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| **Resourcing Talent – 3RTO** |
| Learner Name:**James Bancroft** | Group: **LOLSEP20A**Tutor Name:**Suzanne Greene**Tutor Signature:  | Assessor Name: **Engin Mustafa**Assessor Signature: *(If different to delivery tutor)* | F:\HPSCANS\Engin Mustafa Signature.png |

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| **Assessment criteria relating to unit 3RTO** | **Grade Pass/Refer/Fail** | **Assessor Comments** |
| 1.1 | Explain the organisational benefits of a diverse workforce. | Pass | Well done you have identified three organisational benefits of a diverse workforce. |
| 1.2 | Explain the factors that affect an organisation’s approach to talent planning. | Pass | You have identified four factors two internal and two external – well done. |
| 1.3 | Describe the factors that affect an organisation’s recruitment and selection policy. | Pass  | You have described the factors that affect R & S Policy. |
| 2.1 | Describe different recruitment methods and identify when it is appropriate to use them. | Pass | Well done you have covered three recruitment methods and appropriate usage. |
| 2.2 | Describe different selection methods and identify when it is appropriate to use them. | Pass | Well done you have covered three selection methods and appropriate usage. |
| 3.1 | Develop a job description and person specification for an identified role.  | Pass | Well done a well-presented and succinct JD and PS. |
| 3.2 | Select appropriate recruitment channel(s) and draft material to attract talented individuals for an identified role.  | Pass  | The channels are appropriate as is advertisement. |
| 3.3 | Develop selection criteria and shortlist candidate applications for interview for an identified role.  | Pass | Well done. |
| 3.4 | Participate effectively in a selection interview and the decision-making process for an identified role. | Pass | You conducted an effective interview. Well done.I can see that you have methodically applied the criterion / scoring system and provided comprehensive notes too well done. |
| 3.5 | Identify the records that need to be retained and write letters of appointment and non-appointment for an identified role.  | Pass | Well done – letters cover appropriate points and legal requirements for record keeping explained. |
| 4.1 | Explain the purpose, importance and benefits of induction to individuals and organisations. | Pass | You have met this criterion well done. |
| 4.2 | Identify areas to be covered by induction and the roles of those involved in an induction process. | Pass | A good clear plan – identifying content / people and timeframes well done. |

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| **Assessment Decision (Pass/Refer/Fail)** | Pass |
| **Strengths** | **Areas for Improvement** |
| This is a very good piece of work that you should be proud of; well done.I like the ways that you systematically and logically approached your assessment. You were concise and covered each assessment point clearly.Very well done. | On the JD and PS it is best practice to include the date they were created. JDs also usually have a sentence saying that the duties and responsibilities are non- exhaustive. This is to enable more flexibility in the employee’s role and prevent possible disputes. I would be a little cautious in respect of ‘local store and so adverts would need to be targeted to people living within the region of the shop’ – people are prepared to travel large distances for the right role and when jobs are scarce. |

*Students receiving a refer mark have 1 week from the date feedback was provided on the VLE to upload their resubmission, unless otherwise agreed with MOL.*