

RECRUITMENT RESOURCER APPRENTICESHIP LEVEL 2

For new or existing staff

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.

Qualification

Recruitment Resourcer Level 2 Standard

Completers may want to progress to Recruitment Consultant Level 3 Standard

A career in recruitment as a recruitment resourcer can appeal to those individuals who possess an entrepreneurial outlook. It provides the opportunity for reward and high earning potential. Many opportunities arise for professional and personal development within the recruitment sector with transferable skills being respected throughout industry as a whole.

Delivery model and duration:

Training is delivered in the workplace with a mixture of face to face and remote sessions. There will also be some group sessions throughout the programme delivered in college.

Duration: 18 months plus 3 months End Point Assessment

Benefits to business:

- Develop the skills your business need
- Get qualified and motivated staff
- Future proof your business
- Professional qualifications for your staff

The apprenticeship will cover the following core areas:

- Recruitment sales techniques and processes and how to support them
- The recruitment industry and the principles of the recruitment models
- Write, place and update adverts in line with company procedures
- Qualify, shortlist and present suitable candidates against deferred job vacancies
- Assist in the recruitment and selection processes by effectively liaising with the candidates and internal teams
- Contribute to the development of a recruitment resourcing plan
- Provide support to ensure that the candidates and clients receive a professional and comprehensive recruitment service at all times
- Accurately record candidate and client information on the recruitment database

Ideal for someone who can:

- Research, identify, attract and shortlist candidates for the recruitment process to fulfil the requirements of the business brief
- Identify new business opportunities through a variety of means and refer these opportunities to a recruiter
- Meet all procedures and carry out relevant processes to ensure industry codes of ethics and relevant legislation are adhered to

Entry Criteria:

- GCSEs in English and maths grade 9 - 1 or A - G (or Level 1 Functional Skills equivalent)

Benefits for learners:

- Receive training from recruiting experts with years of industry experience
- Build a strong foundation for a career in recruitment
- Learners who complete the qualifications will also be eligible for professional registration of the Institute of Recruitment Professionals or Institute of Recruiters

0345 155 2020

employer.training@gloscol.ac.uk



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GC
Gloucestershire College

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End Point Assessment

The End Point Assessment will test the entire Standard, and be undertaken as follows:

- A Resource Project Assignment focusing on the KSB's learnt during the course.
- A 60-minute Professional Discussion

Components

- Recruitment Practice
- Level 2 NVQ Diploma in Recruitment
- Level 1 Functional Skills in Maths & English

Unit	Overview
Supporting the recruitment processes	This unit concerns administering the recruitment process, the selection process, and the appointment process.
Researching candidates for recruitment purposes	This unit concerns searching for candidate information for recruitment purposes.
Using Client Relationship Management systems for recruitment purposes	This unit concerns supporting the use of customer relationship management (CRM) for recruitment purposes.
Researching candidates through social media networking	This unit will enable the learner to understand how social media can play its part in the carrying out of candidate research it will also allow the learner to understand the social media applications that may be used for candidate research and how to make best use of them.
Contributing to the development of a recruitment resourcing plan	This unit is about the contribution made by the learner to assist the Recruitment Consultant to agree with clients how recruitment needs will be met and the development of a recruitment resourcing plan.
Identifying client recruitment requirements	This unit is about the contribution made by the learner to assist the Recruitment Consultant to confirm clients' staffing requirements, analyse the role requirements of staff sought and confirm recruitment arrangements with clients.
Pre-selecting candidates	This unit is about the contribution made by the learner to assist the Recruitment Consultant to shortlist candidates and present pre-selected candidates to clients.
Building and maintaining relationships with candidates	This unit concerns the building and maintaining long-term, on-going and post-placement relationships with candidates.