



Human Resource Management

ISO 30405:2016

Guidelines on Human Resource Management



Course Information

Course Name	ISO 30405:2016 Human Resource Management: Guidelines on Recruitment
Course Designer	World Wide Industrial and Systems Engineers
Course Category	Human Resource Management: Guidelines on Recruitment
Course Duration	One day
Cost of Course	R 2 500,00 per delegate (excluding 15% VAT)

Course Overview

This course will guide the human resource manager on how to attract and source the relevant people for a position.

It will assist in developing a recruitment policy that will provide the necessary guidelines to source the right types of candidates.

ISO 30405:2016 Human Resource Management: Guidelines on Recruitment

Who Should Attend?	This course will be relevant to all delegates who are in the department of recruiting and sourcing individuals for employment. This will also relate to delegates who are in a recruitment panel.
Course Objectives	The objective of this course is to fully equip recruitment delegates on how to accurately source and evaluate the right candidates for an intended position.
Benefits	- It is cost effective as your company will be recruiting the right people doing the right jobs that they are equipped to do. - The recruitment panel will effectively conduct a recruitment process with the most favourable outcome. - Reduce the costs of organizations a first-rate service to their employees. - It assists the efforts of the organization to operate and function to its full capacity.

Course Content

Course Modules	- The requirements of ISO 22301:2012. - Developing strategies and plans for business continuity. - Discuss the basic principles of business continuity. - Case studies. - Exam/Assessment.
Certification	- All delegates who successfully pass the assessment over 60% will be issued with a certificate of competence. - If you receive lower than 60% a certificate of attendance will be issued.

Assessments

- An Assessment at the end of the course will be required.
- A minimum of 60% is to be achieved to attain a Competence Certificate.
- If you achieve lower than 60% but get between 40 – 59% a second attempt will become available.
- If you get lower than 40% and fail the second attempt, you will need to re-purchase the course.
- An attendance certificate is awarded to you regardless of a pass or fail.

About WWiSE

Who are we?

World Wide Industrial & Systems Engineers (WWiSE) is an ISO/OHSAS consultancy, training, business solutions and systems implementation firm based in Southern Africa that provides clients with effective business processes and Safety, Health, Environmental and Quality (SHEQ) management solutions in preparation for ISO and OHSAS compliance. The solutions we provide and implement allow our clients to compete favourably in modern competitive business environments, locally and internationally. We also strive to be the leading training providers in SHEQ, ISO, Engineering, Finance, Business and Project Management.

What do we do?

Our services are aimed at the improvement of quality, efficiency, knowledge and competitiveness of client companies. The service range includes:

- ISO and SHEQ Systems implementation services whereby we assist client companies in meeting the requirements of ISO 9001, 14001, 22000, 31000, 27001, 20000-1, 50001 and ISO 45001 standards.
- Integrated Management Systems development whereby we integrate several business systems and quality management solutions into a single management system to comply with various quality and safety standards.
- Training of all employees (Shop Floor to Executive Management) in the fields of SHEQ, Engineering, Finance,

Business and Project Management to meet the job responsibilities and expertise requirements of International Standards.

- ISO, OHSAS Legal auditing which includes gap analysis audits, product, process, procedural, and systems auditing by our registered SAATCA auditors.
- Customized web-based solutions integrating current systems to be in line with ISO and OHSAS requirements.

We are a Level 1 BBBEE Contributor that specializes in systems development, consultancy, training and auditing.