

## Recruitment Industry

### COMPULSORY UNITS (7 UNITS)

- CHCCOM403A Use targeted communication skills to build relationships
- CHCCS400A Work within a relevant legal and ethical framework
- CHCES311A Work effectively in employment services
- CHCES411A Collect, analyse and apply labour market information
- CHCES415A Monitor and improve contracted employment services
- CHCORG405C Maintain an effective work environment
- HLTOHS300A Contribute to OHS processes

### EXAMPLE ELECTIVE SELECTION (7 ELECTIVES)

- BSBEMS401B Develop and implement business development strategies to expand client base
- BSBEMS402B Develop and implement strategies to source and assess candidates
- BSBEMS403B Develop and provide employment management services to candidates
- BSBEMS404B Manage the recruitment process for client organisations
- BSBMKG413A Promote products and services
- BSBREL402A Build client relationships and business networks
- BSBCUS402A Address customer needs

### RECOGNITION OF PRIOR LEARNING (RPL)

Talk to us about gaining credit towards this qualification through the recognition of your existing skills, knowledge, previous studies or work and life experiences

ABN: 20132057384

### Delivery Options

- ✓ Traineeships for New Staff
- ✓ Traineeships for Existing Staff
- ✓ Strategic Skills Program (SSP) funded training for Existing Workers and Job Seekers
- ✓ Fee-for-service (full or part qualification)

### Delivery methods

- ✓ On-the-job training in the workplace
- ✓ Recognition of Prior Learning
- ✓ Distance education
- ✓ Classroom training

### Course Pre-requisites

There are no formal pre requisites for this course, however, credit transfer may be available to students who have completed the Certificate III in Employment Services.

Participants must be able to read and write English to a sufficient standard to work with the supplied texts.

### About the Course

This qualification is aimed at workers in the Recruitment and Employment Services sectors. These workers may work in private or public employment programs and provide recruitment services to employers, assess and manage candidates and develop business opportunities to expand their organisations business client base.

### Job Roles

Possible job titles relevant to this qualification include:

- ✓ Recruitment Consultant
- ✓ Business Development/ Employer Liaison
- ✓ Candidate Manager



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