The British Institute of Recruiters

Apprenticeship Standard for Level 2

Recruitment Resourcer

Our bespoke training material for this apprenticeship includes:

The Complete Resourcer
The Complete Business Developer

This qualification automatically earns you membership of
The British Institute of Recruiters **mBIoR & Cert RR**

About Us

The British Institute of Recruiters (BIoR) is a British Institute representing the highest standard mark in British recruitment. As the professional body for HR, Agency & In-House recruiters, it is the voice of people working in the recruitment and retention process that fall into the areas of agency recruitment, corporate (in-house) recruitment and HR.

What we do

The BIoR provides British Recruitment Best Practice Guidance, Training, Education & Networking to Agency Recruiters, In-House Recruiters & HR teams with unrivalled services and innovation. Bringing HR, Agency & In-House specialists under a single body is essential for positive collaboration towards the common goal of an efficient, seamless process.

Why choose the BIoR for your apprenticeships?

- Content specific for a recruitment environment – real life recruitment case studies and examples
- Practical tools and techniques that are proven to transform results and increase agency revenue
- Supported by a team of experts from the recruitment industry with experience of managing recruitment teams

Bespoke StudyCourse Learner Management System – Helping Apprentices Achieve

StudyCourse helps apprentices achieve and enjoy their programme. It also helps employers oversee the progress of their apprentices.

The British Institute of Recruiters has invested heavily in technology and employs a full-time software programming and management team to design, create and maintain its secure technology on secure servers.

One such software system is StudyCourse.org which can take an apprentice from initial registration right through to the final award. It is a multi-level learning platform which manages:

- Individual Learner Records (ILRs)
- Apprenticeship e-portfolios
- Registration forms
- Online, blended or classroom delivery modes
- Assessor/Tutor records
- NVQs
- Certificates
- Diplomas
- UK & International Learners
- Learner Progress & Performance Management
- Degree Level Apprenticeships
- Privately paid courses
- Government funded courses

- All aspects of programme management, learner management, record management
- Resource Libraries
- Works Books, assignments, Handbooks, Learner Support
- Peer to Peer forums.
- IQA Management
- AO Management
- Centre Management – Requiring new modules for online centre recognition/qualification approval applications, EV reports, complaints, exam bookings, appeals, malpractice investigations, sanctions, centre risk/compliance ratings, assigning actions to centres and managing their completion on time etc.
- Complete Data, Learner and Program Control Systems and Reporting
- Certification process with certificate generation feature for paper based certificates, e-certificates and a public e-validation portal

StudyCourse has been in successful operation for 4 years and is constantly being updated and improved in terms of features set, user experience, learner experience and management effectiveness.

All aspects of the development, delivery and award of qualifications can be managed by StudyCourse or associated technology, CRMs and databases currently in use by The British Institute of Recruiters.

All data is held on secure servers, with daily backups. We comply with the Data Protection Act and have a current ICO certificate and SSL Certificates.

Our professional industry accreditations include

Recruitment Director Accreditation
mBIoR DIR

Individual Professional Accreditations
mBIoR, Cert RR, Cert PRP, Cert HR, Dip BIoR

Company Accreditations
Certified Recruitment Business & **Professional Recruitment Business**

Our professional courses are delivered in many ways to suit you

Private Distance Learning, Blended Classroom Learning, Apprenticeships, Government Loan Funded.

Course Prospectus includes Recruitment, Management, HR, Sales & Marketing, Back Office & Finance.

Chartered status

The British Institute of Recruiters is actively lobbying to introduce Chartered Status in British Recruitment, creating Chartered Recruitment Businesses.

How Apprenticeships Are Delivered

1 Discussions

With the employer to assess their needs and advise on the right program to fit the business needs. Discussion with the apprentice to advise and guide on the appropriate course and levels.

2 Enrolment & Agreements

Paperwork that is signed and sets out all expectations. At this stage, we advertise the apprenticeship roles on the government site if the business needs to hire.

3 Initial Assessments & Diagnostics

To establish levels of competency and needs including functional skills support and the favoured learning style.

4 Plan the Program

Create an individual learning plan that meets the needs of the learner and business. Include where needed components such as bespoke content (including existing client training materials), on site training, webinars, face to face tutorials and virtual visits.

5 Technology

Get your own bespoke study area on our professional learning platform. The British Institute of Recruiters runs the state of the art learning platform called StudyCourse. Use StudyCourse to access learning materials, resources, assignments, upload achievements and more. Employers can also track learner progress.

6 Monthly Tutor Visits

Each month the tutor will visit the learner to teach, support and advise, making the learning experience exciting and individual. Visits can be face to face or virtual using GoToMeeting and other technologies.

7 End Point Assessment (EPA)

For Apprenticeship Standards, End Point Assessment is carried out by an independent organisation. Our professional tutors will get you ready for EPA.

8 Achievement

Our achievement success rates are excellent as we ensure we provide a quality learning experience that is highly valued by employers.

9 Professional Registration & Progression

For recruitment, The British Institute of Recruiters is the body that provides Professional registration and post-nominal letters as well as professional membership - **mBIoR**.

Apprenticeship Standard for Level 2
Recruitment Resourcer

Trailblazer Apprenticeships: Summary of Approach to Assessment

This is the assessment plan for the apprenticeship for Recruitment Resourcers. Once the apprentice has completed all the on programme learning and mandated qualifications, the employer can authorise the apprentice being put forward for the end point assessment. The end point assessment is structured into two parts; firstly the production of a job advert completed by the apprentice and secondly, a professional discussion that is designed to capture all the knowledge, skills, competencies and behaviours necessary to pass the apprenticeship. The end point assessment will be graded with pass/fail or distinction.

Roles and responsibilities

Apprentice: carries out work as defined by their employer maintaining a journal/log book, which is submitted as evidence as a portfolio of work created whilst on the apprenticeship. This portfolio is then assessed for the mandatory level 2 competency qualification. The apprentice also learns and successfully completes the level 2 mandatory knowledge qualification.

Employer: creates opportunities for the apprentice to carry out work fulfilling the on programme learning and confirms that the apprentice is ready for end point assessment.

Training Provider: maps and assesses work against the Standard, provides guidance to enable the apprentice to select evidence for the level 2 competency, prepares and trains the apprentice to successfully complete the level 2 knowledge qualification and the functional skills in maths and English.
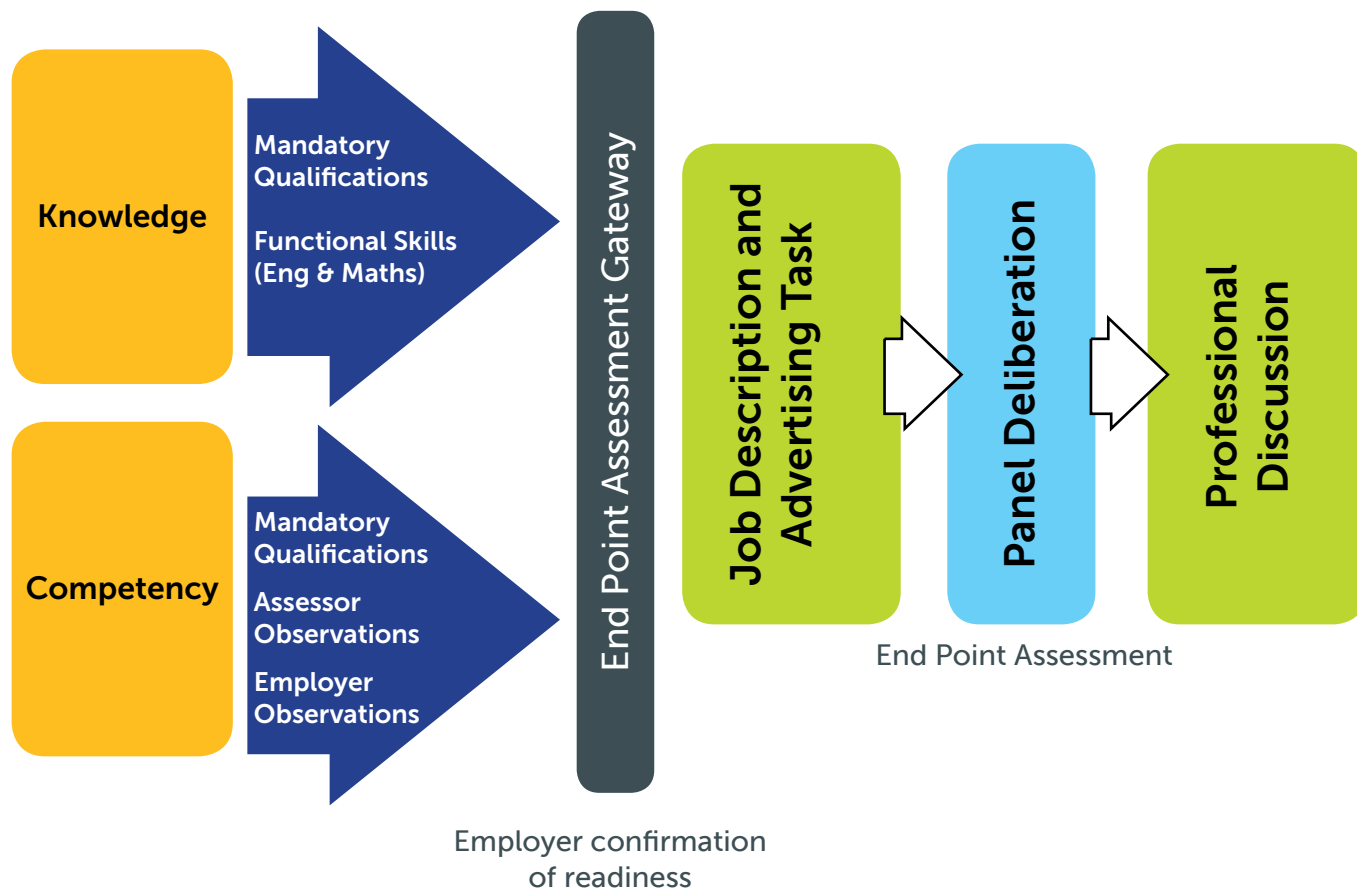
Roles and responsibilities at the end point assessment

Apprentice: For the end point assessment, the apprentice is required to complete two elements. Firstly a job advert, which will be written from a job specification provided by the employer and reviewed by the end point assessment panel. Secondly, the apprentice will have a professional discussion with the end point assessment panel demonstrating the required knowledge, skills, competencies and behaviours in order to complete the apprenticeship.

Employer: the employer provides the apprentice with a relevant job description in order for the apprentice to write a job advert. This job advert should be given to the apprentice on the day of the end point assessment and allow the apprentice time to complete their job advert task. The employer attends the end point assessment and provides the employer view on the overall performance of the apprentice.

Training Provider: The training provider attends the end point assessment and provides their view on the overall performance of the apprentice.

End point assessment organisation: The end point assessment organisation marks the job advert it receives from the apprentice. The panel will deliberate over the marking and weight the marks accordingly. The end point assessor will then chair the professional discussion, ensuring the apprentice is given the appropriate opportunity to fulfil the requirements of the assessment. The end point assessment organisation assessor will award marks for the professional discussion, which will be weighted. Both weighted marks will be totalled, and a fail, pass, distinction will be awarded.

Knowledge

Mandatory Qualifications

Functional Skills (Eng & Maths)

Competency

Mandatory Qualifications

Assessor Observations

Employer Observations

End Point Assessment Gateway

Employer confirmation of readiness

Job Description and Advertising Task

Panel Deliberation

Professional Discussion

End Point Assessment

Assessment Overview

Assessment Method	Area Assessed	Assessed by	Grading	Weighting
Job description and advertising task	Knowledge skills and behaviours	Approved Assessment Organisations	Pass / Fail/ Distinction	40%
Professional Discussion	Knowledge, skills and behaviours	Approved Assessment Organisations	Fail/ Pass / Distinction	60%

On-programme Assessment

Whilst on programme, the learner will need to complete the Level 2 knowledge qualification; Level 2 Certificate in Recruitment Resourcing, provide a portfolio of evidence for the competency Level 2 NVQ Certificate in Resourcing and complete the functional skills in English and maths.

Assessment Gateway

Successful completion of the on programme assessments will provide the gateway for the apprentice to be put forward for the end point assessment. The end point assessment organisation will then decide on the grade of fail/pass/distinction

The employer will seek feedback from the training provider and the apprentice, and will make the judgement on when to apply for the end point assessment.

End Point Assessment

The focus of the end point assessment is for the apprentice to demonstrate the level of knowledge, technical skills and behavioural attributes they have gained throughout the apprenticeship. This end point assessment is broken down into two parts; the production of a job advert from a job specification which will be marked and deliberated over by the panel and then a separate professional discussion.

The job advert should be submitted to the end point assessment organisation not less than two weeks before the end point assessment panel convene.

The end point assessment panel will review the job advert and will establish whether it is satisfactory for grading. The panel will also identify areas that they wish to explore further in the second part of the assessment, the professional discussion.

The professional discussion will establish the apprentice's ability to undertake the typical responsibilities of a recruitment resourcer as set out below:

- 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

Once the assessment organisation is satisfied that the apprentice has achieved a pass, they will investigate the potential for a higher grade. The discussion is envisaged to last approximately 30 minutes.

The end-point assessment panel will be made up of three individuals as listed below:

a) Employer (preferably line manager or mentor)
b) Training provider (Assessor or Internal Quality Assessor)
c) Assessment organisation representative

Each member of the panel provides their views to the end-point assessor, however the decision and final judgement on fail, pass, or distinction will sit solely with the assessment organisation. Independence

The assessment organisation provides the independent element of the assessment.

Quality Assurance

The end point assessment, chaired by the assessment organisation allows the apprentice to demonstrate depth and breadth of their knowledge, skills and behaviours acquired throughout the whole of the apprenticeship.

The end point assessment organisation will provide consistent judgements ensuring that all apprentices are graded fairly in a standardised manner.
The external quality assurance of the end point assessment will be conducted by Ofqual under their guidance and regulations covered by the Conditions of Recognition.

End-point – Grading

The assessment organisation assessor will take the views of the other panel members into account, however, the assessment organisation will make the final decision.

There will be three possible grades for the end point assessment, Pass, Fail and Distinction. Both parts of the end point assessment will be assigned a weighting; 40% attributed to the job description and advertising task, and 60% attributed to the professional discussion. The component marks will then be used to calculate the overall grade by using the weightings. i.e. 40% of the marks from the advertising task added to 60% of the marks from the professional discussion will result in an overall mark. The table below shows an example of this calculation

End Point Assessment component	Weighting	Task Marks	Weighted Marks
Advertising Task	40%	80 marks	32
Professional Discussion	60%	90 marks	54
Total			86%
Grade			Pass

In order to pass the end point assessment, the apprentice will need to achieve a total of 70% or more of the overall available marks. To achieve a distinction they will need to achieve a total of at least 90% of the overall available marks.

The following areas will be assessed in the end point assessment.

During the advertising task, the apprentice will need to demonstrate their ability to meet the requirements listed below:

1. Demonstrate their ability to understand the client requirements laid out in the job specification
2. Articulate and present the client requirements in order to attract suitable candidates
3. Appropriately represent the client brand within the job advert
4. Demonstrate a working knowledge of the methods available to attract passive and active candidates
5. Identify the most suitable media and advertising channels to attract candidates
6. Ensure the advert remains compliant with UK legislation and best practice

During the professional discussion, the apprentice will need to demonstrate their ability to:

1. Discuss UK recruitment legislation relevant to the role of a resourcer
2. Discuss ethical recruitment practice when attracting candidates
3. Discuss the research methods and sources of candidates available for the role described in the job advert task
4. Describe the reasoning behind the choices of media and advertising channels
5. Establish the options and processes for shortlisting and assessing candidates suitability
6. Discuss the potential business development opportunities that would arise from this task

Implementation

Affordability: The anticipated costs for end-point assessment will be approximately 12% of the expected cost of the apprenticeship.

The learner will be eligible for professional registration of the Institute of Recruitment Professionals or Institute of Recruiters. This eligibility lasts during the apprenticeship and 12 months after completion.

The grading criteria provided in annex B will ensure consistency across all end point assessments. The role of the assessment organisation will ensure that end point assessments are only undertaken using approved tools and materials.

At present existing apprenticeships are generating approx. 1000 enrolments per year, this is anticipated to rise over the next two years to 4000 in the first year of delivery and 6000 in the second year of delivery.

Recruitment Resourcing Apprenticeship Standard

Job role	**Recruitment Resourcer**
Duration	**Minimum of 12 Months**
Apprenticeship level	**Level 2**

Role Overview

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:

1. **Research, identify, attract and shortlist candidates for the recruitment process to fulfil the requirements of the business brief**
2. **Identify new business opportunities through a variety of means and refer these opportunities to a recruiter**
3. **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.

Core Technical Knowledge and Understanding

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.**

Core Technical Skills

The recruitment resourcer will need to:

- Research, identify & 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)

Core Behavioural Attributes

Behaviour	Example
Self-motivation	Someone who takes independent action to fulfil work tasks
Tenacity and resilience	Someone who continues to make effective candidate resourcing contacts despite initial setbacks.
Ambition, drive and determination	An individual who is clear on their personal objectives and plans accordingly
Ability to prioritise and escalate where necessary	Someone who can plan workloads and undertake tasks systematically. If no clear priority is found then they will seek help.
Innovative	Someone who seeks new ways to achieve tasks
Attention to detail	Accurate data entry of candidate details
Ethical customer focused approach	An individual who operates under the spirit of codes of practice, ethics and the law
Are very organised	An organised individual would be able to organise their time in an efficient manner
Good questioning and listening	Someone who can pay attention, interact and support a conversation, probing for further information when required

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

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

Professional Recognition and Progression

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. One such route of progression is to a level 3 apprenticeship in recruitment consultancy.

Learners who complete these qualifications above will also be eligible for professional registration of **The British Institute of Recruiters** or the Institute of Recruitment Professionals.

Review of Standard
This standard will be reviewed in three years

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