

Unit 218 Administer Human Resource Records City And Guilds

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Unit 218 Administer Human Resource

Unit 218 Administer human resource records Learning outcome The learner will: 1. Understand the administration of Human Resource (HR) records. Assessment criteria The learner can: 1.1 explain what HR-related information needs to be kept and why Employers should keep information regarding their

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Level 2 City And Guilds Unit 218 Administer Human Resources City And Guilds Essay. 1648 words - 7 pages. Level 2 unit 218 administer human resource records. 1. Understand the administration of Human Resource (HR) records. 1.1 Explain what HR-related information needs to be kept and why. When working as a HR administrative there are many documents you need to keep that hold information on the employees for example you need to legally give an employee a contract and in the HR department we ...

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provide individuals with an opportunity to demonstrate the skills and knowledge needed for a career in business and administration. Content To achieve a full OCR Level 3 NVQ in Business and Administration, a candidate must achieve 6 units made up of 2 mandatory units and 3 optional units.

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2 218: Administer human resource records 3 2 219: Administer the recruitment and selection process 3 2 220: Administer parking dispensations 3 2 221: Administer finance 4 2 223: Buddy a colleague to develop their skills 3 2 227: Employee rights and responsibilities 2 3 302: Contribute to the improvement of business performance 6

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