

Equal Opportunities in the Workplace – Recruitment and Selection Legislation

Course length: 45 mins*

Course Code: 103080BT010

This course explores equal opportunities legislation to help you avoid discrimination during the recruitment and selection process.

Benefits for the Learner

It is important to avoid discrimination when you recruit and select new employees. Not only is this fair, and required by law, it also gives you the best chance of getting the right person for the job

This course explores the key current legislation designed to prevent discrimination and value diversity. You'll be given valuable tips to help you advertise your vacancy, interview applicants and make an offer to the best candidate without intentionally or unintentionally discriminating on the grounds of age, gender, religion, sexual orientation, marital status or disability.

Benefits for the Business

Did you realise that someone may be able to take your business to an industrial tribunal, even though they are not an employee, if they believe they weren't selected for a particular job for discriminatory reasons?

So it is vital that you keep abreast of equal opportunities legislation and have policies and practices in place to prevent discrimination during any part of the recruitment or selection process.

What Does the Course Cover?

- The benefits of good recruitment and selection
- Using a job map
- Recruitment advertising
- The Job Application Form
- The Application Monitoring Form
- Dealing with disabled applicants
- Sifting and shortlisting applications
- The job interview
- Eligibility to work in the UK

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 45 minutes to complete.

*Courses are accessible for six months from the date of purchase.