



find out more



APPRENTICESHIP

RECRUITMENT RESOURCER

The Recruitment Resourcer Level 2 Apprenticeship prepares individuals for a career in recruitment. This apprenticeship covers a range of topics, including creating a recruitment resourcing plan, social media in recruitment, recruitment selection process, the recruitment market, employment law and team working.

Upon completion of the apprenticeship, apprentices will have a solid understanding of recruitment and will be able to support recruitment consultants and managers in a variety of settings, including recruitment agencies, in-house HR teams, and public sector organisations. They will also be equipped with the skills and knowledge to source and attract candidates, conduct initial screening and shortlisting, and manage candidate relationships.

As a Recruitment Resourcer, they will have a vital role in ensuring that the recruitment process runs smoothly, and that the organisation has access to a pool of high-quality candidates. With these skills, they will be able to progress to more senior roles within their organisation or pursue further training in recruitment or HR.



Level 2



£0 to £250

Maximum cost for non-levy employers and micro-businesses



14+ months

Approximate on-programme training (does not include EPA period)



£5,000

Maximum cost/funding for levy employers



Knowledge

- Candidate attraction and selection processes
- The legal, regulatory and ethical requirements and appropriate codes of practice
- Agree on job-related KPIs and how they will be assessed during the apprenticeship
- Recruitment sales techniques
- Market rates and conditions
- How to initiate, build and maintain relationships with candidates
- The principles and importance of using research for resourcing
- The recruitment industry and the principles of the recruitment models



Skills

- Recruitment market
- Recruitment and selection process
- Preselecting candidates
- Sales and processes used by recruiters
- Legal, regulation and ethical requirements
- Building and maintaining relationships with candidates
- Research and recruitment using social media
- Creating a recruitment resourcing plan
- Teamworking and relationships with colleagues
- Recording and storing information



Behaviours

- Self-motivation, tenacity and resilience
- Enterprise and entrepreneurship
- Ambition, drive and determination
- Confident, assertive and persuasive communicator
- Attention to detail
- Good questioning and listening
- Innovative

ENROLMENT TIMELINE



CONGRATULATIONS YOU ARE NOW ON THE PROGRAMME


RECRUITMENT RESOURCER ROADMAP

Modules are delivered holistically through-out the programme.

17+ months

14+ months

3+ months

| Module 1 | Module 2 | Module 3 | Module 4 | Module 5 | Module 6 | Module 7 | Module 8 | Module 9 | Module 10 | Module 11 | Module 12 | End-Point Assessment |
|--|---|--|---|---|---|---|---|--|--|--|---|---|
| Apprenticeship Induction | Recruitment market | Recruitment and selection process | Pre selecting candidates | Sales and processes used by recruiters | Legal, regulation and ethical requirements | Building and maintaining relationships with candidates | Research and recruitment using social media | Creating a recruitment resourcing plan | Teamworking and relationships with colleagues | Recording and storing information | End-Point Assessment Preparation |  |
| INDUCTION | Online Masterclass | Online Masterclass | Online Masterclass | Online Masterclass | Online Masterclass | Online Masterclass | Online Masterclass | Online Masterclass | Online Masterclass | Online Masterclass | Online Masterclass | |
| KSBs | KSBs | KSBs | KSBs | KSBs | KSBs | KSBs | KSBs | KSBs | KSBs | KSBs | KSBs | EPA GATEWAY |
| Preparing for your apprenticeship training including personal development and self awareness | The recruitment industry and the principles of the recruitment models | The candidate attraction and selection processes | Research candidates Pre-employment and compliance checks in line with company policy | Recruitment sales techniques and processes and how to support them Market rates and conditions within their sector Identify sales leads | The legal, regulatory and ethical requirements and appropriate codes of practice when resourcing Escalate non-compliance | How to initiate, build and maintain relationships with candidates | The principles and importance of using research, for resourcing | Contribute to the development of a recruitment resourcing plan | Teamwork Emotional intelligence Self awareness | Accurately recording information on a recruitment database Utilise database information in line with relevant legislation and best practice | Achieve Certificate in Recruitment Resourcing Work on assignment writing Mock professional discussion | |
| 1-2-1 tutor review | 1-2-1 tutor review | 1-2-1 tutor review | 1-2-1 tutor review | 1-2-1 tutor review | 1-2-1 tutor review | 1-2-1 tutor review | 1-2-1 tutor review | 1-2-1 tutor review | 1-2-1 tutor review | 1-2-1 tutor review | 1-2-1 tutor review | LIVE ASSESSMENT Professional discussion |

Formal review every 8-12 weeks

0 - 6 months Functional Skills based on Prior Qualifications and Assessment results

