



LEVEL 2 APPRENTICESHIP

Recruitment Resourcer

Recruitment Resourcer

Apprentices must achieve level 1 English and maths where they do not have an equivalent qualification.

Duration: 12 Months

Qualification: Level 2 Certificate in Recruitment Resourcing & Level 2 NVQ Certificate in Recruitment Resourcing

Who is this apprenticeship for?

This Apprenticeship is suitable for organisations operate an in-house recruitment function or operate in a role supplying staff to external organisations. The role of the Recruitment Resourcer is to identify, attract and shortlist candidates for the recruitment process to fulfil the requirements of the business brief and provide resourcing support to the recruitment function. A career in recruitment can appeal to individuals who possess an entrepreneurial outlook, providing opportunities for high earning potential and professional development.

What will they learn?

This apprenticeship has been designed to give your employee the required training to become an effective Recruitment Resourcer. In addition to identifying and attracting candidates, they will become a well-rounded recruitment team member identifying new business opportunities, liaising effectively with candidates and the wider business, whilst ensuring all processes, procedures, codes of ethics and legislation are adhered to.

How will they learn?

Our Skills Coaches will deliver a blended approach to learning and coaching providing all the resources your employee needs. Our intuitive e-portfolio and learner management platform will enable apprentices and managers to access their work anytime and anywhere to fit around their working life. Skills Coaches will deliver learning, provide coaching and programme resources to develop candidates' skills, knowledge and behaviours in the following key areas:

Knowledge

Apprentices will develop knowledge in the following areas:

- Candidate attraction & selection
- Legal & regulatory
- Codes of practice
- Job related KPIs & performance
- Recruitment industry & models
- Sales techniques
- Employee rights

Skills

Along with creating compelling job adverts candidates will learn how to:

- Effectively process of applications
- Shortlist suitable candidates
- Assist with selection process
- Initiate, build & maintain candidate relationships
- Develop recruitment resourcing plan
- Complete compliance and background checks
- Provide candidate support
- Deliver professional & constructive feedback

Behaviours

Apprentices will work on the developing the following positive behaviours:

- Tenacity and resilience
- Self-motivation & organisation
- Innovation & drive
- Good questioning and listening

Apprenticeship Overview

PROGRAMME DELIVERY

Coaching

At the start of your programme you will be assigned a qualified tutor who will support and build upon the foundation of skills, knowledge and behaviours to improve overall understanding and recruitment competencies.

Work Product/Shadowing

The achievement of the Certificate in Recruitment Resourcing and NVQ Certificate in Recruitment Resourcing, both at level 2, are mandatory for the Recruitment Resourcer Apprenticeship. Along with work shadowing these improve understanding and competencies in the recruitment sector.

One-to-one tutorials

Delivered online and in person to support you to further develop your recruitment knowledge, skills and behaviours. This will always be arranged to suit the needs, wants of the apprentice and those of the organisation.

Essential Skills (Exam)

The achievement of Functional Skills and transferrable skills for today's business environment in English and maths at level 1 are a requirement for the achievement of this apprenticeship if exemptions cannot be provided. Delivered with contextualised learning while on program.

Distance Learning/Self-Study

Completion of self-study on a range of theories, models and techniques to embed learning and demonstrate knowledge. Briefings, guidance, and resources are provided, accessible 24 hours a-day through an online learning platform.

End-Point Assessment

To achieve the overall Standard, there will be required to demonstrate the knowledge, skills and behaviours as a Recruitment Resourcer through a project based assigned and a professional discussion with an End-Point Assessment Organisation.

PROGRAMME CONTENT & CALENDAR

PERIOD	DELIVERY SESSIONS	SKILLS COACH	MILESTONES
0-3 months	<ul style="list-style-type: none"> Induction to programme The role of the Recruitment Resourcer Learning starts here How well do you know the recruitment industry? Legislation and regulation Create your own job advert Your personal development Progress towards functional skills* 	<ul style="list-style-type: none"> Getting to know you: your role and aspirations Your personal vision, values and mission statement Getting to know yourself: learning style Personal development/CPD The role of equality, diversity and inclusion in recruitment Measure knowledge, skills and behaviours development Progress towards functional skills* 	<ul style="list-style-type: none"> Purpose of e-Portfolio SMART targets Embed learning and understanding PDP/CPD progress check What Skills Forward diagnostics tell you Progress towards functional skills*
3-6 months	<ul style="list-style-type: none"> Safeguarding your candidates Candidate attraction and selection processes Identifying the right candidates for the right role Progress towards functional skills* 	<ul style="list-style-type: none"> Qualifying, presenting and shortlisting candidates Creating a recruitment resourcing plan Know your competitors Personal development/CPD On-programme assessment of knowledge, skills and behaviours development Holistic observation of practice Progress towards functional skills* 	<ul style="list-style-type: none"> Learning journal Employee rights and responsibilities including equality, diversity and inclusion SMART targets Embed learning and understanding Feedback with line manager Progress towards functional skills*
6-9 months	<ul style="list-style-type: none"> Recruitment sales techniques The recruitment sales cycle How recruiters close the sale Champion the candidate experience Active listening skills Achieve functional skills* 	<ul style="list-style-type: none"> The importance of candidate loyalty How to attract and retain candidates Resilience in the face of adversity On-programme assessment of knowledge, skills and behaviours development Personal development/CPD Holistic observation of practice Achieve functional skills* 	<ul style="list-style-type: none"> Learning journal Feedback with line manager SMART targets PDP/CPD progress check Embed learning and understanding Portfolio building Achieve functional skills*
9-12 months	<ul style="list-style-type: none"> Introduction to time management Preparation for end point assessment 	<ul style="list-style-type: none"> Importance of research Interpersonal skills Personal development/CPD Final on-programme assessment of knowledge, skills and behaviours development Achieve recruitment resource knowledge and competence certificates Getting ready for end point assessment 	<ul style="list-style-type: none"> Learning journal SMART targets Embed learning and understanding PDP/CPD progress check Final portfolio building for end point assessment the gateway meeting with line manager End point assessment project assignment (starts month 12)

*unless exemptions are provided