

Who is it for?

The role of the Recruitment Resourcer is to support the Recruitment Consultant / Account Manager, this can include following a brief to design adverts to attract candidates, processing applications, searching for candidates on job boards and social media, screening candidates to ensure they meet the brief, providing administration and sales support. A Recruitment Resourcer needs to be able to communicate effectively with their colleagues, candidates, and clients, be self-motivated and organised, have an eye for detail and be able to prioritise their workload.

About the course

The Apprenticeship is made up of:

A Level 2 certificate in Recruitment Resourcing – this comprises of 7 units and is a knowledge based qualification, including understanding the recruitment industry, selection process, sales techniques, legal, regulatory and ethical requirements when recruiting, understanding how to build and maintain relationships with candidate and understanding the importance of research within recruitment

A level 2 NVQ certificate in Recruitment Resourcing – this comprises of 28 credits achieved through 9 mandatory units and 3 optional units, this is a performance based qualification and includes, how to support the recruitment process, how to use the CRM system for recruitment purposes, how to research candidates using social media, how to contribute to the recruitment resourcing plan, how to pre select candidates, with the option to add customer service techniques, administration methods, and sales techniques.

Functional skills English and Math's – If the learner does not have a GCSE C grade or equivalent in English and Math's they will need to complete the functional skills course, they will work with a qualified Tutor to help gain the skills, knowledge and confidence needed to Pass the exams and gain a level 2 Functional skills qualification in English and / or Math's.

End Point Assessment – While working towards the above qualifications the learner will gain the knowledge, skills and behaviors needed to get to the Gate way. Once they are ready, they will be submitted for End Point Assessment this is a final assessment set by the awarding body to ensure they meet the required standard. For this they will first be asked to complete a written project assignment designed to test their knowledge, skills and behaviors in Candidate sourcing and compliance. Secondly they will take part in a Professional discussion, this is a structured interview between the learner and the awarding body assessor where the learner will need to demonstrate that they are a confident, assertive and persuasive communicator, who can demonstrate the knowledge and understanding learnt over the duration of the course.

The program includes:

- Interview and induction
- Unlimited support and guidance from a qualified trainer via phone, email, and video
- All program documentation, files, and materials
- One to one portfolio review session
- Regular workshops held in the workplace or our offices in Coventry at pre-agreed dates and times
- Verification and certification on completion

What are the benefits for employers?

- Higher skilled, motivated, and confident workforce
- Increased efficiency
- Reduction in staff turnover

What are the benefits for learners?

- Achieving industry recognised qualifications which will give you a better understanding of the Recruitment industry
- Opportunity to progress to the level 3 Recruitment consultant course and career progression