

Title	Demonstrate knowledge of staff recruitment and appointment systems in human resource management practice		
Level	4	Credits	4

Purpose	<p>This unit standard is intended as an overview of how recruitment and appointment systems operate in organisations.</p> <p>People credited with this unit standard are able to demonstrate knowledge of staff recruitment and appointment systems in human resource management practice.</p>
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Classification	Business Operations and Development > Human Resource Management
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Available grade	Achieved
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Guidance Information

- 1 The *organisation's direction* is the nature of the organisation and how it is funded, the growth mode, impact of external factors, and if the direction is national or international.
- 2 *Ethical standards and norms of professional behaviour* are those included in the Human Resource Institute of New Zealand's (HRINZ) *Code of Professional and Ethical Behaviour* and/or an equivalent code relevant to the candidate's workplace.
- 3 Legislation relevant to this unit standard includes:
 - Employment Relations Act 2000
 - Health and Safety at Work Act 2015
 - Human Rights Act 1993
 - Privacy Act 1993
 - Treaty of Waitangi Act 1975
 - Holidays Act 2003
and any other legislation relevant to the context.
- 4 *Interested parties* include individuals in the organisation and the organisation itself, and may include but are not limited to – individuals' whanau/families, representative groups, clients/customers, users.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of staff recruitment and appointment systems in human resource management practice.

Performance criteria

- 1.1 Legislative, legal and contractual requirements of staff recruitment and appointment systems are identified.
- 1.2 The relevance of ethical standards and norms of professional behaviour to recruitment and appointment systems is established.
- 1.3 Rights and responsibilities of interested parties are identified for staff recruitment and appointment systems.
- 1.4 Potential impact on and benefits for interested parties are identified for staff recruitment and appointment systems.
- 1.5 Communication and consultation requirements are defined for staff recruitment and appointment systems.
- 1.6 Evaluation criteria for the quality of the staff recruitment and appointment systems are defined.

Range quality may include but is not limited to – effectiveness, efficiency, staff participation, alignment with organisation’s direction, stakeholder satisfaction, fitness for purpose.

Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 June 2009	31 December 2016
Rollover	2	18 April 2013	31 December 2018
Rollover	3	16 April 2015	31 December 2022
Review	4	12 December 2019	N/A

Consent and Moderation Requirements (CMR) reference	0113
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact NZQA National Qualifications Services nqs@nzqa.govt.nz if you wish to suggest changes to the content of this unit standard.