



Recruitment & Selection (1-Day) (Middle & Senior Managers)

Tuesday 30 Jan 18 | 10am—4pm

This course is designed to meet the standards required for recruiting and selecting staff into your organisation in line with best practice and RQIA outcome Is Care Safe?, specifically Indicator S1 *'There are, at all times, suitably qualified, competent and experienced persons working in the service in such numbers as are appropriate for the health and welfare of staff'*.

By the end of the course learners will:

- have identified the key aspects of a model recruitment policy and how to apply it in practice
- possess the ability to design recruitment processes which will provide the best appointee for the job in an equitable and non-discriminatory manner
- be able to design the key elements of the recruitment process – Job Descriptions, Person Specifications, Interview Questions
- have developed skills in analysing recruitment material and make decisions based on evidence of competence.

Cost: ARC members – £85 | Non-members – £105

Venue: Association for Real Change (NI) office, Ash Grove, Wildflower Way, Belfast BT12 6TA | **Tel:** 028 9038 0960

Booking: To secure a place, please complete the attached booking form and return to training.ni@arcuk.org.uk