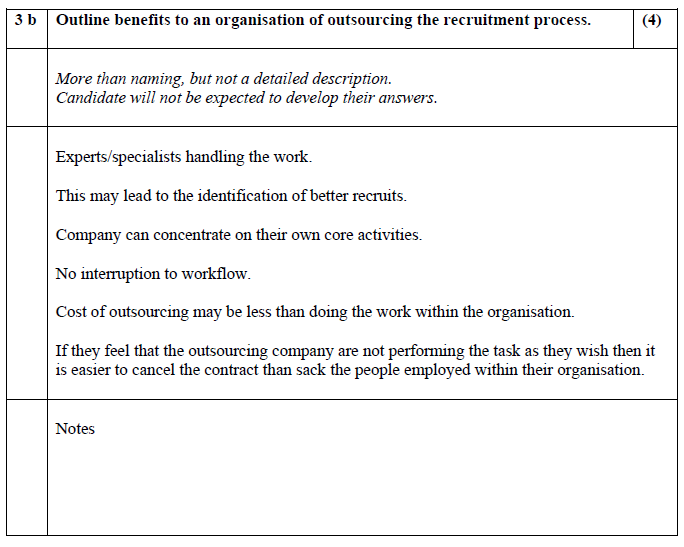
**Higher Administration**

**Homework Solutions**

**Administrative Services – Outcome 3 – Set 2**

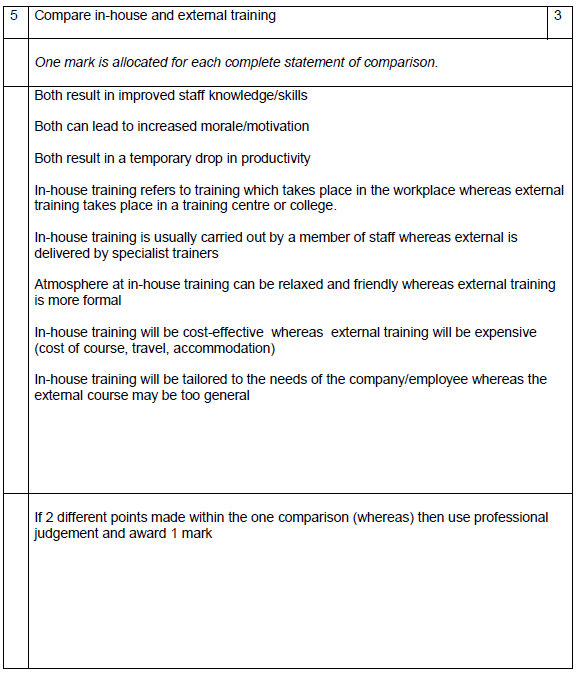
**2007Q3b - 4 marks**  
Outline benefits to an organisation of outsourcing the recruitment process.

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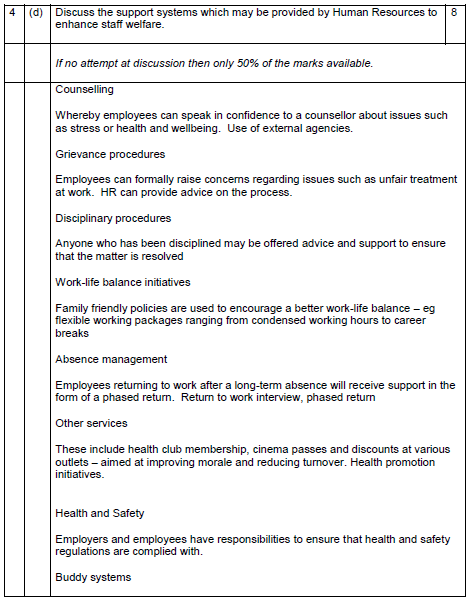
**2011 Q4d - 4 marks**  
Justify the need for an appraisal system as part of the staff development process.

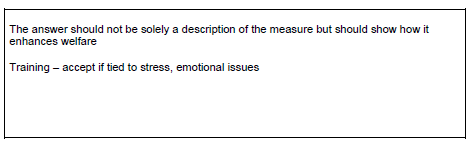
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**2012 CSQ5 - 3 marks**  
Compare in-house and external training.

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**2012 Q4d - 8 marks**  
Discuss the support systems which may be provided by Human Resources to enhance staff welfare.

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