

# CMI AWARD IN MANAGING RECRUITMENT, SELECTION & INDUCTION

## AIMS

The aim of this qualification is to develop new skills and knowledge in your role as a manager thereby enhancing your confidence and effectiveness when communicating with and supporting your colleagues at all levels. Successful candidates will achieve a nationally recognised and transferable management award.

## CLIENT GROUP

These qualifications are for the development of the role and skills of managers. The aim is to develop personal management capabilities, make effective use of information in decision making, operations and the development of the skills in managing people.

You will be responsible for:

- Creating policies, procedures and processes for employee recruitment and selection that reflects current legal frameworks and equality of opportunity
- Evaluating current and future staffing needs and resources, and creating appropriate job descriptions and person specifications
- Utilizing and evaluating the stages of the recruitment process in selecting staff
- Communicating effectively with job applicants and candidates throughout the selection process
- Developing induction programs for appointed candidates

## AWARD

On successful completion of the programme, candidates receive the CMI Certificate in Managing Recruitment, Selection and Induction at SCQF6.

## LEARNING OUTCOMES

This programme will help you to:

- Understand the impact of both the law and organisational procedures on the process of recruitment and selection
- Present a reasoned case for changes in staffing resources, identifying personnel requirements
- Conduct a selection process, justify a decision and keep necessary records
- Communicate selection decisions to appropriate personnel and review the impact of selection processes
- Develop an induction program for appointed candidates

## PROGRESSION

Candidates who successfully complete this award can undertake additional CMI modules and achieve sufficient credits to obtain the CMI Certificate in Management and Leadership.

## ASSESSMENT

The assessment consists of written tasks that require application of learning to your own practice.

## DURATION

3 days plus assessment

## CANCELLATION POLICY

Inverness College UHI (ICUHI) reserves the right to cancel or defer the dates of the courses. In the event of ICUHI cancelling a course, learners will be deferred to another (scheduled ICUHI) course or given a full refund if ICUHI are unable to provide a course on dates suitable to the learner. In the event of cancellation of a course by the learner or their representative, the following charges will apply:

More than 28 days – 0%

14-28 days – 25%

1-14 days – 50%

No notice or non-attendance without notice – 100%

ICUHI reserves the right to charge a cancellation fee of £40 if the learner or their representative cancels (refund terms above). Cancellations can be advised to ICUHI by telephone but must be confirmed in writing, either by post or email to:

[business.ic@uhi.ac.uk](mailto:business.ic@uhi.ac.uk)

Refunds are calculated from the date of the written confirmation of the cancellation being received by ICUHI.

Learner deferral requests must be received no later than 10 working days prior to the course start date, otherwise the above £40 administration fee will apply. ICUHI will make all reasonable attempts to defer the learner to a suitable ICUHI course, but deferral requests are at the discretion of ICUHI as are any refunds after deferral requests. All awarding body costs arising from the learner deferral request must be met by the learner.



To apply or for more information  
email: [business.ic@uhi.ac.uk](mailto:business.ic@uhi.ac.uk)