The Swarm Training Programme

Recruitment Resourcer

Level 2

This apprenticeship develops the skills and competences for a recruitment resourcer who may be employed in any organisation that requires a recruitment function.

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 could include duties like:

- 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.

The training element will typically take up to 14 months to complete with 20% off the job learning. The exact duration will be dependent on the previous experience of the individual.

Level: Level 2.

Duration: 12-14 months of learning plus up to 12 weeks of End Point Assessment Process.

Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment.

Delivery Model:

- Hybrid of classroom workshops and remote webinars (depending on number of learners).

- One on One monthly mentoring and tutoring sessions to support in application of knowledge, skills and behaviours.

The Standard

Apprenticeship standards are based on occupational standards. An occupational standard is a short and concise document that describes what someone who is competent in the occupation normally does – 'duties', and the 'knowledge, skills and behaviours' (KSBs) required to carry out these duties competently; along with any qualifications that must be taken and alignment with professional recognition if applicable.

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.

- 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.

- 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, shortlist 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

- Self-motivation

- Tenacity and resilience

- Ambition, drive and determination

- Ability to prioritise and escalate where necessary

- Innovative

- Attention to detail

- Ethical customer focused approach

- Are very organised

- Good questioning and listening

Qualifications

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.

English & Maths

Apprentices without Level 1 English and maths will need to achieve this level and taken the test for level 2 prior to taking their end point assessment.

For those with an education, health and care plan or a legacy statement, the apprenticeship's English and maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

Delivery Timeline

The apprenticeship delivery journey is broken down into two phases

1. Month 1– 14: On programme training and learning (including any Maths and English requirements.

2. Month 14+ Gateway and End Assessment.

Phase 1: On Programme Training and Learning

Developing the Knowledge

The knowledge training is primarily delivered via classroom workshops & webinars (numbers dependent) or 121 via tuition. The content of this is based on the main knowledge outcomes that provide a depth of understanding for the skills.

Employer collaboration/involvement is key to supporting some of the workshops/content as many will need to be bespoke to meet the employer specifics.

Skills development and Portfolio building

Evidence to demonstrate the performance of knowledge, skills and behaviours will be supported via 121 tuition and mentoring with evidence collected via our E portfolio system.

The development of the 13 skills aims will be done throughout the programme and evidence of performance will be gathered to create a showcase portfolio required by the End Point Assessment.

Reviews

Every twelve weeks the tutor will conduct a progress review with the learner and line manager to support in keeping the progress on track, identify any issues and plan the next phase of collaborative earning.

Phase 2: Gateway and End-Point Assessment

Gateway

When all learning has been completed and evidence in the portfolio has been gathered, the next process is to conduct the Gateway review. The gateway review is when the learner, employer and provider agree the learners readiness to progress to End point Assessment.

EPA Gateway requirements:

- Completion of the off-the job learning components of the programme.

- Confirmation from the employer that the apprentice is ready. It is recommended that the training provider is consulted by the employer to inform the decision.

- Apprentices without Level 1 English and maths will need to achieve this level and taken the test for level 2 prior to taking their end point assessment. For those with an education, health and care plan or a legacy statement the apprenticeships English and maths minimum requirement is Entry Level 3 and a British Sign Language qualification is an alternative to English qualifications for those whom this is their primary language.

- Completion of a portfolio of evidence.

- The employer should agree with the apprentice the subject/outline of the Work Based Project at gateway - this should be supported with reference to the EPAO's project guidance and examples.

The End-Point Assessment Process

The EPA is structured into two distinct parts:

- Resourcing Project Assignment (RPA) – assessing the knowledge, skills and behaviours.

- Professional Discussion (PD) – assessing the knowledge skills and behaviours.

Resourcing Project Assignment

The Resourcing Project Assignment is an assessment that will be given to the apprentice once they have progressed through the Assessment Gateway. It has been designed to assess the apprentice's knowledge, skills and behaviours in Candidate Sourcing and Compliance through:

- Utilising their ability to research, compose and place an appropriate advert in line with legal regulatory and ethical requirements; and describing how they would effectively manage candidate applications sourced from the written job advert to shortlisting stage to the required standard – as they would in the real work environment.

The apprentice will deliver a written assignment within a defined timeframe to the required standard – as they would in the real work environment.

Professional Discussion

The Professional Discussion takes place after the completion and marking of the RPA. It will take place no later than 8 weeks after the apprentice has progressed through the Assessment Gateway.

The Professional Discussion (PD) will focus on assessing the relevant knowledge, skills and behaviours .

The PD requires the apprentice to be a confident, assertive and persuasive communicator, demonstrating the knowledge and understanding of their role as detailed in the Standard – as they would in the real work environment.

Employer Support:

- Dedicated Senior Account Manager

- Quarterly Cohort Reviews with Senior Account Manager

- Employer Showcase in Swarm media and news

- Access to view Learners progress via our E-portfolio

Costs:

Full Apprenticeship Cost Per Learner: £5000 (Maximum Funding Band)

For more information please don't hesitate to contact us.

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