

EMPLOYEE RESOURCING

UNIT CODE: 0413 451 13A

TVET CDACC UNIT CODE: BUS/CU/HRM/CR/02/5/MA

Duration of Unit: 160 Hours

Relationship to Occupational Standards

This unit addresses the Unit of Competency: Conduct Employee Resourcing

UNIT DESCRIPTION

This unit specifies the competencies required to conduct employee hiring. It involves carrying out human resource planning, conducting recruitment, selection and placement and inducting of new employees.

Summary of Learning Outcomes

	ELEMENTS	DURATION (HOURS)
1	Carry out Human Resource Planning	18
2	Conduct Job Analysis	30
3	Conduct Employee Recruitment	18
4	Conduct Applicants' Selection	23
5	Conduct Employee Placement	35
	Induct New Employees	18
	Manage Employee Separation	18
	Total	160

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Carry Out Human Resource Planning	1.1 Man power demand and supply forecasting 1.1.1 Workload forecasting 1.1.2 Executive judgement	• Practical assessment • Written assessment • Portfolio of Evidence

Learning Outcome	Content	Suggested Assessment Methods
	1.1.3 Expansion 1.1.4 Statistical technique 1.2 Short term and long term hiring plans 2.1 Qualification 1.3 Recruitment solutions 1.3.1 Talent pool 1.3.2 Referral bonuses 1.3.3 Employer brand 1.3.4 Permanent placement 1.3.5 Professional staffing 1.3.6 Assessment 1.4 Methods of manpower planning 1.5 Procedure of manpower planning 1.6 Training inventory 1.7 Age inventory 1.8 Head count	• Third party report • Oral questions
2. Conduct Job Analysis	2.1 Job analysis determination. 2.2 Job analysis methods/techniques 2.3 Job description and specification 2.4 Job analysis reports 2.5 Job description and review 2.6 Limitations job analysis	• Practical assessment • Written assessment • Portfolio of Evidence • Third party report • Oral questions
3. Conduct Employee Recruitment	3.1 Recruitment methods 3.2 Recruitment methods selection 3.3 Selected recruitment method application 3.4 Receiving applications	• Practical assessment • Written assessment

Learning Outcome	Content	Suggested Assessment Methods
	3.5 Types of recruitments 3.6 Recruitment process	• Portfolio of Evidence • Third party report • Oral questions
4. Conduct Applicants' Selection	4.1 Shortlisting of candidates 4.2 Invitations for interviews 4.3 Employment Interviews 3.1 Phone interview 3.2 Face to face interview 3.3 Online interview 4.4 Employee selection procedure 4.5 Employment interview tests	• Practical assessment • Written assessment • Portfolio of Evidence • Third party report • Oral questions
5. Conduct Employee Placement	5.1 Successful candidates are informed 5.2 Employment Offer letters 5.3 Employment contract 5.4 Job placement, Job description and specification 5.5 Job analysis report update 5.6 Job description and specification review	• Practical assessment • Written assessment • Portfolio of Evidence • Third party report • Oral questions
6. Induct New Employees	6.1 Preparation for induction 6.2 Issuance of induction materials 6.3 Employee induction procedure 6.4 Importance of employee induction 6.5 Types of employee induction	• Practical assessment • Written assessment • Portfolio of Evidence • Third party report

Learning Outcome	Content	Suggested Assessment Methods
		• Oral questions
7. Manage Employee Separation	7.1 Employee's separation methods 7.2 Separation process 7.3 Exiting employees identification 7.4 Reasons of employee separation 7.5 Letter of termination	• Practical assessment • Written assessment • Portfolio of Evidence • Third party report • Oral questions

Suggested Methods of Delivery

- Demonstration
- Practical work by trainees
- Group discussions
- Role play
- Case study
- Assignments

Recommended Resources for 30 Trainees

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Textbooks		5 pcs	1:6
2.	PowerPoint presentations	For trainer's use		
3.	Projector		1	1:30
4.	Whiteboard		1	1:30
5.	Report writing templates			
6.	Rolls flip charts		1	1:30

7.	Assorted color of whiteboard markers	For trainers Use		
B	Learning Facilities & infrastructure			
1.	Lecture/theory room		1	1:30
2.	Computer Laboratory		1	1:30
C	Consumable materials			
1.	Assorted whiteboard markers		30	1:1
2.	Internet connection		200 mbps	-
3.	Antivirus Software			-
4.	Printing Papers		Enough	-
5.	External storage media		1 tb	-
D	Tools and Equipment			
4.	Printers		2 pcs	2:30
5.	Computers	With Windows /Linux/Macintosh Operating System, Microsoft Office Software, Google Workspace Account, Antivirus Software	30pcs	1:1
6.	Mobile phones		10	10:30

References

1. Textbooks
2. E-learning resources
3. HRM Journals

MODULE II