

DE03: Equal Opportunities in the Workplace – Recruitment and Selection

Employers run a great risk if they fail to ensure that all applicants and candidates for employment are treated fairly and equally.

This risk results from the legal responsibilities that must be met when recruiting and selecting employees – responsibilities that were clearly laid out in the Equality Act 2010.

This course takes the Equality Act as its base and uses it to explain and demonstrate both the legal requirements and best practices that contribute towards a credible and effective recruitment and selection process.

Course Content

- Avoiding discrimination in job mapping
- Job advertising:
 - Direct and indirect discrimination
 - Complying with the Equality Act 2010
 - Genuine Occupational Requirements
 - Disability discrimination
 - Age discrimination
- The job application form Diversity monitoring
- Sifting and shortlisting
- Avoiding discrimination in the job interview

Course Duration

- 50 minutes

Available in:

- Audio
- Non-audio

Delivered via:


- Internet

If you require any further information please contact NYES:

T: 01609 533222

E: nyes@northyorks.gov.uk

www.nyeducationsservices.co.uk

 [@nyedservices](https://twitter.com/nyedservices)