

	 
<i>This programme is accredited with the Services Seta</i>	LeMark Training & Development is an accredited provider of Education and Training with the Services Seta, ETQA, Provider Entity Number: (0149) Company Reg No: 2010/002646/07 (was 2001/025985/23) ACCREDITATION STATUS: FULLY ACCREDITED
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3-DAY ACCREDITED SKILLS PROGRAMME ON:

Conducting Interviews

(Recruit and Select Candidates to Fill Defined Positions)

(Aligned to US: 12140, NQF level 5, 9 Credits)

10-12 November 2025

Next Dates: TBA 2026

Venue: Centurion / Pretoria

This unit standard is intended for people who recruit and select people for defined positions within an organisation or the personnel recruitment industry. Persons credited with this unit standard can prepare, recruit and select suitable candidates according to ability and potential within an organisation and through the personnel recruitment industry.

WHO SHOULD ATTEND:

Managers, Supervisors and HR Practitioners

ENTRY REQUIREMENTS:

It is assumed that people starting to learn towards this standard are able to:

- Gather, organise, record and manage information.
- Engage in active communication techniques.
- Apply organisational policies and practices.

PROGRAMME OUTCOMES: By the end of this course, learners will be able to:

- Plan and prepare for recruitment and selection.
- Recruit applicants.
- Select staff.

PROGRAMME CONTENT:

MODULE 1: Overall Interview Strategy

- What is an interview?
- Types of interviews.
- Choosing a particular style.
- Soft skills and hard skills.
- Setting up your strategy.

MODULE 2: Preparing for an Interview

- Pre-Advertisement
- Review CV's
- Identify red flags and green flags
- Prepare for the interview
- Seating arrangements



Enquiries: Tel: (012) 654 4288; Compliments and Complaints to: management@lemark.co.za. Sales Team: sales@lemark.co.za; or info@lemark.co.za; Sales Cell: 083 417 3090; PO Box 14047 Clubview, 0014.
Web-site: www.lemark.co.za Terms and conditions apply for all courses and programs.

MODULE 3: Interview Style

- Traditional interviews
- Structured behavioural interviews
- Benefits of structured behavioural interviews
- Traditional versus structural behavioural questions
- What is an ideal interview?

MODULE 4: Interview Structure

- Pre-Interview tests
- Interview guidelines
- Stages of the interview

MODULE 5: Asking Questions

- Types of questions
- Structured behavioural questions
- Traditional / informal questions
- Answering behavioural questions

MODULE 6: Interview Techniques

- Establish credibility and authority
- Maintain rapport
- Use active listening
- Use effective body language
- Let the interviewee think
- Be aware of time

MODULE 7: Handling Interviews

- Types of responses
- Generalised response
- What to expect when asking negative questions
- Legal notes

MODULE 8: Selecting the best candidate for the job

- Offer and acceptance
- Counter offers
- Unsuccessful candidate follow up
- Keeping records of the recruitment process

UNIT STANDARD: This programme is aligned to the following unit standard: **12140. Unit Standard Title:** Recruit and Select Candidates to Fill Defined Positions. This elective unit standard is an extract of the following qualification: SAQA 59201, NQF Level 5

PROGRAMME ACCREDITATION: Please note that this skills programme is accredited with the Services Seta.

ASSESSMENT: Learners will have to prove their competence in applying the knowledge, skills and behaviour learnt during class exercises and group work. Each learner must submit a portfolio of evidence (PoE) within a specific time frame.

ASSIGNMENT ASSESSMENT GUIDE/TEMPLATE:

Each learner will receive a hard copy as well as an electronic copy of an Assignment Assessment Guide/Template. This guide will lead the learner step by step through the assessment process, some important terms as well as what the learner needs to submit in order to be assessed for this course/programme.

RE-SUBMISSIONS:

When a learner is found Not Yet Competent, they will be given one chance to re-submit, they will have 7 days (weekends & holidays included) to complete their PoE/Assignment. Should they not meet this deadline or if they are found Not Competent for the second time they will have to book, pay and attend the programme/course at their own expense.

CERTIFICATION: The attendance of the first day of class as well as a total minimum of 80% class attendance is compulsory to be eligible to hand in your PoE/ Assignment After successful completion of the programme and the assignment, learners will receive a **Services Seta certificate of competence** or alternatively a **LeMark letter of attendance**.

RATE: R8 465.00 (incl. VAT) Per Person (Lunch, Refreshments & Study Material).

VENUE: Centurion/ Pretoria.

REFERENCE NUMBER: Please Use Your Invoice Number.

CLOSING DATE FOR REGISTRATION: Last Working Day before Programme Starts.

CANCELLATION DATE: 7 Working Days before Programme Starts.

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- **The Service Provider** – means LeMark Training & Development Pty Ltd or LeMark.
- **The Client** – means the person the quote/marketing outline is addressed to and the training/consultation will be done for.

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- **The Client** undertakes not to attack, or support an attack, on the ownership of the copyright in the Training Materials/Manual/Modules of the Service Provider and to promptly report any possible infringements thereof to the Service Provider.
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- **Admission conditions and cancellation policy applies.** For full details contact LeMark Training & Development (Pty) Ltd (LeMark) or visit our web site: www.lemark.co.za. LeMark reserves the right to postpone/reschedule or cancel SCHEDULED skills programmes or courses should the number of bookings not justify the presentation of the event. The liability of LeMark in the event of a skills programme, seminar or course being cancelled will be limited to a refund of the event fees to the delegate.
- **An official booking form confirmation (LeMark Complete Registration Form) must be received from the Client in order to reserve a place for all the LeMark Scheduled Training Programmes.**
- **Prior to the receipt, acceptance and acknowledgement by LeMark of your confirmation/ booking (registration form/s), you will not be deemed as booked. (Please refer to Booking Procedure and Confirmation Instructions).**
- **It is the responsibility of the Client to enquire should they not receive a confirmation from LeMark after they have submitted a registration form or payment for training.**
- **We reserve the right to change the venue and the order of the presentation** or if absolutely necessary to substitute a **facilitator or presenter**.
- LeMark is **ACCREDITED** by the **SERVICES SETA** as an institution delivering quality education and training. Entity Number: (0149)2010/002646/02 (was 2001/025985/23).
- **Price and availability** subject to change without notice. Although we try to ensure accuracy, LeMark cannot be responsible for typographical or photo error on our web site, electronic and printed material.

The LeMark Customer Service Charter: *The first principle toward which LeMark strives is total client satisfaction. Our full promise to you is listed on our website www.lemark.co.za.*

We would love to hear from you, our valued client, if you feel we are not fulfilling our promise to you!

Please note: the LeMark Course Rate includes:

The Delivery of Training, plus Assessment, Moderation & Certification Costs!



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