

Level 2 NVQ Certificate in Recruitment Resourcing: Mandatory competence units mapped to Personal Learning and Thinking Skills

This map accompanies the PLTS Guide for practitioners which can be downloaded from www.skillsca.org

The guide includes:

- an explanation about the importance of PLTS
- general principles for delivery
- where there is little or no coverage in the mandatory units, illustrations of where PLTS can be found in the optional units
- illustrations of PLTS in Functional Skills, ERR and other processes.

Independent Enquiry	INDEPENDENT ENQUIRY					
	Identify questions to answer and problems to resolve	Plan and carry out research, appreciating the consequences of decisions	Explore issues, events or problems from different perspectives	Analyse and evaluate information, judging its relevance and value	Consider the influence of circumstances, beliefs and feelings on decisions and events	Support conclusions, Using reasoned arguments and evidence
Level 2 NVQ Certificate in Recruitment Resourcing						
D/506/4355 – Pre-selecting candidates						
LO 1: Be able to pre-select candidates	1.1			1.2	1.5	
LO 2: Be able to present pre-selected candidates						2.2
H/506/4356 – Identifying client recruitment requirements						
LO 1: Know how to identify clients' recruitment requirements						
LO 2: Be able to establish role requirements				2.1		
LO 3: Be able to provide information to confirm recruitment arrangements with clients						
K/506/4357 – Contributing to the development of a recruitment resourcing plan						
LO 1: Be able to support the client to meet their recruitment needs	1.4		1.4			
LO 2: Be able to contribute to the overall development of a recruitment resourcing plan						
M/506/4358 - Researching candidates through social media networking						
LO 1: Understand the benefits and risks of using social media networking to conduct a candidate search						
LO 2: Understand how social media networks are used						

LO 3: Be able to create a social networking profile						
LO 4: Be able to create a social media group or network to attract candidates		4.2				
M/506/4361 - Support the recruitment processes						
LO 1: Be able to administer tasks within the recruitment process						
LO 2: Be able to administer the selection process						
LO 3: Be able to ensure compliance with the recruitment process						
T/506/4359 – Using Client Relationship Management systems for recruitment purposes						
LO 1: Understand the principles of Client Relationship Management (CRM) for recruitment purposes						
LO 2: Be able to administer a candidate database				2.2		
LO 3: Be able to store, retrieve and archive candidate information				3.4		
LO 4: Be able to use a CRM system to match candidates to meet client requirements				4.1; 4.2		4.1; 4.2
Y/506/4354 – Building and maintaining relationships with candidates						
LO 1: Be able to build long term relationships with candidates	1.1		1.1			
LO 2: Be able to maintain on-going and post-placement relationships			2.5		2.4	2.5
R/506/1789 - Develop working relationships with colleagues						
LO 1: Understand the principles of effective team working						
LO 2: Be able to maintain effective working relationships with colleagues						
LO 3: Be able to collaborate with colleagues to resolve problems			3.1			3.4
K/506/4360 – Researching candidates for recruitment purposes						
LO 1: Understand how to search for candidate information for recruitment						
LO 2: Be able to search for candidate information for recruitment purposes	2.1	2.2		2.3		

Team Working	TEAM WORKING					
	Collaborate with others to work towards common goals	Reach agreements, managing discussions to achieve results	Adapt behaviour to suit different roles and situations, including leadership roles	Show fairness and consideration to others	Take responsibility, showing confidence in themselves and their contribution	Provide constructive support and feedback to others
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M/506/4361 - Support the recruitment processes						
LO 1: Be able to administer tasks within the recruitment process						
LO 2: Be able to administer the selection process	2.1; 2.5				2.5	
LO 3: Be able to ensure compliance with the recruitment process						
T/506/4359 – Using Client Relationship Management systems for recruitment purposes						

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LO 4: Be able to use a CRM system to match candidates to meet client requirements						
Y/506/4354 – Building and maintaining relationships with candidates						
LO 1: Be able to build long term relationships with candidates	1.1, 1.2, 1.3, 1.4	1.2	1.2	1.3		
LO 2: Be able to maintain on-going and post-placement relationships						2.4
R/506/1789 - Develop working relationships with colleagues						
LO 1: Understand the principles of effective team working						
LO 2: Be able to maintain effective working relationships with colleagues	2.2; 2.3			2.2	2.4	2.4
LO 3: Be able to collaborate with colleagues to resolve problems		3.1	3.2; 3.3	3.1	3.2	
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LO 2: Be able to search for candidate information for recruitment purposes		2.1				

Self Management	SELF MANAGEMENT						
	Seek out challenges or new responsibilities and show flexibility when priorities change	Work towards goals, showing initiative, commitment and perseverance	Organise time and resources, prioritising actions	Anticipate take and manage risks	Deal with competing pressures, including personal and work-related demands	Respond positively to change seeking advice and support when needed	Manage their emotions and build and maintain relationships
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LO 2: Be able to contribute to the overall development of a recruitment resourcing plan			2.2				
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LO 4: Be able to create a social media group or network to attract		4.1; 4.2; 4.3					
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LO 2: Be able to maintain on-going and post-placement relationships	2.1; 2.2	2.5		2.5		2.1; 2.2; 2.4	
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LO 2: Be able to search for candidate information for recruitment purposes			2.1				

Reflective Learning	REFLECTIVE LEARNING					
	Assess themselves and others, identifying opportunities and achievements	Set goals with success criteria for their development and work	Review progress, acting on the outcomes	Invite feedback and deal positively with praise, setbacks and criticism	Evaluate experiences and learning to inform future progress	Communicate their learning in relevant ways for different audiences
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Creative Thinking	CREATIVE THINKING					
	Generate ideas and explore possibilities	Ask questions to extend their thinking	Connect their own and others' ideas and experiences in inventive ways	Question their own and others' assumptions	Try out alternatives or new solutions and follow ideas through	Adapt ideas as circumstances change
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LO 2: Be able to maintain on-going and post-placement relationships	2.1, 2.2	2.4; 2.5	2.1	2.5	2.2	2.5
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Effective Participator

EFFECTIVE PARTICIPATOR

discussing issues of concern, seeking resolution where needed

presenting a persuasive case for action

proposing practical ways forward, breaking these down into manageable steps

identifying improvements that would benefit others as well yourself

trying to influence others, negotiating and balancing diverse views to reach workable solutions

acting as an advocate for views and beliefs that may differ from your own

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LO 1: Be able to support the client to meet their recruitment needs

1.4

1.3

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LO 2: Be able to maintain effective working relationships with colleagues	2.4				2.2	
LO 3: Be able to collaborate with colleagues to resolve problems	3.1	3.2	3.2; 3.3	3.3; 3.4	3.1	3.1
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