

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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