

practice



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



14+ months

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



£0 to £250

Maximum cost for non-levy employers and micro-businesses



£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

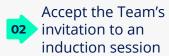


#### **Behaviours**

- 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**





Register in Bud (photo evidence of ID required)







CONGRATULATIONS YOU ARE NOW ON THE PROGRAMME















### **RECRUITMENT RESOURCER** ROADMAP

Modules are delivered holistically through-out the programme.

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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 requirments	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		Highfield (making law) in sampling.
INDUCTION	Online <b>Masterclass</b>	Online <b>Masterclass</b>	Online <b>Masterclass</b>	Online <b>Masterclass</b>	Online <b>Masterclass</b>	Online <b>Masterclass</b>	Online <b>Masterclass</b>	Online <b>Masterclass</b>	Online <b>Masterclass</b>	Online <b>Masterclass</b>	Online <b>Masterclass</b>	-	Resourcing Project
KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs		Assignment
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 noncompliance	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 Utiliise database information in line with relevant legisilation and best practice	Achieve Certificate in Recruitment Resourcing Work on assignment writing Mock professional discussion	EPA GATEWAY	
1-2-1 tutor review	1-2-1 tutor review	<b>1-2-1</b> tutor review	1-2-1 tutor review	<b>1-2-1</b> tutor review	<b>1-2-1</b> tutor review	<b>1-2-1</b> tutor review	1-2-1 tutor review	1-2-1 tutor review	<b>1-2-1</b> tutor review	<b>1-2-1</b> tutor review	<b>1-2-1</b> tutor review		-

Q Formal review every 8-12 weeks

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





