SAQA ID: 58063	**Training Days:** 24	**E-Learning Days:** N/A
NQF Level: 4	**Assessment Days:** 24	**Workplace Experience:** 10 Months
Credits: 154	**Total Contact Days:** 48	**Self-study Days:** N/A

Description:

This qualification is the entry level qualification to the Labour Recruitment industry, which one of the fastest growing, dynamic, exciting and challenging within the services sector. The qualification facilitates access to education, training and a career path in the sector; and aims to raise the level of professional service to employers, job seekers and other stakeholders.

Structure:

Classroom based Learning
On-the-job learning
Coaching/Mentoring
Assessment

Purpose:

The qualification has been designed to empower delegates with competencies and insights to respond positively to the changing demands in the Labour Recruitment industry. The delegates obtain specific knowledge relating to critical areas of the Labour Market and develop knowledge of trends and best practice in Recruitment Consulting. Furthermore, there is a gaining of self-awareness through the development of intrapersonal and interpersonal skills.

Target Group:

This qualification is intended for Labour Recruitment Consultants in staffing services as well as Recruitment Consultants in the Human Resource environment. Including Recruiters in the Public Service and any other person involved in a people acquisition function.

Entry Requirements:

Delegates should be competent in Communication and Mathematical Literacy NQF Level, Computer Literacy NQF Level 3 and Communication in a Second South African Language at NQF Level 2. Should delegates have completed Matric / Grade 12 with 2 official South African languages and mathematics, a Credit Allocation Transfer will be completed for the Fundamental Unit Standards

Workplace Requirements:

The delegate should work in or be placed in a Human Resources and/or Recruitment Environment. The delegate should have access to a computer and telephone as well as access to customers.

Outcomes:

On completion of this qualification, the delegate should be able to:

- Combine recruitment practices to match candidates for specific job criteria.
- Apply business and ethical principles to recruitment practices.
- Demonstrate a range of communication skills within a recruitment environment.
- Establish client and candidate relationships in order to provide recruitment services.
- Apply legislative and regulatory frameworks in recruitment practices.
- Identify and solve problems related to recruitment practices.

PROGRAMME ROLL-OUT

TYPE	UNIT STANDARD	UNIT STANDARD TITLE	LEVEL	CREDITS
MODULE 1: PART 1 - 2ND LANGUAGE FUNDAMENTALS				
Fundamental	119472	Accommodate audience and context needs in oral and signed communication	3	5
Fundamental	119457	Interpret and use information from texts	3	5
Fundamental	119467	Use language and communication in occupational learning programmes	3	5
Fundamental	119465	Write, present and sign texts for a range of communicative contexts	3	5
MODULE 1: PART 2 - 1ST LANGUAGE FUNDAMENTALS				
Fundamental	119462	Engage in sustained oral and signed communication and evaluate spoken and signed texts	4	5
Fundamental	119469	Read, view, analyse and respond to a variety of texts	4	5
Fundamental	119471	Use language and communication in occupational learning programmes	4	5
Fundamental	119459	Write, present and sign for a wide range of contexts	4	5
MODULE 2: NUMERACY				
Fundamental	9015	Apply knowledge of statistics and probability to critically interrogate and effectively communicate findings on life-related problems	4	6
Fundamental	9016	Represent, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	4	4
Fundamental	7468	Use mathematics to investigate and monitor the financial aspects of personal, business, national and international issues	4	6
MODULE 3: RECRUITMENT PRACTICES				
Core	10978	Recruit and select candidates to fill defined positions	4	10
Core	15235	Prepare and conduct staff selection interviews	5	3
MODULE 4: BUSINESS AND ETHICAL PRINCIPLES				
Core	242655	Demonstrate knowledge and application of ethical conduct in a business environment	4	4
Core	10014	Describe features, advantages and benefits of a range of products	4	6
Core	13948	Negotiate an agreement or deal in an authentic work situation	4	5
MODULE 5: COMMUNICATION SKILLS WITHIN A RECRUITMENT ENVIRONMENT				
Core	123372	Use appropriate tools and information systems to manage own information and communication	4	4
Core	10011	Work as a member of a marketing team	4	5
Core	8647	Apply workplace communication skills	5	10
MODULE 6: ESTABLISH CLIENT AND CANDIDATE RELATIONSHIPS				
Core	10024	Liaise with a range of customers of a business	4	4
Core	7836	Monitor customer satisfaction	4	3
Core	10037	Take orders from customers to fulfil a need for goods and/or service	4	10
Core	10047	Close a deal with a customer	5	5
MODULE 7: LEGISLATIVE AND REGULATOR FRAMEWORKS IN RECRUITMENT PRACTICES				
Core	10170	Demonstrate understanding of employment relations in an organisation	3	3
Core	113915	Explain the application of the basic conditions of employment act in an employment contract	3	2
MODULE 8: SOLVE PROBLEMS RELATED TO RECRUITMENT PRACTICES				
Core	242817	Solve problems, make decisions and implement solutions	4	8
MODULE 9: MANAGEMENT SKILLS				
Elective	13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace and its effects on a business sub-sector, own organisation and a specific workplace	3	4
Elective	114932	Explain how to manage diversity in the workplace	3	2
Elective	120372	Explain fundamentals of project management	4	5
Elective	242811	Prioritise time and work for self and team	4	5
		TOTAL CREDITS		**154**