

L2 Recruitment Resourcer

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 the industry as a whole.

Qualifications and Professional recognition

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

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

Professional Recognition

Apprentices without English or Maths at Level 2 must achieve this prior to taking the end point assessment.

Duration

12 months

Venue

The course will be delivered and supported in the workplace and by the training provider.

If functional skills are required, this may be delivered in the workplace or with the training provider.

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