

LAPT

LONDON ACADEMY OF PROFESSIONAL TRAINING

CERTIFICATE

ISO 30405 — Human Resource Management Recruitment Guidelines

ISO Certification Programme



LAPT — London Academy of Professional Training

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Reference MGT-HRR-30405 • ISO Management & Services

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AT A GLANCE

REFERENCE	MGT-HRR-30405
AWARD	Certificate
ASSESSMENT	430 marks — 258 to pass (60%)
PREREQUISITES	None
VALIDITY	Lifetime
AWARDING BODY	LAPT — London Academy of Professional Training

CURRICULUM

1 Candidate Assessment Techniques 5 chapters · 30 classes 85 marks	
• 1 Understanding Candidate Assessment Techniques — 6 classes › 1.1 Define Candidate Assessment Techniques and Their Importance › 1.2 Explore Different Types of Candidate Assessment Methods › 1.3 Analyze the Role of Structured Interviews in Candidate Assessment › 1.4 Evaluate the Effectiveness of Personality Assessments › 1.5 Apply Assessment Techniques through Mock Interview Scenarios › 1.6 Reflect on Best Practices for Implementing Candidate Assessments • 2 Establishing Assessment Criteria and Standards — 6 classes › 2.1 Define Assessment Criteria Based on Role Requirements › 2.2 Identify Key Competencies for Effective Recruitment › 2.3 Develop Objective Standards for Candidate Evaluation › 2.4 Align Assessment Criteria with Organizational Values › 2.5 Create Assessment Tools for Consistent Candidate Measurement › 2.6 Evaluate and Refine Assessment Criteria for Continuous Improvement • 3 Evaluating Traditional Assessment Methods — 6 classes › 3.1 Analyze the Effectiveness of Interviews in Candidate Selection › 3.2 Assess the Reliability of Written Tests for Job Competencies › 3.3 Evaluate the Role of Reference Checks in Candidate Assessment › 3.4 Compare Structured vs. Unstructured Interviews for Recruitment › 3.5 Investigate the Impact of Assessment Centers on Hiring Decisions › 3.6 Implement Best Practices for Enhancing Traditional Assessment Methods	• 4 Leveraging Technology in Candidate Assessment — 6 classes › 4.1 Explore Digital Tools for Candidate Assessment › 4.2 Analyze the Benefits of Automated Screening Systems › 4.3 Evaluate Online Assessment Platforms for Skill Testing › 4.4 Integrate Video Interviewing Techniques in Recruitment › 4.5 Utilize Data Analytics to Enhance Candidate Selection › 4.6 Implement Best Practices for Remote Candidate Engagement • 5 Integrating Assessment Techniques for Optimal Outcomes — 6 classes › 5.1 Analyze Diverse Assessment Techniques for Effective Recruitment › 5.2 Compare Qualitative and Quantitative Assessment Methods › 5.3 Design an Integrated Assessment Framework for Candidate Evaluation › 5.4 Implement Technology-Enhanced Assessment Tools for Better Outcomes › 5.5 Evaluate the Impact of Assessment Techniques on Candidate Selection › 5.6 Apply Best Practices for Continuous Improvement in Candidate Assessments

• 1 Understanding HR Data Analytics in Recruitment — 6 classes

- › 1.1 Define HR Data Analytics and Its Importance in Recruitment
- › 1.2 Explore Key Metrics Used in Recruitment Data Analytics
- › 1.3 Analyze Trends in Recruitment Data for Informed Decision Making
- › 1.4 Evaluate Tools and Software for HR Data Analytics
- › 1.5 Develop Strategies to Implement Data-Driven Recruitment Practices
- › 1.6 Present Case Studies of Successful Data-Driven Recruitment Initiatives

• 2 Collecting and Managing Recruitment Data — 6 classes

- › 2.1 Identify Key Recruitment Metrics
- › 2.2 Establish Data Collection Methods
- › 2.3 Utilize Technology in Data Management
- › 2.4 Analyze Collected Recruitment Data
- › 2.5 Interpret Data Trends for Strategic Recruitment
- › 2.6 Develop Actionable Insights from Recruitment Analytics

• 3 Analyzing Recruitment Metrics and KPIs — 6 classes

- › 3.1 Define Key Recruitment Metrics and KPIs
- › 3.2 Collect and Organize Recruitment Data Effectively
- › 3.3 Analyze Time-to-Fill and Time-to-Hire Metrics
- › 3.4 Evaluate Quality of Hire Through Data Analysis
- › 3.5 Interpret Candidate Source Effectiveness
- › 3.6 Present Recruitment Data Insights to Stakeholders

• 4 Leveraging Predictive Analytics in Recruitment — 6 classes

- › 4.1 Understand the Role of Predictive Analytics in HR Recruitment
- › 4.2 Identify Key Recruitment Metrics for Predictive Analytics
- › 4.3 Analyze Historical Recruitment Data for Predictive Insights
- › 4.4 Create Predictive Models to Enhance Candidate Selection
- › 4.5 Evaluate the Accuracy of Predictive Analytics in Recruitment
- › 4.6 Apply Predictive Analytics to Design Effective Recruitment Strategies

• 5 Implementing Data-Driven Decision Making in Recruitment — 6 classes

- › 5.1 Understand the Importance of Data-Driven Recruitment
- › 5.2 Identify Key Data Metrics for Recruitment Success
- › 5.3 Collect and Analyze Recruitment Data Effectively
- › 5.4 Implement Predictive Analytics in Recruitment Processes
- › 5.5 Evaluate Recruitment Outcomes Using Data Analysis
- › 5.6 Develop an Action Plan for Data-Driven Recruitment Strategy

• 1 Foundation of Recruitment Policies in HR Management — 6 classes

- › 1.1 Define Recruitment Policies and Their Importance in HR Management
- › 1.2 Identify Key Components of Effective Recruitment Policies
- › 1.3 Analyze Current Recruitment Practices in Your Organization
- › 1.4 Develop Inclusive Recruitment Strategies That Align with Policies
- › 1.5 Evaluate the Impact of Recruitment Policies on Workforce Diversity
- › 1.6 Create an Action Plan for Implementing and Reviewing Recruitment Policies

• 2 Legal and Ethical Considerations in Recruitment Policies — 6 classes

- › 2.1 Identify Key Legal Frameworks Governing Recruitment Practices
- › 2.2 Understand Ethical Principles in Recruitment Decision-Making
- › 2.3 Analyze Discrimination Laws and Their Impact on Recruitment
- › 2.4 Evaluate Best Practices for Inclusive Recruitment Policies
- › 2.5 Assess the Role of Transparency in Recruitment Processes
- › 2.6 Apply Legal and Ethical Considerations to Real-World Recruitment Scenarios

• 3 Development of Effective Recruitment Strategies — 6 classes

- › 3.1 Analyse Current Recruitment Challenges
- › 3.2 Define Target Candidate Profiles
- › 3.3 Explore Innovative Sourcing Strategies
- › 3.4 Develop Structured Interview Techniques
- › 3.5 Implement Employer Branding Initiatives
- › 3.6 Evaluate Recruitment Effectiveness Metrics

• 4 Monitoring and Evaluating Recruitment Processes — 6 classes

- › 4.1 Identify Key Performance Indicators for Recruitment Processes
- › 4.2 Analyze Recruitment Data to Assess Effectiveness
- › 4.3 Develop a System for Continuous Feedback in Recruitment
- › 4.4 Implement Best Practices for Candidate Experience Monitoring
- › 4.5 Evaluate Compliance of Recruitment Policies with ISO 30405 Standards
- › 4.6 Create an Action Plan for Improving Recruitment Strategies Based on Evaluation

• 5 Best Practices for Continuous Improvement in Recruitment Policies — 6 classes

- › 5.1 Identify Key Components of Effective Recruitment Policies
- › 5.2 Analyze Current Recruitment Practices for Improvement Opportunities
- › 5.3 Develop Metrics to Evaluate Recruitment Effectiveness
- › 5.4 Collaborate with Stakeholders to Gather Feedback on Recruitment Policies
- › 5.5 Implement Continuous Improvement Strategies for Recruitment Processes
- › 5.6 Review and Revise Recruitment Policies Based on Evaluation Findings

• 1 Understanding Legal Frameworks in Recruitment — 6 classes

- › 1.1 Explore the Importance of Legal Compliance in Recruitment
- › 1.2 Identify Key Legislation Affecting Recruitment Processes
- › 1.3 Analyze Ethical Considerations in Talent Acquisition
- › 1.4 Compare Recruitment Practices Across Different Jurisdictions
- › 1.5 Apply Legal Frameworks to Real-World Recruitment Scenarios
- › 1.6 Design a Compliance Checklist for Ethical Recruitment

• 2 Ethics in Recruitment: Principles and Practices — 6 classes

- › 2.1 Define Ethical Recruitment and Its Importance
- › 2.2 Identify Key Legal Considerations in Recruitment
- › 2.3 Analyze the Consequences of Unethical Recruitment Practices
- › 2.4 Explore Diversity and Inclusion Principles in Recruitment
- › 2.5 Evaluate Case Studies of Ethical vs Unethical Recruitment
- › 2.6 Develop a Code of Ethics for Your Recruitment Practices

• 3 Compliance and Best Practices in Recruitment Policies — 6 classes

- › 3.1 Identify Key Legal Frameworks Governing Recruitment
- › 3.2 Analyze Ethical Implications in Recruitment Processes
- › 3.3 Evaluate Best Practices in Diverse Recruitment Policies
- › 3.4 Assess the Impact of Non-Compliance on Recruitment Strategies
- › 3.5 Develop a Compliance Checklist for Recruitment Policies
- › 3.6 Implement Inclusive Recruitment Strategies Based on Best Practices

• 4 Diversity and Inclusion: Legal and Ethical Implications — 6 classes

- › 4.1 Analyze the Legal Framework Governing Recruitment Diversity
- › 4.2 Evaluate Ethical Considerations in Recruitment Practices
- › 4.3 Identify Barriers to Diversity and Inclusion in Hiring
- › 4.4 Develop Strategies for Inclusive Job Descriptions
- › 4.5 Assess Recruitment Policies for Compliance with Diversity Standards
- › 4.6 Implement Best Practices for Diverse Interview Processes

• 5 Handling Recruitment Disputes: Legal Recourse and Ethical Considerations — 6 classes

- › 5.1 Identify Legal Frameworks Governing Recruitment Disputes
- › 5.2 Explore Ethical Principles in Recruitment Practices
- › 5.3 Analyze Case Studies of Recruitment Disputes and Resolutions
- › 5.4 Evaluate the Role of Mediation in Resolving Recruitment Conflicts
- › 5.5 Develop Strategies for Preventing Recruitment Litigation
- › 5.6 Create a Code of Ethics for Fair Recruitment Practices

• 1 Understanding Recruitment Fundamentals and ISO 30405 Standards — 6 classes

- › 1.1 Define Key Recruitment Terminology and Concepts
- › 1.2 Explore the Importance of ISO 30405 Standards in Recruitment
- › 1.3 Identify the Components of an Effective Recruitment Strategy
- › 1.4 Analyze Best Practices for Candidate Sourcing and Attraction
- › 1.5 Discuss the Role of Diversity and Inclusion in Recruitment
- › 1.6 Develop a Recruitment Plan Aligned with ISO 30405 Guidelines

• 2 Developing Targeted Recruitment Strategies — 6 classes

- › 2.1 Analyze Organizational Needs for Recruitment
- › 2.2 Identify Key Competencies for Target Roles
- › 2.3 Define Candidate Personas for Effective Outreach
- › 2.4 Explore Diverse Recruitment Channels and Tools
- › 2.5 Develop Engaging Job Descriptions that Attract Talent
- › 2.6 Implement Metrics to Evaluate Recruitment Strategy Effectiveness

• 3 Leveraging Technology in Recruitment Processes — 6 classes

- › 3.1 Explore Emerging Recruitment Technologies
- › 3.2 Analyze the Role of AI in Candidate Screening
- › 3.3 Implement Applicant Tracking Systems Effectively
- › 3.4 Utilize Social Media for Targeted Recruitment
- › 3.5 Evaluate the Impact of Video Interviewing Tools
- › 3.6 Integrate Data Analytics for Recruitment Metrics

• 4 Implementing Inclusive Recruitment Practices — 6 classes

- › 4.1 Analyze Barriers to Inclusive Recruitment
- › 4.2 Identify Best Practices for Diverse Job Descriptions
- › 4.3 Develop Strategies for Unbiased Candidate Sourcing
- › 4.4 Implement Structured Interview Techniques
- › 4.5 Evaluate Recruitment Metrics for Inclusivity
- › 4.6 Create an Action Plan for Ongoing Improvement

• 5 Evaluating Recruitment Outcomes and Continuous Improvement — 6 classes

- › 5.1 Identify Key Metrics for Recruitment Success
- › 5.2 Analyze Data Trends in Recruitment Outcomes
- › 5.3 Evaluate Candidate Quality and Fit
- › 5.4 Gather Feedback from Hiring Managers and Candidates
- › 5.5 Implement Continuous Improvement Strategies in Recruitment
- › 5.6 Develop an Action Plan for Future Recruitment Cycles

• 1 Understanding ISO 30405: Overview and Importance — 6 classes

- › 1.1 Define ISO 30405 and Its Core Principles
- › 1.2 Explore the Historical Context of HR Standards
- › 1.3 Identify Key Stakeholders in the ISO 30405 Process
- › 1.4 Discuss the Benefits of Implementing ISO 30405
- › 1.5 Examine Case Studies of ISO 30405 in Action
- › 1.6 Develop an Action Plan for ISO 30405 Adoption

• 2 Key Principles of ISO 30405: Recruitment Framework — 6 classes

- › 2.1 Explore the Key Principles of the ISO 30405 Recruitment Framework
- › 2.2 Analyze the Importance of Standardized Recruitment Practices
- › 2.3 Identify Stakeholder Roles in the Recruitment Process
- › 2.4 Examine the Impact of Recruitment Strategies on Organizational Culture
- › 2.5 Develop an Inclusive Recruitment Policy Based on ISO 30405
- › 2.6 Evaluate Recruitment Metrics to Enhance Decision-Making

• 3 Implementing ISO 30405 Standards in Recruitment Practices — 6 classes

- › 3.1 Assess Recruitment Needs Using ISO 30405 Guidelines
- › 3.2 Evaluate Current Recruitment Practices Against ISO 30405 Standards
- › 3.3 Develop Job Descriptions Aligned with ISO 30405 Standards
- › 3.4 Implement Fair Selection Processes Based on ISO 30405
- › 3.5 Train Recruitment Teams on ISO 30405 Compliance
- › 3.6 Monitor and Review Recruitment Outcomes in Line with ISO 30405

• 4 Evaluation and Continuous Improvement in Recruitment Processes — 6 classes

- › 4.1 Assess Current Recruitment Processes Using ISO 30405 Standards
- › 4.2 Identify Key Metrics for Evaluating Recruitment Effectiveness
- › 4.3 Analyze Candidate Feedback to Improve Recruitment Practices
- › 4.4 Implement Continuous Improvement Strategies in Recruitment
- › 4.5 Develop Action Plans Based on Recruitment Process Evaluations
- › 4.6 Review and Adjust Recruitment Policies for Enhanced Outcomes

• 5 Leadership and Stakeholder Engagement in Recruitment Compliance — 6 classes

- › 5.1 Define Leadership Roles in Recruitment Compliance
- › 5.2 Identify Key Stakeholders in Recruitment Processes
- › 5.3 Analyze the Impact of Leadership on Stakeholder Engagement
- › 5.4 Develop Strategies for Effective Stakeholder Communication
- › 5.5 Evaluate Leadership Practices for Compliance with ISO 30405
- › 5.6 Create a Stakeholder Engagement Plan for Recruitment