Course Outline (Higher Education)

School / Faculty:	Federation Business School
Course Title:	PRINCIPLES OF RECRUITMENT, SELECTION AND INDUCTION
Course ID:	BSMAN1005
Credit Points:	15.00
Prerequisite(s):	Nil
Co-requisite(s):	Nil
Exclusion(s):	Nil
ASCED Code:	080307
Grading Scheme:	Graded (HD, D, C, etc.)

Program Level:

AQF Level of Program					
5	**6**	**7**	**8**	**9**	**10**
Level					
Introductory			✔			
Intermediate						
Advanced						

Learning Outcomes:

Knowledge:

K1. Exhibit a technical and theoretical understanding of the various Australian regulatory and legislative systems that impact on the recruitment cycle.

K2. Identify ethical and socially responsible managerial techniques used in the recruitment and staff induction processes.

K3. Identify the impact of regulatory, legislative and organisational policies on the recruitment process and how it impacts on other managerial functions within a business.

K4. Recognise how the basics of recruitment, selection and induction can be applied to the study of other management disciplines such as Human Resource Management

Skills:

S1. Research, plan and prepare documentation for the recruitment cycle i.e. recruitment, selection and induction.

S2. Organise and present recruitment cycle data, both quantitative and qualitative, using appropriate information technology.

S3. Communicate, both verbally and non-verbally, issues affecting the recruitment, selection and induction, process and approaches to managing these.

Application of knowledge and skills:

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A1. Implement processes to facilitate the recruitment, selection and induction processes within an organisational environment.

A2. Use general recruitment cycle practices, methods and processes to manage the development of human resources within an organisational environment.

A3. Demonstrate an autonomous approach to problem solving recruitment cycle problems within an organisational environment.

Course Content:

This course is designed to introduce students to the recruitment cycle including the selection and induction of staff. It investigates regulatory and legislative issues that may impact on the recruitment process, including, industrial awards and enterprise agreements. Students engage in researching, planning and preparing recruitment documentation and develop appropriate induction strategies

Values and Graduate Attributes:

This course will help students develop values and attributes that will enable them to:

Values:

V1. Display the skills, motivation and confidence to engage in continuous learning and progress their studies in an applied discipline.

V2. Be highly valued within an organisation for contributing to the implementation of effective recruitment, selection and induction processes.

V3. Support socially responsible and ethical behaviour in the recruitment, selection and induction process.

Graduate Attributes:

FedUni graduate attributes statement. To have graduates with knowledge, skills and competence that enable them to stand out as critical, creative and enquiring learners who are capable, flexible and work ready, and responsible, ethical and engaged citizens.

Attribute	Brief Description	Focus
Knowledge, skills and competence	Students are empowered to conduct critical analysis and make recommendations, regarding the recruitment, selection and induction process within organisational environment.	Low
Critical, creative and enquiring learners	Student confidence is developed through applying the acquired recruitment, selection and induction knowledge and skills to different organisational contexts.	High
Capable, flexible and work ready	Graduates of this course will be empowered to engage with a range of organisational stakeholders including external and internal customers, staff and senior management.	High
Responsible, ethical and engaged citizens	This course encourages socially responsible and ethical behaviour, by graduates, in managing recruitment processes within different workplaces.	High

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Learning Task and Assessment:

Learning Outcomes Assessed	Assessment Task	Assessment Type	Weighting
K1, K2, K3, K4 S1, S2, S3, A1, A2, A3	Research, analyse and evaluate induction systems	Individual short report/ Essay/ Case study project	10-30%
K1, K2, K3, K4 S1, S2, S3, A1, A2, A3	Research and evaluate interview and selection scenarios and analyse their compliance with equal employment opportunities and anti-discrimination legislation.	Group assessment – Portfolio/ Assignment/ Presentation	20-40%
K1, K2, K3, K4 S1, S2, S3, A2,	Research and develop a recruitment and selection strategy for a designated position that documents job advertisement; position description; selection techniques and questions; testing tools; reference checks; relevant legislation and impact on position; award provisions and other organisational agreements that will impact on the recruitment process.	Individual short report/ Essay/ Case study/ Portfolio	30-50%

Adopted Reference Style:

APA