



QUALIFI

SUCCESS THROUGH LEARNING
RECOGNISED WORLDWIDE

QUALIFI ASSESSMENT DOCUMENT

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| Qualification | Qualifi Level 3 Diploma in Business Management |
| Qualification No (RQF) | 603/1102/2 |
| Unit Name | Recruitment and Selection in Business |
| Unit Reference | BM307 |
| No of Credits | 10 Credits |

Introduction

Prior to attempting this coursework assignment, Learners must familiarise themselves with the following policies:

- Centre Specification
 - Can be found at <https://qualifi.net/qualifi-level-3-diploma-in-business-management/>
- Qualifi Quality Assurance Standards
- Qualifi Quality Policy Statement

Plagiarism and Collusion

In submitting the assignment Learner's must complete a statement of authenticity confirming that the work submitted for all tasks is their own. The statement should also include the word count.

Your accredited study centre will direct you to the appropriate software that checks the level of similarity. Qualifi recommends the use of <https://www.turnitin.com> as a part of the assessment.

Plagiarism and collusion are treated very seriously. Plagiarism involves presenting work, excerpts, ideas or passages of another author without appropriate referencing and attribution.

Collusion occurs when two or more learners submit work which is so alike in ideas, content, wording and/or structure that the similarity goes beyond what might have been mere coincidence

Please familiarise yourself on Qualifi's Malpractice and Maladministration policy, where you can find further information

Referencing

A professional approach to work is expected from all learners. Learners must therefore identify and acknowledge ALL sources/methodologies/applications used.

The learner must use an appropriate referencing system to achieve this. Marks are not awarded for the use of English; however, the learner must express ideas clearly and ensure that appropriate terminology is used to convey accuracy in meaning.

Qualifi recommends using Harvard Style of Referencing throughout your work.

Appendices

You may include appendices to support your work, however appendices must only contain additional supporting information, and must be clearly referenced in your assignment.

You may also include tables, graphs, diagrams, Gantt chart and flowcharts that support the main report should be incorporated into the back of the assignment report that is submitted.

Any published secondary information such as annual reports and company literature, should be referenced in the main text of the assignment, in accordance of Harvard Style Referencing, and referenced at the end of the assignment.

Confidentiality

Where a Learner is using organisational information that deals with sensitive material or issues, they must seek the advice and permission from that organisation about its inclusion.

Where confidentiality is an issue, Learners are advised to anonymise their assignment report so that it cannot be attributed to that particular organisation.

Word Count Policy

Learners must comply with the required word count, within a margin of +10%. These rules exclude the index, headings, tables, images, footnotes, appendices and information contained within references and bibliographies.

When an assessment task requires learners to produce presentation slides with supporting notes, the word count applies to the supporting notes only.

Submission of Assignments

All work to be submitted on the due date as per Centre's advice.

All work must be submitted in a single electronic document (.doc file), or via Turnitin, where applicable.

This should go to the tutor and Centre Manager/Programme Director, plus one hard copy posted to the Centre Manager (if required)

Marking and grades

Qualifi uses a standard marking rubric for all assignments, and you can find the details at the end of this document.

Unless stated elsewhere, Learners must answer all questions in this document.

Assignment Question

Task 1 – 250 words

For first part of the assessed work for this unit, you must demonstrate that you have gained an understanding of the way that two organisations plan their recruitment. Before you start the task, think carefully about the organisations that you would like to study.

1. Identify how two organisations plan recruitment using internal and external sources.

Assessment Criteria

1.1: Describe how organisations plan to use internal and external sources for recruitment

Assessment Guidance

- Remember you will need to show you understand the reasons why vacancies occur, and the factors which influence organisations to recruit. You will need to consider internal and external recruitment and the time and cost implications of each method. You must include two organisations in your work, so make sure you choose them carefully.

Task 2 – 250 words

For the second, you must explain the different laws and regulations that you have been made aware of and how they influence the recruitment and selection process. Before you start the task, think carefully about any examples from the workplace that you can include in your work.

1. Explain the impact of the legal and regulatory framework on recruitment and selection activities.

Assessment Criteria

2.1: Explain the impact of the legal and regulatory framework on recruitment and selection activities.

Assessment Guidance

- Remember to include as many work-based examples in your work as you can. These will help your thinking to become clearer and will show that your knowledge is good.

Task 3 – 250 words

For the third part, you must show that you produce documents and that you understand their appropriate use.

Assessment Criteria

3.1: Describe documents required for selection and recruitment activities.

Assessment Guidance

- Remember when you prepare the documents, you will need to be doing them for a specific vacancy and therefore link them together.

Task 4 – 250 words

For the last part, you must show that you can produce documents and that you understand their appropriate use.

1. Plan to take part in a selection interview.

Assessment Criteria

4.1: Plan and take a part in selection interview.

Assessment Guidance

- Remember when you are planning to take part in the selection interview to think of and answer as many questions as you possibly can to practice.

| | Distinguished | Excellent | Good | Proficient | Basic | Marginal | Unacceptable |
|---|--|---|---|---|--|--|--|
| Criteria | 80+ | 70 | 60 | 50 | 40 | 30 | 0 |
| Content (alignment with assessment criteria) | Extensive evaluation and synthesis of ideas; includes substantial original thinking | Comprehensive critical evaluation and synthesis of ideas; includes coherent original thinking | Adequate evaluation and synthesis of key ideas beyond basic descriptions; includes original thinking | Describes main ideas with evidence of evaluation; includes some original thinking | Describes some of the main ideas but omits some concepts; limited evidence of evaluation; confused original thinking | Largely incomplete description of main issues; misses key concepts; no original thinking | Inadequate information or containing information not relevant to the topic |
| Application of Theory and Literature | In-depth, detailed and relevant application of theory; expertly integrates literature to support ideas and concept | Clear and relevant application of theory; fully integrates literature to support ideas and concepts | Appropriate application of theory; integrates literature to support ideas and concepts | Adequate application of theory; uses literature to support ideas and concepts | Limited application of theory; refers to literature but may not use it consistently | Confused application of theory; does not use literature for support | Little or no evidence of application of theory and relevant literature |
| Knowledge and Understanding | Extensive depth of understanding and exploration beyond key principles and concepts | Comprehensive knowledge and depth of understanding key principles and concepts | Sound understanding of principles and concepts | Basic Knowledge and understanding of key concepts and principles | Limited and superficial knowledge and understanding of key concepts and principles | Confused or inadequate knowledge and understanding of key concepts and principles | Little or no evidence of knowledge or understanding of key concepts and principles |
| Presentation and Writing Skills | Logical, coherent and polished presentation exceeding expectations at this level; free from errors in mechanics and syntax | Logical, coherent presentation demonstrating mastery; free from errors in mechanics and syntax | Logical structure to presentation; makes few errors in mechanics and syntax which do not prohibit meaning | Orderly presentation; minor errors in mechanics and syntax | Somewhat weak presentation; errors in mechanics and syntax may interfere with meaning | Confused presentation; errors in mechanics and syntax often interfere with meaning | Illogical presentation lacking cohesion; contains significant errors that interfere with meaning |
| Referencing | Advanced use of in-text citation and references | Mastery of in-text citation and referencing | Appropriate use of in-text citation and referencing | Adequate use of in-text citation and referencing | Limited use of in-text citation and referencing | Inadequate use of citation and referencing | Little or no evidence of appropriate referencing or use of sources |

Instructor's Comments

Directions:

1. For each of the criteria listed in the first column, circle one box in the corresponding column to the right which best reflects the student's work on this particular assessment activity (e.g., project, presentation, essay).
2. Provide specific feedback to a student about each of the criteria scores he/she earned by writing comments and suggestions for improvement in the last row titled "Instructor's comments."
3. To arrive at a mark, total the boxes and divide by 5 to arrive at final mark.

Example:

| | Distinguished | Excellent | Good | Proficient | Basic | Marginal | Unacceptable |
|-------|---------------|-----------|-------|------------|-------|----------|--------------|
| Range | 80-100 | 70-79 | 60-69 | 50-59 | 40-49 | 35-39 | 0-34 |

| Criteria | Score |
|--------------------------------------|--------------------------|
| Content | 50 |
| Application of Theory and Literature | 40 |
| Knowledge and Understanding | 50 |
| Presentation/Writing Skills | 40 |
| Referencing | 40 |
| Total Score | 220/5 = 44, Basic |



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