



**Australian Government**

**Assessment Requirements for BSBEMS402  
Develop and implement strategies to source  
and assess candidates**

**Release: 1**

# Assessment Requirements for BSBEMS402 Develop and implement strategies to source and assess candidates

## Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

## Performance Evidence

Evidence of the ability to:

- produce a written or verbal presentation on strategies for sourcing candidates
- demonstrate the process for screening and interviewing a candidate
- provide a written report or demonstration of an assessment of a candidate's skills and selection recommendation
- communicate effectively with clients and successful and unsuccessful candidates.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

## Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline economic, social and industry trends affecting employment levels
- describe the key provisions of relevant legislation, regulations, standards and codes of practice that affect employment agencies
- describe a range of interview techniques and recruitment sourcing methods
- describe the range of organisational products and services supplied by employment agencies.

## Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the workforce development – recruitment and employment services field of work and include access to:

- office equipment and resources
- examples of workplace documents used in employment services agencies.

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Assessors must satisfy NVR/AQTF assessor requirements.

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>