



Vital Skills in Befriending Recruitment & Selection

Element Assignment

Those wishing to gain the credit rating for the “recruitment & selection” element of the Vital Skills in Befriending Certificate will be required to successfully complete the following assignment.

Time commitment assigned to this assignment is 25 hours

Credit rated at SCQF level 8, 3 credits

Participants will be required to evidence their learning in this section by designing and presenting a volunteer recruitment campaign.

It should demonstrate a knowledge, understanding and practical application of the learning outcomes outlined in the “recruitment & selection” element of Vital Skills in Befriending Certificate.

And should include:-

- A plan for the publicity campaign:
 - what kinds of publicity materials are going to be used
 - the rationale for using particular materials
 - where and how these materials are to be used
- All publicity materials:
 - the final design of all publicity materials to be used
 - and a rationale for their design
- All application materials:
 - a project profile
 - a volunteer role description including a person specification
 - an application form
 - reference request forms
 - a self disclosure form
 - a training programme
- An application protocol which:
 - outlines the various stages and time frames and people responsible for all aspects of the application process.
 - A pre-recruitment check list
- An interview outline which includes:
 - a pre-interview checklist.
 - A prepared list of questions for volunteer interview which reflects an understanding that the purpose of the interview is different from that of an application form. I.e. the interview should contain questions that:-
 - Help you gauge attitudes and values.

- Demonstrate the applicants ability to problem solve.
 - Indicates the applicants' ability to react well in unexpected situations.
 - Reveals information that you can use to ensure that the volunteers' needs are being met as the match progresses.
- A volunteer selection rationale:
 - A criteria/rationale for the selection or rejection of volunteers at the interview stage.