

NVQ/SVQ in Recruitment Congratulations!

You've taken the first step to getting your workplace experience and skills recognised with a widely respected qualification - a National/Scottish Vocational Qualification (NVQ/SVQ).

Here at Cullen Scholefield we offer a range of National and Scottish Vocational Qualifications (NVQs/SVQs) and this pack contains all the information you'll need about achieving an NVQ/SVQ in Recruitment certificated by the Chartered Institute of Personnel and Development (CIPD).

NVQs/SVQs in Recruitment are nationally recognised and widely used competence-based qualifications demonstrating that you have achieved a certain level of skill and competence in Recruitment work. They provide an alternative to traditional educational courses and examinations for professionals who want to be assessed on their performance in the workplace. They complement these more traditional courses if your preference is to have your performance and skills recognised by assessment rather than examination.

The national standards on which Recruitment NVQs/SVQs are based have much in common in terms of coverage with the CIPDs Professional Standards. As an awarding body they offer a range of human resources NVQ/SVQ programmes through a network of centres throughout England, Wales, Scotland and Northern Ireland. All of these are rigorously monitored against the national criteria for quality so with Cullen Scholefield you can be sure you are being assessed to the highest standards.

What's more the Recruitment NVQ/SVQ has been approved as leading to a grade of membership of the CIPD.



The Standards have been used to develop this level 3 NVQ/SVQ in Recruitment. It has been designed to offer a high degree of flexibility to allow for the variety of roles taken up by recruiters.

The NVQ/SVQ in Recruitment consists of 11 units that have been written specifically to cover the functions carried out by recruiters and nine units which have been imported from other National Occupational Standards. The format of the imported units differs from the units written specifically for these Standards but this has been minimised where possible with the agreement of the original Standards Setting Body.

Becoming a CIPD member

Whilst you're working towards your NVQ/SVQ in Recruitment, you can join the CIPD and make use of their comprehensive range of benefits. Look at the services you'll benefit from:

- free access to Europe's largest personnel and development library
- free fortnightly People Management magazine
- you can visit their extensive website which includes:
 - Press Direct, a daily summary of all the personnel and development news
 - up-to-the-minute guidance on employment law issues
 - virtual networks on a variety of topics
 - and many membership services online
- you can join in events at your local CIPD branch
- use your 10% discount off all CIPD books and reports, short courses and conferences and exhibitions.

What you can expect

As an NVQ/SVQ in Recruitment candidate with Cullen Scholefield you will receive:

- a copy of the relevant national standards
- a handbook to guide you through the process of development, evidence gathering and assessment
- ongoing support from a personal development adviser
- the assurance of a strong quality control mechanism supporting your qualification
- an opportunity to access the benefits of CIPD affiliate membership at reduced cost.

Your choice of programmes

If you want to gain a full NVQ/SVQ, Cullen Scholefield will assist you to choose the units that suit your current role and experience. Within the Recruitment NVQ/SVQ there is a choice of units enabling you to select those that best match your own particular interest or expertise.

Alternatively, if you're looking to demonstrate your competence in particular area of Recruitment but don't need a full NVQ/SVQ, you can register for a single or a number of units. You will receive a unit certificate on successful completion, and you can carry completed units forward if you decide later to go on and do a full NVQ/SVQ.

The Employment National Training Organisation (ENTO)

All NVQ and SVQ qualifications in Recruitment are based on national occupational standards developed by ENTO. It is a representative body for vocational training and education matters in the employment area and is responsible for working with regulatory bodies, awarding bodies and practitioners to develop and implement NVQs and SVQs.

Members of the ENTO Council and Work Groups are drawn from a wide range of occupations and industries and represent employers, trade unions and local and national government. Apart from personnel, the main occupational areas covered are training and development, trade unions, health and safety and recruitment consultancy.

The Standards that underpin the NVQ/SVQ in Recruitment have been developed after extensive consultation with key stakeholders in the recruitment sector. In addition to our own involvement with the CIPD these have included representatives from:

- the Recruitment and Employment Confederation (REC)
- Job Centre Plus
- Careers Scotland
- the Armed Forces
- private recruitment agencies
- learning providers.

The Standards represent good practice within the sector and may be used as benchmarks in a variety of situations.

Level 3 Recruitment Support

Nine units in all are required (two mandatory and seven optional).

A *minimum of four* optional units must be chosen from the recruitment specific options although it's possible to choose all seven optional units from this section.

A *maximum of three* units may be chosen from the generic options.

Mandatory Units: both must be completed.

UNIT	TITLE
R1	Evaluate and develop own contribution to the service
R2	Ensure your own actions reduce risks to health and safety

Optional Units: seven must be completed including a *minimum of four* chosen from the recruitment specific options. The mandatory knowledge and understanding must be covered regardless of which units are selected.

Recruitment specific options: a *minimum of four* must be chosen from these options

UNIT	TITLE
R3	Ascertain client requirements and maintain contact
R4	Attract and retain job-seekers
R5	Take and circulate vacancy details
R6	Support and co-ordinate job-seekers in taking up employment offers
R7	Conduct interviews to support the recruitment process
R8	Conduct follow up procedures with job-seekers
R9	Co-ordinate the recruitment and activities of temporary workers
R10	Use web-based technologies for recruitment
R11	Use computer-based information management systems
R12	Monitor and evaluate the quality of service provided
R13	Contribute to developing the recruitment business

Generic options: a *maximum of three* units may be chosen to complete the NVQ/SVQ.

UNIT	TITLE
R14	Review health and safety procedures in workplaces
R15	Improve the customer relationship
R16	Maintain effective working relationships
R17	Make sales presentations to existing and potential customers
R18	Monitor and solve customer service problems
R19	Assist clients to decide on a course of action
R20	Assist clients to plan the implementation of a course of action