



Recruitment Resourcer Level 2

Typical **12-month duration** of on programme learning, followed by an **end point assessment**.

Learner focused approach to learning, with a dynamic delivery plan. Workplace mentor needed as the programme is centred around the individual's workplace development.



Profile

A recruitment resourcer may be employed in any organisation that requires a recruitment function. Their role is to identify, attract and short-list 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 short-list candidates for the recruitment process to fulfil the requirements of the business brief. This may also include identifying those with transferable skills with the capacity to move from the legacy carbon economy into a green economy job.
- 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.

To successfully complete this apprenticeship the learner will need to complete one level 2 knowledge qualification and one level 2 competency qualification as listed below: Knowledge:

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

Knowledge

The recruitment resourcer will need to understand:

- The candidate attraction and selection processes.
- The legal, regulatory and ethical requirements and appropriate codes of practice when resourcing.
- Agreed job related Key Performance Indicators (assessment completed, interviews etc.) and how they will be assessed and measured during the apprenticeship.
- Recruitment sales techniques and processes and how to support them.
- Market rates and conditions within their sector. This may include identifying labour market shortages and the demand for those with transferable skills with the capacity to move from the legacy carbon economy into a green economy job.
- How to initiate, build and maintain relationships with candidates.
- The principles and importance of using research, for resourcing, including:
 - quantitative and qualitative research methods.
 - research validity and reliability.
 - sources of research information.
- The recruitment industry and the principles of the recruitment models.
- Employee rights and responsibilities including equality, diversity and inclusion.



Skills

The recruitment resourcer will need to:

- Research, identify and attract candidates using all appropriate methods to satisfy job requirements. This may include identifying labour market shortages and the demand for those with transferable skills with the capacity to move from the legacy carbon economy into a green economy job.
- Write, place and update adverts in line with company procedures.
- Monitor responses/applications received and make sure that candidate's applications are processed efficiently.
- Qualify, short-list and present suitable candidates against defined job vacancies.
- Assist in the recruitment and selection processes by effectively liaising with the candidates and internal teams.
- Initiate, manage and develop candidate relationships.
- Identify and progress leads as required.
- Contribute to the development of a recruitment resourcing plan.
- Proactively and consistently strive to identify new candidate and client opportunities.
- Provide first line support for all enquiries.
- Provide pre-employment and compliance checks in line with company policy and relevant legislation.
- Provide support to ensure that the candidates and clients receive a professional and comprehensive recruitment service at all times.
- Seek and provide feedback in a professional manner at all times to candidates.
- Accurately record candidate and client information on the recruitment database.
- Utilise database information in line with relevant legislation and best practice.
- Escalate non-compliance where appropriate.
- Meet agreed Key Performance Indicators (e.g. interviews arranged, candidates sourced etc.)

Behaviours

- Someone who takes independent action to fulfil work tasks.
- Someone who continues to make effective candidate resourcing contacts despite initial setbacks.
- An individual who is clear on their personal objectives and plans accordingly.
- Someone who can plan workloads and undertake tasks systematically. If no clear priority is found then they will seek help.
- Someone who seeks new ways to achieve tasks.
- Accurate data entry of candidate details.
- An individual who operates under the spirit of codes of practice, ethics and the law.
- An organised individual would be able to organise their time in an efficient manner.
- Someone who can pay attention, interact and support a conversation, probing for further information when required.

Apprentice Journey

Enrolment

- Recruitment support
- Information, advice and guidance
- Health and safety vetting
- Initial assessments
- Application form

Induction

- Full induction with trainer
- Manager/mentor involvement
- Individual learning plan
- Commitment agreed
- Skill scan of prior knowledge

Programme

- Trainer-led learning sessions
- Workplace portfolio development
- Off the job hours to complete programme
- Digital platforms and resources
- Functional skills maths and English where applicable
- 12-week progress reviews
- Mentor support & guidance

End Point Assessment

- Resourcing project assignment
- Professional discussion

Understand. Upskill. Unify.

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