



Recruitment Resourcer

Level: 2

Typical Duration: 12 months

Possible Job Roles: Recruitment Resourcer, Recruitment Officer, Recruitment Assistant

Course Overview

A career in recruitment as a Recruitment Resourcer Apprentice can appeal to those individuals who possess an entrepreneurial outlook. It provides the learner with an 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 the industry as a whole.

The aim of the apprenticeship is for the learners to acquire the knowledge, skills and behaviours to identify, attract, and shortlist candidates for the recruitment process. A Recruitment Resourcer Apprentice would be responsible for fulfilling the requirements of the business brief and providing resourcing support to the recruitment function of the organisation. They may also be required to identify new business opportunities, meet all procedures and carry out relevant processes to ensure industry codes of ethics and relevant legislation are adhered to. The role of recruitment resourcer is one of the roles at the beginning of a career in recruitment, and this apprenticeship can provide a progression into a number of other roles within the industry. This is an office based role, and could take place in a variety of sectors.

Qualification Achieved

On completion of this apprenticeship, you will hold a Level 2 Recruitment Resourcer Apprenticeship. Additional qualifications achieved include:

- Level 2 Certificate in Recruitment Resourcing Competency
- Level 2 NVQ Certificate in Recruitment Resourcing
- Level 2 Functional Skills Maths
- Level 2 Functional Skills English

Progression

The role may act as a gateway to further career and training opportunities, including, but not limited to:

- Level 3 Recruitment Consultancy Apprenticeship
- Recruitment Resourcer
- Recruitment Officer

Learning & Assessment

Apprentices will be assigned a dedicated tutor. The tutor will visit monthly in the workplace, as well as being on hand to support throughout the duration of the apprenticeship programme. The frequency of these sessions may be more depending on the needs of the apprentice.

End Point Assessment

Each apprentice must undergo an independent end-point assessment to determine the outcome of their apprenticeship. The assessments will assess the knowledge, skills and behaviours gained during their programme. The methods in which this apprenticeship is assessed are:

- Resourcing project assignment
- Professional discussion

Entry Requirements

Individual employers may set their own criteria for this apprenticeship.

Hire an Apprentice

We can work with you to source a suitable applicant for your organisation or you can up-skill your existing employees. If the employee is under 19 and your business has fewer than 50 employees, there will be no cost for the training. If they are over 19 and/or your business has over 50 employees then you will contribute 5% towards the cost of the training. For any businesses paying into the levy, all training costs will be covered.

Recruitment

With our Talent Match recruitment service, Talent Bank, we will advertise your vacancy, screen applicants and pre-interview potential prospects in order to ensure you only interview the most appropriate candidates for your vacancy – all free of charge.

E-Portfolio

We offer a dedicated virtual learning platform which allows learners to keep on track of their course. In addition to this, it allows our tutors and employers to keep up-to-date with the progression of learners.

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