessment within 3 months after receiving the learning material.

What is a Portfolio of Evidence (PoE)?

- As the name implies, the Portfolio of Evidence contains different types of evidence for different purposes.
- The Portfolio of Evidence contains various questions and activities which are completed by the learner.
- The Portfolio of Evidence contains evidence of the learner's ability to apply the newly acquired knowledge and skills in the workplace.
- All questions in the Portfolio of Evidence are covered in the Learner Guide.

Assessment, Verification and Certification

- The Portfolio of Evidence will be assessed by a registered assessor.
- During assessment, the assessor measures the evidence the learner submitted against the outcomes and criteria of the unit standard/qualification; compiles a report and if needed, contacts the learner for additional evidence.
- When the learner is declared competent, the assessor will forward the assessment report to the learner and the Portfolio of Evidence will be submitted to the ENJO Moderator for moderation.
- On successful completion of the programme, ENJO will upload the learner's results onto the SABPP database.
- Results need to be verified by SABPP before the Statement of Results (SoR) and certificate are issued.
- The SABPP will capture the learner's results on the National Learner Record Database (NLRD) and issue a Statement of Results (SoR) that will reflect the credits earned.
- ENJO Consultants will then forward the certificate and Statement of Results to the client/learner.

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This programme is accredited for the following unit standard:

SAQA US ID	Unit Standard Title	NQF Level	Credits	Outcomes
10978	Recruit and select candidates to fill defined positions	4	10	<ol style="list-style-type: none"> 1. Plan and prepare for recruitment and selection. 2. Recruit applicants. 3. Select staff.
10980	Induct a new employee	4	6	<ol style="list-style-type: none"> 1. Apply basic knowledge of organisational processes. 2. Basic planning principles. 3. Communicate organisational knowledge. 4. Perform a specific job in an organisation.

How do I know that ENJO Consultants Recruitment and Selection Module is recognised?

- ENJO Consultants are accredited with the SA Board for People Practices (SABPP). Accreditation No: 58116L125EC. Those who are completing this programme as part as the HR Qualification will be certified through SABPP
- On successful completion of the programme, ENJO Consultants will upload your results onto the SABPP database and you will receive a certificate.
- The SABPP will capture your results on the National Learner Record Database (NLRD) and issue a Statement of Results (SOR) that will reflect the credits you have earned.
- ENJO Consultants has established itself as a reputable training provider amongst various corporates and ETQAs.

Where does the training take place?

- ENJO Consultants: Company and Individual Bookings – training takes place according to scheduled dates.
- ENJO Consultants: Group Bookings – training can be scheduled for groups at ENJO Consultants on dates mutually agreed upon with the client.
- Other/Client Site: Training can be presented at various training venues or at the client site depending on numbers and suitability of the venue.

Bookings and Enquiries

Please contact us for further information, quotes or to make a booking.

Email: training@enjoconsultants.co.za

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Training Programme Outline

Overview

Study Unit 1: Recruit and select candidates to fill defined positions

- 1.1. Plan and prepare for recruitment and selection
- 1.2. Recruit applicants
- 1.3. Select staff

Study Unit 2: Induct a new employee

- 2.1. Apply basic knowledge of organisational processes
- 2.2. Basic planning principles
- 2.3. Communicate organisational knowledge
- 2.4. Perform a specific job in an organisation.

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