

RECRUITMENT RESOURCER: LEVEL 2



A recruitment resourcer may be employed in any organisation that requires a recruitment function. Their role 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. They may also be required to identify new business opportunities. Typical responsibilities include:

- Research, identify, attract and shortlist candidates
- Identify new business opportunities
- Meet all procedures and carry out relevant processes to comply with code of ethics and legislation.

Delivery model

The delivery of the programme will be through a blend of online learning, video tutorials, virtual classrooms, 1-1 coaching and practical learning opportunities. All learning will be supported by dedicated Learning Coaches.

It's a requirement to complete a Level 2 Certificate in Recruitment Resourcing or a Level 2 NVQ Certificate in Recruitment Resourcing.

You will be invited to attend a gateway meeting to discuss readiness for end point assessment (EPA). If no further learning is identified, you will progress through to EPA. You will be assessed against the requirements of the standard and awarded a final, overall grade for your apprenticeship.

Your commitments

If you do not currently hold English and maths qualifications at level 2, you will undertake Functional Skills at Level 2 as part of your apprenticeship programme. Some apprentices who do not already hold a Level 1 qualification may sit this exam first. Completion of the Level 2 exam, and achievement of a Level 1 qualification, is the minimum requirement for the gateway meeting to take place.

You are entitled to 20% of your working hours away from your job to complete work towards your apprenticeship programme. Your Learning Coach will support you and your employer to measure and record this across the whole of your apprenticeship.



Entry requirements

- Initial Assessments in maths and English at Level EL3 or above



Typical duration

- 13 months learning plus up to 3 months End Point Assessment



Delivery model

Virtual learning and coaching through:

- Online
- Zoom
- Microsoft Teams
- Smart Rooms
- Workplace Development Activities 1-1 coaching



End Point Assessment

- Resourcing Project Assignment
- Professional Discussion

It's as easy as...

1.
Sign-up

2.
**Launch
Programme**

3.
Induction

Knowledge

Knowledge will be delivered through online webinars, 1-1 sessions and individualised learning resources by our Specialist Learning Coaches. You will learn about legal, regulatory and ethical requirements, recruitment and sales techniques, market rates, principles of quantitative and qualitative methods of research. We will teach the principles of recruitment models and employee rights and responsibilities.

Skills

Skills will be developed through underpinning knowledge delivered by online webinars, 1-1 coaching and workplace mentoring and experiences. Throughout the apprenticeship you will develop skills in creating written materials, seeking and securing new relationships, making decisions and using flexible communication.

We will support you in being able to adhere to policies and procedures and contribute to the development of a recruitment resourcing plan.

Behaviour

Behaviours – We will support you in developing key behaviours to be an effective Recruitment Resourcer. We will help you to develop resilience, show ambition and drive, the ability to prioritise, show attention to detail, motivation and organisational skills.

End Point Assessment

1. The Resourcing Project –

Assignment is an assessment that will be given to the apprentice once they have progressed through the Assessment Gateway. It has been designed to assess the apprentice's knowledge, skills and behaviours in Candidate Sourcing and Compliance

2. The Professional Discussion (PD) –

will focus on assessing the relevant knowledge, skills and behaviours outlined in the assessment plan.



COMMITMENT STEP BY STEP – EMPLOYER SUPPORT STRUCTURE

Step in the right direction – What does this mean?

There are steps you can take as an employer to support your apprentice in the workplace. The aim is to help the learner make the most of the programme and enjoy their learning.

These points below will help the apprentice achieve the best outcome from the apprenticeship with your support, improving your return on investment from training costs and a strong workforce.

- **To ensure your apprentice attends scheduled sessions arranged** – Group Session (Approx 2hrs) per month and 1 hr 121 session per month. This must be in work time.
- **Environment & Equipment** – To ensure a room or space is available for learners to attend their sessions and to provide equipment needed.
- **Off the job learning** – 20% across the qualification length of programme. Off the job learning must be directly relevant to the apprenticeship and can be delivered at the apprentice's normal place of work as long as it is not part of their normal working duties. It can cover practical training such as shadowing, mentoring and attending training sessions.
- **On the job learning** – On the job training helps an apprentice develop the specific skills for the workplace and they should be supported by a manager/supervisor/mentor.

- **Progress review attendance** – Manager/Supervisor/Mentor attendance every 12 weeks.
- **Invigilation of exams** – Could be asked to invigilate any apprentice exams where needed. Full training and support from Key Training will be given.
- **E portfolio system** – To log in to check progress/Next planned sessions for your apprentice
- **EPA process** – Support your apprentice in preparation for EPA across their length of programme. To be fully involved in the EPA process.

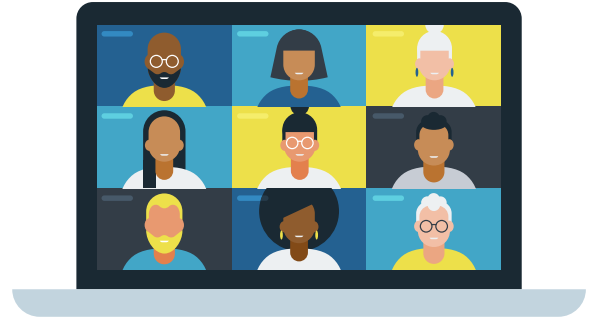


LEARNER COMMITMENT

Over the lifetime of your apprenticeship you will;



Have a full induction



Attend group teaching sessions



Off the job training with your employer



Have regular progress reviews with your Learning Coach and Mentor



121 sessions with your Learning Coach



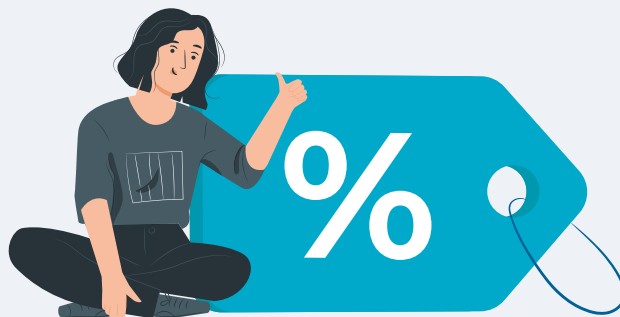
Complete activities set by your Learning Coach

EMPLOYER COMMITMENT

Over the lifetime of your apprenticeship you will;



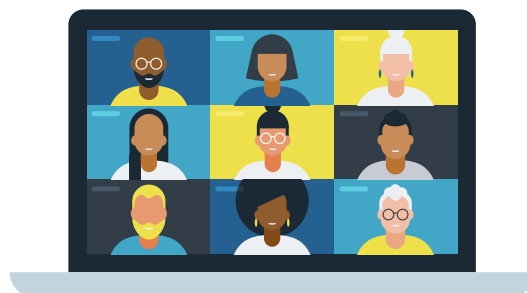
Attend your Apprentices online induction



Provide 20% off the job training



Check your Apprentices portfolio to ensure they are completing tasks set by their Learning Coach



Ensure your Apprentice attends scheduled training sessions

Attend online progress reviews with your Apprentice and their Learning Coach.

