

Unit PPLHSL29 (HK6N 04) Contribute to the Selection of Staff for Activities

I confirm that the evidence detailed in this unit is my own work.

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| **Candidate’s name** |  | **Candidate’s signature** |  | **Date** |
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I confirm that the candidate has achieved all the requirements of this unit.

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| **Assessor’s name** |  | **Assessor’s signature** |  | **Date** |
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| **Countersigning — Assessor’s name**  **(if applicable)** |  | **Countersigning — Assessor’s signature**  **(if applicable)** |  | **Date** |
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I confirm that the candidate’s sampled work meets the standards specified for this unit and may be presented for external verification.

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| **Internal verifier’s name** |  | **Internal verifier’s signature** |  | **Date** |
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| **Countersigning — Internal verifier’s name**  **(if applicable)** |  | **Countersigning — Internal verifier’s signature**  **(if applicable)** |  | **Date** |
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| **External Verifier’s initials and date (if sampled)** |  |

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| **Unit overview** |
| This unit is about helping to identify suitable personnel for work. This unit is for hospitality team leaders, first line managers or supervisors. |

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| **Sufficiency of evidence** |
| There must be sufficient evidence to ensure that the candidate can consistently achieve the required standard over a period of time in the workplace or approved realistic working environment. |

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| **Performance criteria** |
| **What you must do:** |
| There must be evidence for **all** Performance Criteria (PC). |
| 1 Identify staffing requirements which take account of work objectives and working constraints.  2 Ensure that the staffing requirements you identify are based on valid and reliable information.  3 Present identified staffing requirements to the relevant people at a time and in a format appropriate to your organisation.  4 Use assessment and selection methods suited to your organisation to assess and select staff; where appropriate during selection, listen carefully, clarify points and rephrase others' statements to check mutual understanding.  5 Show integrity, fairness and consistency in decision making; make sure your selection is based on an objective assessment of the available information against agreed selection criteria.  6 Record your contributions to the selection process ensuring they are complete, accurate, clear and concise, meet organisational requirements and, where confidential information is concerned, are kept secure. |

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| **Evidence reference** | **Evidence description** | **Date** | **Performance criteria** | | | | | |
| **What you must do** | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** |
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| **Knowledge and understanding** | | **Evidence reference**  **and date** |
| **What you must know and understand** | |
| For those knowledge statements that relate to **how** the candidate should do something, the assessor may be able to infer that the candidate has the necessary knowledge from observing their performance or checking products of their work. In **all** other cases, evidence of the candidate’s knowledge and understanding must be gathered by alternative methods of assessment (eg oral or written questioning). | |
| 1 | How to make a case for additional staffing requirements in a way which is likely to influence decision-makers positively. |  |
| 2 | How to collect and check the validity of the information necessary to contribute to staffing requirements. |  |
| 3 | The legal organisational requirements which relate to the identification of personnel needs. |  |
| 4 | The type of work objectives and constraints that may influence considerations including: work plans, financial considerations, staff availability, the recruitment pool and organisational values and policies. |  |
| 5 | How to identify and interpret the work objectives and constraints which are relevant to identifying your personnel needs. |  |
| 6 | How to present suggestions for selection effectively. |  |
| 7 | The importance of confidentiality during selection processes and what kinds of information may be made known to which staff. |  |
| 8 | The importance of keeping accurate, complete and clear records of ones contributions to the selection process. |  |
| 9 | Legal requirements for the selection of staff. |  |
| 10 | Organisational and industry requirements for the selection of personnel. |  |
| 11 | The range of methods which may be used for the assessment and selection of staff and the relative advantages and disadvantages of these for your team. |  |
| 12 | The contribution you can make to the assessment and selection of staff. |  |
| 13 | How to make fair and objective assessments against criteria during the selection process. |  |

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# Supplementary evidence

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| **Evidence** | | **Date** |
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| **Assessor feedback on completion of the unit** |
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