

## Tata Institute of Social Sciences- School of Vocational Education

### Certificate in Background Screening

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#### **1. Introduction**

In December 2011, Tata Institute of Social Sciences set up the **School of Vocational Education (SVE)** to provide immediate and definite interventions to improve the lives of the disadvantaged and marginalized youth, especially who are excluded by the formal school education system, through appropriate vocational training programmes. It has been set up with a vision of creating an ecosystem that would bring back the dignity of labour for blue collar streams of work and create sustainable sources of income. This project has been initiated under the aegis of **All India Council for Technical Education (AICTE)** proposed by the **Ministry of HRD, Government of India**.

In addition to the B.Voc programs TISS: SVE will be conducting short term programs to cater to the skill enhancement requirements. These programs will focus on imparting and upgrading the skill and knowledge of individuals who are already part of the workforce. Thereby providing opportunities to individuals of enhance their employability and growth prospectus.

#### **1.1 Key Features:**

##### **Introduction and Course Objectives:**

This course basically operates on the concept of “Protect your Business”. Many companies/ organizations have high standards. While recruiting new candidates in an organization, it needs a strong background check of that candidate so as to maintain the reputation of the organization in the market.

This program aims to provide the candidate the understanding of the techniques of background screening of the new joiners. This will result in providing the company verified candidates who will be having clear past records and will be able to identify the candidates from day one of their employment in this role.

#### **1.2. Eligibility for Admission**

- Fresh Graduates
- Working professional from any function.

#### **1.3. Employability**

This program will provide employment opportunities to candidates in all big and medium firms.

## **2. Course Structure**

**Course Duration-** The course would be for a total duration of 75 hours. These could be completed in the following ways-

- a. 5 weeks evening course for working professionals ( 3 hours Mon-Friday)
- b. 1 months weekend course ( 8 Hours on Sat/Sun)

## **3. Examination and Assessment**

Students will be assessed on project work and a written examination that will be conducted at the end of the course.

## **Syllabus for Certificate in Background Screening**

### **Introduction:**

Background checks and Background investigation is one of the important processes of looking up and compiling all the possible records of the candidates who are joining the organizations. Background checks are requested by employer on the candidates. This consists of all the information regarding criminal records, commercial and financial records of an individual.

### **Main Concepts:**

- 1) Why it is important to have background check?
- 2) Methods and process of conducting background checks
- 3) Types of checks

### **Learning Objectives:**

- This course will broadly gives an idea about,
  - i. Importance of background checks
  - ii. Various types of checks

### **Course Content:**

- Need of background screening
- Process of background screening
- Types of checks (residential address/ educational background/ criminal records)
- Generating reports for the employers

### **Method of Teaching:**

Classroom sessions and Practical.

**Method of Assessment & Weightage:**

**Assessment Tasks:** Written Exam & project assignments

**Weightage:** 100%

**Reading Lists & References**

**Essential Reading** - Handouts

**Suggested Reading**– Background Screening and Investigations: Managing Hiring Risk from the HR and Security Perspectives- W.Barry Nixon and Kim Kerr

The Safe Hiring Manual– The Complete Guide to Employment Screening Background Checks for Employers, Recruiters and Jobseekers- Lester S. Rosen