

# 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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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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### **Unit 2 Professional Development Level 5 In Leadership And ...**

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Buddy a colleague to develop their skills  
79 Unit 224/674 Principles of providing  
administrative ...

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provide individuals with an opportunity  
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needed for a career in business and

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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.

## **Human Resources : Business and Administration Level 3 NVQ ...**

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

## **Business Administration LEVEL 3**

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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 would then keep this  
contract for future reference if the

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Units 3.0 June 2016 Units 104, 224, 225, 226 and 273 have been updated with equivalent Portfolio unit number Units 4.0 February 2017 Amended credits for Unit 209 Units 5.0 February 2017 Amended credits for Unit 209 Units 5.1 August 2018 updated data protection legislation, removing reference to specific date of legislation Throughout

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