

SKAA333

Recruit expedition members and ensure they have the appropriate skills and competences



Overview

Having the right combination of people involved in the expedition will be critical to its success. This applies to all expedition members, including leaders and participants. People will also need induction and possibly training for particular aspects of the expedition and everyone will need thorough briefing.

The unit is recommended for Expedition Managers and anyone involved in planning and recruiting for the expedition.

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Performance criteria

You must be able to:

- P1 have a clear specification for the number and roles of people you need for the expedition
- P2 ensure that your specification covers the competences and experience required for the planned activities, environment and participant needs
- P3 use recruitment methods most likely to attract suitable people in the right numbers
- P4 establish selection criteria appropriate to the expedition and use transparent selection procedures
- P5 ensure that selected members meet specifications or put in place measures to ensure they acquire the specified competences
- P6 where it is not possible to have people with the required competences, ensure changes are made to planned activities
- P7 agree expedition responsibilities with individuals and teams in a way that makes best use of the competences, interests and needs
- P8 ensure that all stakeholders have a clear understanding of the expedition's purpose and
- P9 ensure there are adequate levels of supervision appropriate to the planned activities, environment and participant needs

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Knowledge and understanding

You need to know and understand:

General knowledge and understanding

- K1 describe relevant legislation including for example, aspects of employment, contracts, discrimination and trades descriptions legislation
- K2 explain why it is necessary to have clear specifications for the people – leaders and participants –who will be involved in the expedition
- K3 describe how to develop job descriptions and person specifications
- K4 describe the types of recruitment methods you can use to recruit people for expeditions
- K5 explain the principles of fair and effective selection of people for expeditions
- K6 explain why it might be necessary to vary planned activities if it is not possible to recruit people with the required competences
- K7 describe how to allocate responsibilities to people involved in an expedition
- K8 explain why it is important to communicate the aims, objectives and activities to those who will be involved
- K9 explain the importance of supervision and the different types of supervision you may need to put in place Industry/sector specific knowledge and understanding
- K10 describe the main types of expeditions that occur in your sector
- K11 describe typical requirements for, and scope of, expeditions in your sector
- K12 describe the types of competences you would be specifying for leaders, staff and participants for expeditions in your sector
- K13 outline the training opportunities available in your sector to give people the competences they need
- K14 explain the levels of direct and indirect supervision for participants involved in expeditions in your sector
- K15 state the main responsibilities you need to allocate for expeditions in your sector

You need to know and understand:

Context specific knowledge and understanding

- K16 explain your organisation's policies and procedures for recruitment and selection
- K17 describe the extent of your own responsibilities for recruitment and selection
- K18 describe how your role relates to the roles of others in your organisation
- K19 describe the main responsibilities of colleagues with whom you work when you are recruiting and training people

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Additional Information

Behaviours

1. You recognise the opportunities presented by the diversity of people
2. You present information clearly, concisely, accurately and in ways that promote understanding
3. You use strategic insight to guide your selection of people and resources
4. You show integrity, fairness and consistency in decision making
5. You recognise changes in circumstances promptly and adjust plans and activities accordingly
6. You present information clearly, concisely, accurately and in ways that promote understanding
7. You encourage and support others to make best use of their abilities
8. You comply with, and ensure others comply with, legal requirements, industry regulations, organisational policies and professional codes
9. You check individuals' commitment to their roles in a specific course of action
10. You clarify your own and others' expectations of relationships
11. You give feedback to others to help them improve their performance
12. You recognise the achievements and the success of others

Skills

1. Researching
2. Communicating by speaking and writing
3. Analysing
4. Decision making
5. Developing others

Links to other NOS

This unit links to SKAC253 Monitor and manage the health and welfare of expedition members and SKAD37 Develop ethical codes of practice for expeditions in the suite of National Occupational Standards for Expedition Leadership and Management

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Developed by	SkillsActive
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Relevant occupations	Associate Professionals and Technical Occupations; Leisure, travel and tourism; Sport, leisure and recreation; Sports and Fitness Occupations
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Suite	Expedition Leadership and Management
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