



Recruitment and Onboarding for Success

NDA TRAINING TASMANIA

RTO Provider : 60034

Course Cost - \$395

Duration – 1 Day

Locations

- Hobart
- Launceston
- Ulverstone

Course Dates

Course dates can be found on the training calendar on the NDA website. If you can't find a suitable date, email: bookings@nda.com.au

Private Training

This training can be delivered as a private course for your organisation and can be customised for your needs. The training can be delivered either on-site or at NDA premises.

Please contact us for further information and to be provided with a quote.

More Information

Phone: 03 6334 4910

Email: bookings@nda.com.au

Web: www.nda.com.au

BOOK

ENQUIRE

WEBSITE

Unit Code/s*:

BSBHRM525 - Manage recruitment and onboarding

Course Objectives

In this course, we will define the term recruitment and examine types of planning that occur in an organisation. You will examine options for technology to improve the efficiency and effectiveness of the recruitment process. You will also explore how to determine future human resources requirements and how advertising should comply with legislation and organisational policies and procedures.

Learning Outcomes

Planning and Recruitment Policies, Procedures and Legislation

- Defining 'recruitment' and 'onboarding'
- Types of planning that occur in an organisation
- Legislation, standards, regulations and awards that are relevant to recruitment human resources
- Planning recruitment and onboarding policies and procedures
- Identifying the steps and processes of recruitment

Technology to Improve Efficiency of Selection and Recruitment

- Technology in recruitment
- Updating existing policies and procedures according to organisational requirements
- Obtaining support for policies and procedures from relevant stakeholders
- Creating forms and documents to support policies and procedures and making the required adjustments
- Definitions

Managing the Recruitment Process

- Determining future human resources requirements
- Position descriptions
- Advertising positions
- Specialists
- Selection procedures
- Processes for advising applicants
- Letters of appointment and contracts of employment

Manage Staff Onboarding

- Training and support
- Management of probationary employees
- Collecting feedback from participants and relevant stakeholders

Optional Assessment - \$195 per unit

This course is part of a nationally recognised training program. Participants who successfully complete the optional assessment component of this course will receive a Statement of Attainment for the unit of competency aligned to the training course.

Exercises and activities completed during the course will be used as evidence towards unit competency.

Participants who choose not to be assessed will receive a Certificate of Attendance.