Apprenticeship Standard
Recruitment Resourcer Level 2

Who is it accredited by?

TheLightBulb will be using Highfields to accredit this apprenticeship. Learners who complete these qualifications above will also be eligible for professional registration of the Institute of Recruitment Professionals or Institute of Recruiters.

What is this apprenticeship standard?

Typically, this apprenticeship will take 13 months.

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 for a recruitment resourcer are:

- 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

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.

What are the entry requirements?

- Must be 16 or over and working at least 30 hours per week including all training and study time.
- Must be in an occupation relevant to the apprenticeship and hold a contract of employment.
- Must be allowed to use 20% of their working time to complete off the job training.

Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment and we will support the learner through this programme where necessary.

What's involved with this apprenticeship standard?

To successfully complete this apprenticeship the learner will need to complete the following two qualifications:

- Level 2 Certificate in Recruitment Resourcing Competency
- Level 2 NVQ Certificate in Recruitment Resourcing

The learner will be assigned an assessor/coach who will work with them throughout the qualification to support/mentor/teach and advise and to ensure that they are learning and meeting the requirements of this standard. The majority of this will take place at your premises.

To achieve the qualification they will be required to demonstrate a set of knowledge, skills and behaviours/personal attributes (KSB's) through an end point assessment process carried out by the end point assessment organisation once the employer and TheLightBulb staff agree the apprentice has met

the requirements, this cannot happen until the learner has been on their apprenticeship for a minimum of 12 months.

The end point assessment will test the entire standard and comprises of the following elements:

- **The Resourcing Project Assignment** (RPA) has been designed to assess the apprentice's knowledge, skills and behaviours in Candidate Sourcing and Compliance. The apprentice will deliver a written assignment within a defined timeframe to the required standard – as they would in the real work environment. As Candidate Sourcing is such a vital part of their role, the apprentice will be asked to compose a job advert, from information provided then answer three supplementary questions which will further test their knowledge, skills and behaviours.
- **The Professional Discussion** (PD) takes place after the completion and marking of the RPA. The PD will focus on assessing the relevant knowledge, skills and behaviours and requires the apprentice to be a confident, assertive and persuasive communicator, demonstrating the knowledge and understanding of their role as detailed in the Standard. The PD is expected to last between 45 and 60 minutes.

Essential knowledge, skills and behaviours that all recruitment resources are required to demonstrate at level 2 will be attained. Listed below are a few examples:

Core Technical Knowledge and Understanding

- The candidate attraction and selection processes
- The legal, regulatory and ethical requirements and appropriate codes of practice when resourcing
- Agreed job related KPIs and how they will be assessed and measured during the apprenticeship
- Recruitment sales techniques and processes and how to support them
- 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

Core Technical Skills

- Research, identify and attract candidates using all appropriate methods to satisfy job requirements
- Write, place and update adverts in line with company procedures
- Monitor responses/applications received, qualify, shortlist and present suitable candidates
- Contribute to the development of a recruitment resourcing plan
- Proactively and consistently strive to identify new candidate and client opportunities
- Utilise database information in line with relevant legislation and best practice
- Escalate non-compliance where appropriate

Core Behavioural Attributes

- Self-motivation
- Tenacity and resilience
- Ambition, drive and determination
- Ability to prioritise and escalate
- Innovative
- Attention to detail
- Ethical customer focused approach
- Very organised
- Good questioning and listening

For a full breakdown and further information please visit the following website
https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator/

What's next?

For more information on how we can **upskill** your existing staff using this apprenticeship framework or help you to recruit an apprentice please call 01268 270648 or email info@thelightbulb.net