

Identifying, attracting and shortlisting candidates for the recruitment process to fulfil the requirements of the business brief

Job roles this programme is suitable for:

- Recruitment Resourcer
- Administrator to Recruitment Consultant
- HR Assistant

Duration:

12—18 months

Who should do this apprenticeship:

Entry-level hires into recruitment roles

Existing recruitment resourcing staff wanting to develop their skills and improve performance.

Requirements:

Before taking their end-point assessment apprentices must achieve level 2 English and maths (equivalent to GCSE grades 9 to 4 or A* to C)

Progression Opportunities:

Recruitment Consultant Level 3

Find out more:

Call: 01322 217 072

Email: info@rmtraining.co.uk

Web: www.rmtraining.co.uk

Recruitment Resourcer

Level 2

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:

- 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

WHAT SUPPORT DO LEARNERS RECEIVE?

Online Learning

Our programme is developed with a blended approach giving apprentices support in both the workplace alongside online learning resources to support their development.

- Apprentices are provided with their own unique portal they can access to upload their work and receive feedback from their assessor.
- Access to a vast amount of learning support materials that can be accessed at any time so they can make the most of their face to face training

Dedicated Tutor Support

RM Training assessors support apprentices throughout the programme.

- Provide a single point of contact for any questions or help your apprentice needs
- Help apprentices to build their portfolio as the programme progresses.
- Meet apprentices and their managers regularly in the workplace to check their progress and provide support where required.

WHAT IS COVERED IN THIS QUALIFICATION

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

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WHAT IS COVERED IN THIS QUALIFICATION

- 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 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)