VTCT Skills

Recruitment Resourcer ST0321/AP03 Apprenticeship Standard

End-point Assessment Toolkit

Contents

Recruitment Resourcer Toolkit_v7

Introduction

VTCT Skills (VTCT Skills) is an approved End-point Assessment Organisation (EPAO) for the Recruitment Resourcer apprenticeship standard. This toolkit has been produced to help you understand our approach to the standard and to ensure that the apprentice meets the necessary requirements.

To ensure that our assessments are robust, credible and consistent, VTCT Skills will operate in accordance with the external quality assurance body appointed for this standard, Ofqual.

Abbreviations

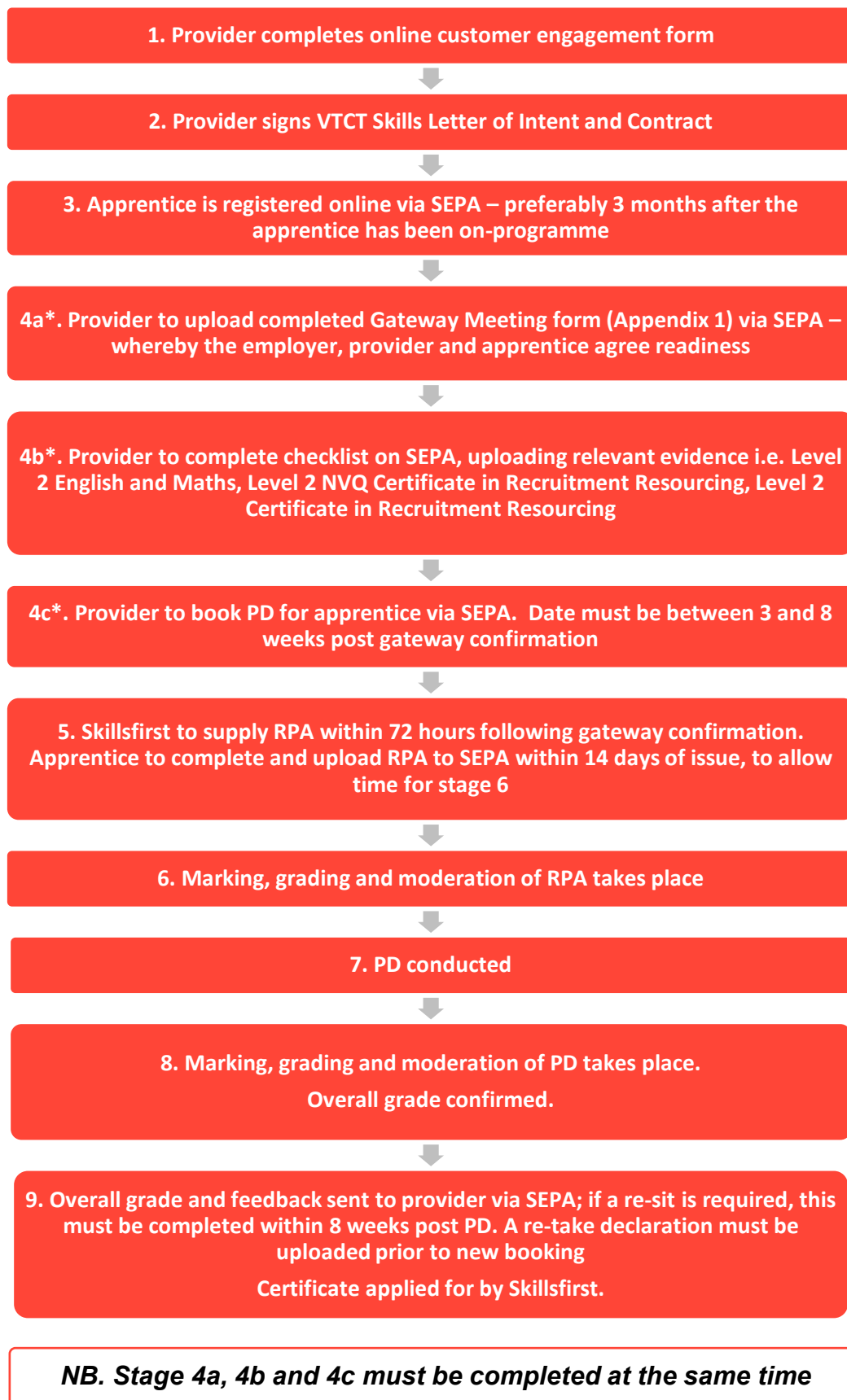| EPA	End-point Assessment
EPAO	End-point Assessment Organisation
ESFA	Education and Skills Funding Agency
the Institute	Institute for Apprenticeships and Technical Education
IEA	Independent End-point Assessor
LIEA	Lead Independent End-point Assessor
RPA	Resourcing Project Assignment
PD	Professional Discussion
SEPA	VTCT Skills End-point assessment system

The Recruitment Resourcer role

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.

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.

End-point Assessment process

1. Provider completes online customer engagement form

2. Provider signs VTCT Skills Letter of Intent and Contract

3. Apprentice is registered online via SEPA – preferably 3 months after the apprentice has been on-programme

4a*. Provider to upload completed Gateway Meeting form (Appendix 1) via SEPA – whereby the employer, provider and apprentice agree readiness

4b*. Provider to complete checklist on SEPA, uploading relevant evidence i.e. Level 2 English and Maths, Level 2 NVQ Certificate in Recruitment Resourcing, Level 2 Certificate in Recruitment Resourcing

4c*. Provider to book PD for apprentice via SEPA. Date must be between 3 and 8 weeks post gateway confirmation

5. Skillsfirst to supply RPA within 72 hours following gateway confirmation. Apprentice to complete and upload RPA to SEPA within 14 days of issue, to allow time for stage 6

6. Marking, grading and moderation of RPA takes place

7. PD conducted

8. Marking, grading and moderation of PD takes place.
Overall grade confirmed.

9. Overall grade and feedback sent to provider via SEPA; if a re-sit is required, this must be completed within 8 weeks post PD. A re-take declaration must be uploaded prior to new booking
Certificate applied for by Skillsfirst.

NB. Stage 4a, 4b and 4c must be completed at the same time

Gateway

The end-point assessment carried out by VTCT Skills takes place after a minimum of 12 months on-programme learning.

The employer, in conjunction with the provider, will formally sign-off that the apprentice has met the minimum requirements in regards to the knowledge, skills and behaviours outlined in the Standard. The apprentice, employer and provider will confirm that the apprentice has achieved Level 1 English and Maths, Level 2 NVQ Certificate in Recruitment Resourcing and Level 2 Certificate in Recruitment Resourcing. The apprentice must also confirm that they feel ready to complete their assessments.

A copy of the standard should be available during the gateway meeting to ensure all parties have a clear overview of what is required:

https://www.instituteforapprenticeships.org/apprenticeship-standards/recruitment-resourcer/

VTCT Skills has a process in place to support apprentices who have any additional learning requirement. Please refer to the VTCT Skills Reasonable Adjustments and Special Considerations policy for further information; this is available on our website.

Access arrangements / Reasonable Adjustments

It is important that Apprentices are able to access all types of assessment. Where Apprentices have disabilities, learning difficulties or temporary injuries that may disadvantage them, it is possible to apply to VTCT Skills for a Reasonable Adjustment.

It is the responsibility of the Provider to apply for these arrangements - on behalf of the Apprentice - prior to the EPA taking place. For more information on access arrangements, please refer to the VTCT Skills Reasonable Adjustments Policy for guidance or email enquiries@skillsfirstassess.co.uk for further information

Registering an Apprentice for End Point Assessment

The Provider can register your Apprentices for EPA via VTCT Skills online registration and booking platform, SEPA. They can be registered at any time during their apprenticeship at no additional upfront cost. You will need to use the Apprentices ULN when registering them via SEPA along with their name and date of birth.

Further information on registering your Apprentices will be supplied once we have received your signed EPAO agreement and Letter of Intent.

Booking an Apprentice onto End-point Assessment

Providers must confirm that the apprentice has completed all of the mandated components of the standard via the apprentice checklist on SEPA.

- ✓ EPA bookings must be made a minimum of 20 working days in advance of the desired assessment date for the PD.
- ✓ You will need to indicate preferred dates of assessment on the EPA booking form and send this to bookings@skillsfirstassess.co.uk
- ✓ The VTCT Skills EPA team will seek to match an Independent End-point Assessor (IEA) to your request
- ✓ The EPA team will formally confirm the booking by email and via SEPA

Remote assessments

Recruitment Resourcer Toolkit_v7

The PD will ordinarily be conducted through via Smart Room, a video conferencing platform provided through SEPA. The apprentice will receive automated emails containing a link to their Smart Rooms within 72 hours of the assessment being booked. Each link is required by the apprentice to complete the relevant assessment.

For further information on Smart Room, our Smart Room Guidance for Apprentices document is available via SEPA.

Cancellation

We understand in some circumstances, it may be necessary to cancel an assessment. In this event, you must contact the EPA team at VTCT Skills, to inform them of the cancellation and the reason. Please note a fee may be chargeable for some or all of the assessment cost, depending on the circumstances. The IEA will contact you to discuss the cancellation and discuss future availability. Further details can be found within our cancellation policy on the VTCT Skills website.

ID requirements

VTCT Skills will need to ensure that the person undertaking an assessment is the person they claim to be. As both assessments are remote, if the PD is to take place via a virtual meeting room, the apprentice will be required to show their identification prior to the assessment starting.

VTCT Skills will accept the following as proof of the apprentices' identity:

- ✓ A valid passport
- ✓ A signed UK photo card driving licence
- ✓ Employee ID card

The IEA will certify they have seen ID before proceeding with an assessment, and confirm correct spelling of name in readiness for certification.

Should the assessment be undertaken using the telephone, the apprentice's manager will be required to join the call at the beginning of the assessment to verify the apprentice's identity or additional security questions regarding the Apprentices identity will be asked. The questions will be personal questions such as their date of birth, full name, home address, training provider and full address of employment.

Resourcing Project Assignment (RPA)

Assessment Method	Weighting	Duration	Available marks	To achieve a Pass	To achieve a Distinction
Resourcing Project Assignment	30%	Up to 14 days from RPA issue date	100	To achieve a pass, the apprentice must gain at least 40%*	To achieve a distinction, the apprentice must gain at least 80%*

NB. The apprentice must achieve a minimum of 55% overall (the RPA and PD combined)

The RPA is an assessment that will be sent to the apprentice by the IEA via their personal work email address (with the provider/employer copied in), within 72 hours following gateway confirmation. It has been designed to assess the apprentice's knowledge, skills and behaviours in 'Candidate Sourcing and Compliance', as outlined in the assessment plan.

The apprentice will complete the RPA within 14 days of issue, to the required standard, as they would in the real work environment. Guidance on how to upload documents can be found in the SEPA User Guide, which is available in SEPA in the Resource section.

Part one requires the apprentice to compose a job advert from a job description, person specification and client profile provided. Please note, these documents relate to a job role appropriate and relevant to the apprentice's real work environment.

The job advert has a word count of 350 (+/- 10%), a minimum of 315 words and a maximum of 385 words, this includes any titles. The final word count must be added to the footer of the apprentice's assignment. Any words above the 10% word count threshold will not be marked.

The apprentice needs to demonstrate their ability to understand the client's requirement as detailed in the job description and person specification, present the client's requirement in a way that attracts suitable candidates, represent the client brand within the job advert and ensure the advert complies with relevant legislation and good practice.

Part two requires the apprentice to answer three supplementary questions provided. The questions will be synoptically worded, to allow the apprentice to cover a wide range of the criteria associated with this assessment, as outlined in the assessment plan.

The answers to the supplementary questions have a word count of 1100 (+/-10%) - Any words above the 10% word count threshold will not be marked.

Within part two, further supporting evidence such as testimonials, screenshots etc may be included *and are encouraged*, but will not be taken into consideration for the word count. There is no limit on the amount of supporting evidence that can be submitted, however we would expect to see quality evidence and not copious amount of none related supporting evidence.

It is the Providers responsibility to ensure the apprentice knows what quality supporting evidence is appropriate.

Supplementary Evidence – examples

Evidence type	Points to consider
Witness statement *Written or verbal*	- Completed by a person who is familiar with you - Who, what, where, when, why and how? - Specific, work related examples
Manager statement *Written or verbal*	- Who, what, where, when, why and how? - Specific, work related examples
Customer feedback *Written or verbal*	Methods for recording feedback i.e. email, surveys, questionnaires, social media recommendations / endorsements, service review evidence
Performance reviews **(Mid and end)** *Written or verbal*	Methods of performance review i.e. self-evaluation, 360-degree feedback, behavioural checklist, ratings scale, one to one recording/documentation, evidence of meeting targets, apprenticeship feedback / reviews – Employer / Training Provider
Work product *Written or digital*	- Email; screen shots; documents; reports; projects; meeting minutes, agendas; diaries; database entries, social media posts - Work product should meet GDPR requirements

	• Blank forms, templates and documents **do not** lead to the effective provision of evidence • The work product should demonstrate your ability to perform the skills and behaviours within the standards

Supporting evidence: please make sure one screen shot per word document (this is to ensure quality and readability).

The apprentice's answers to the questions and further supporting evidence should collectively demonstrate what they have learnt and generally applied in relation to the knowledge, skills and behaviours detailed in the Standard.

Example questions
• Explain what considerations you took into account when writing the job advert. • Describe what research options you would consider when conducting your candidate sourcing process. • Define each stage of the assessment and shortlisting process once you have reviewed the applications from your job advert.

The apprentice must upload their completed RPA (in PDF format) to SEPA for marking and grading within 14 days of issue. This gives the apprentice some flexibility to complete the assignment at their own pace and allows for work commitments. Failure to upload the completed RPA within this timescale will result in an automatic fail grade being awarded.

What the IEA will be looking for in the Resourcing Project Assignment

- The apprentice has taken ownership of their RPA.
- The apprentice has taken the opportunity to gain the highest grade possible.
- The apprentice has worked independently.
- The evidence provided is authentic and is their own work (the IEA will check that the Declaration of Authenticity form has been completed by the apprentice and employer and uploaded to SEPA).
- The apprentice has kept within the word count and clearly recorded it within their work i.e. within footer of document.
- Any words outside the 10% word count threshold will not be marked.

Professional Discussion (PD)

Assessment Method	Weighting	Duration	Available marks	To achieve a Pass	To achieve a Distinction
Professional Discussion	70%	Up to 14 days from RPA issue date	100	To achieve a pass, the apprentice must gain at least 40%*	To achieve a distinction, the apprentice must gain at least 80%*

NB. The apprentice must achieve a minimum of 55% overall (the RPA and PD combined)

The PD is a structured interview between the apprentice and IEA; it is made up of a series of questions and is an opportunity for the apprentice to demonstrate their competence in knowledge, skills and behaviours in Business Development, Candidate Management and Compliance, as outlined in the assessment plan. Through demonstrating the application of knowledge, skills and behaviours, in an integrated manner, this will enable the IEA to make a holistic judgement about how well the apprentice meets or exceeds the competencies.

The PD will be conducted using a range of media (telephone, virtual meeting room), whichever is the most appropriate for the apprentice. The media preference can be confirmed via SEPA when booking the assessment.

The IEA will manage the process carefully to allow the apprentice to prove their competence; however, they will not lead the conversation, as this could affect the validity of the outcome.

The apprentice will be made aware that the interview will be recorded, to evidence how the competencies relating to the standard have been covered.

The PD takes place after the completion and marking of the RPA and within 8 weeks post gateway confirmation.

Example Questions
• Explain your approach to the candidate selection process. • What methods or practices would you use to identify new business leads? • How would you progress new client opportunities? • Explain how you would monitor applications. • Identify what pre-employment and compliance checks you undertake on candidates and why they are important. • Give an example of where you have acted with tenacity and have shown resilience. • Tell me when you have had to prioritise your workload. What was the situation and what did you do? • How would you initiate, build and maintain relationships with candidates? • Explain why it is important to keep the recruitment database up to date. • How would you identify new client opportunities?

What the IEA will be looking for in the Professional Discussion

- The apprentice has given real-life examples of how they have applied the necessary knowledge, skills and behaviours whilst carrying out their job role.
- The apprentice is a confident, assertive and persuasive communicator, to build a picture of their performance.
- The apprentice has taken the opportunity to gain the highest grade possible.

Professional Recognition and Progression

Apprentices who complete the Recruitment Resourcer Apprenticeship Standard will be eligible for professional registration of the Institute of Recruitment Professionals or Institute of Recruiters.

Feedback

The IEA will provide a summary of the assessment that has taken place and allow the apprentice the opportunity to ask questions, comment on the session or provide feedback should they wish to. If the apprentice has any questions / comments or feedback, the IEA should record this on the assessment record.

However, the IEA will not provide the apprentice (or their manager) with a preliminary grade, as it will be subject to the internal quality assurance processes. VTCT Skills will **aim** to confirm the apprentice's final and overall grade approximately 10 working day following the last assessment

Re-sitting / Retaking end-point assessment

Re-sit – an apprentice will be able to undertake a re-sit where there are extenuating circumstances which will impact on the assessment grade e.g. illness, accident on the way to the test, failing to adhere to word count or not uploading RPA on time. The apprentice must provide evidence in order for a re-sit decision to be made.

Retake – an apprentice will be able to retake an assessment but must evidence additional learning has taken place. A re-take declaration is required for those apprentices that fail an assessment (Appendix 4), this must be uploaded prior to new booking being sent to bookings

For the Recruitment Resourcer standard, the following re-sit rule applies - *"Re-sits/Re-take of the EPA are available in full or in part. Therefore, if an apprentice fails one distinct part (RPA or PD) of the assessment, they are allowed to re-sit that part of the assessment to achieve an overall apprenticeship grade. In the case of a RPA, the apprentice may choose to revisit their original RPA brief or choose a new brief for resubmission (provider must email enquiries@skillsfirstassess.co.uk to request a new brief for apprentice). There is no restriction on the grade that can be awarded to an apprentice if a resit has taken place. If a re-sit is required, it must be within 8 weeks post PD."* However, we do not anticipate that apprentices with a pass in a RPA and / or PD will resist to achieve a better overall grade.

Re-sit / Re-take fees

Resit and retake fees will be agreed with the Head of Assessment Services at VTCT Skills and the provider / employer.

Results

Following the completion of an assessment, the IEA will send the completed mark scheme and feedback reports to the LIEA, who will then moderate and provide a final grade. The overall final grade will be submitted to the Education and Skills Funding Agency (ESFA), who will issue an Apprenticeship completion certificate for the standard; a copy of the certificate number provided by ESFA will be input onto the apprentice's record on SEPA by VTCT Skills.

The certificate will confirm that the apprentice has passed the assessments and has demonstrated full competency across the standard. This will be sent to the employer for distribution and celebration. We would advise providers to check with employers that the certificate has been received and a copy has been taken for their records.

Appeals

Should an apprentice or employer wish to appeal the grade received, please refer to the VTCT Skills Appeals Policy, which is available via SEPA or alternatively on the website.

Appendix 1

Gateway Meeting form

Gateway Meeting			
Apprentice Name			
ULN		Date of Birth	
Apprentice has achieved all criteria for the standard	Yes / No	**Is the Apprentice ready for EPA**	Yes / No
Prerequisite requirement on standard	**Achieved**	**Date**	**Evidence uploaded**
Level 2 Certificate in Recruitment Resourcing			
Level 2 NVQ Certificate in Recruitment Resourcing			
Achieved English Level 1			
Achieved Maths Level 1			
Exemption evidence uploaded to SEPA			
Please confirm that the above-named apprentice consents to VTCT Skills applying for their Apprenticeship Certificate on their behalf.			
	Recruitment Resourcer		**Meeting Date**
Apprentice signature			
Employer Signature			
Provider Signature			

Appendix 2

Guidance for Apprentices

VTCT Skills (VTCT Skills) is an End-point Assessment Organisation (EPAO); you will be assessed by an Independent End-point Assessor (IEA) to ensure that you meet the requirements of the Recruitment Resourcer apprenticeship standard. The IEA will independently assess your competency after you have completed the on-programme training and learning and following your employer and provider confirming you are ready to complete the assessments.

EPA's will be carried out by an IEA, who is an assessment expert and has the required occupational expertise within the sector. IEA's will carry out the range of required assessments securely and safely in your workplace or remotely. The IEA will not provide you (or your manager) with a preliminary grade, as it will be subject to the internal quality assurance process. Once all assessments have been completed and quality assured, your final grade will be available to view by your provider / employer on SEPA approximately within 10 working days.

Abbreviations

EPA	End-point Assessment
EPAO	End-point Assessment Organisation
ESFA	Education and Skills Funding Agency
the Institute	Institute for Apprenticeships and Technical Education
IEA	Independent End-point Assessor
LIEA	Lead Independent End-point Assessor
RPA	Resourcing Project Assignment
PD	Professional Discussion
SEPA	VTCT Skills End-point assessment system

Your identification (ID) requirements

VTCT Skills will need to ensure that you are the right person undertaking an assessment. As both assessments are remote, your manager will be required to join the call at the beginning of the assessment to verify you identify, however if the PD takes place via a virtual meeting room, you will be required to show your identification prior to the assessment starting.

VTCT Skills will accept the following as proof of your identity:

- ✓ A valid passport
- ✓ A signed UK photo card driving licence
- ✓ Employee ID card

Should the assessment be undertaken using the telephone your manager will be required to join the call at the beginning of the assessment to verify your identity or additional security questions regarding your identity will be asked. The questions will be personal questions such as your date of birth, full name, home address, training provider and full address of employment

The IEA will certify they have seen ID before proceeding with the assessment. Failure to do so may result in the assessment being cancelled and a charge being incurred by your employer and Provider.

Successful completion of EPA demonstrates that you are competent in your role and will result in the award of the apprenticeship certificate from the Institute. This certificate will be applied for by VTCT Skills and will be sent directly to your employer from the Institute.

The purpose of this document is to ensure you, the apprentice, knows about the requirements within the Recruitment Resourcer apprenticeship standard. This will help you to meet the assessment requirements.

The apprenticeship standard comprises of the following:

On programme training and learning

On programme training and learning must meet the requirements set out in the apprenticeship standard. Your employer and provider will support you throughout your apprenticeship; this should take a minimum of 12 months and you must achieve level 1 English and maths, Level 2 Certificate in Recruitment Resourcing and Level 2 NVQ Certificate in Recruitment Resourcing.

Gateway to End Point Assessment (EPA)

Once you have completed the relevant on-programme training and learning, you, your employer and provider will confirm that you are ready for EPA. Confirmation is via a Gateway meeting and once you have all agreed you are ready, you will be booked in for your EPA on an appropriate date for you, your employer and provider.

End Point Assessment

The EPA is the final assessment of your knowledge, skills and behaviours; the Recruitment Resourcer apprenticeship standard is made up of two assessment methods, the IEA will grade these as a fail, pass or distinction. We have provided your employer and provider with guidance regarding what you will need to know and show to achieve a pass or distinction.

Methods of assessment

The Recruitment Resourcer apprenticeship standard is made up of the following assessments:

Resourcing Project Assignment (RPA)

Assessment Method	Weighting	Duration	Available marks	To achieve a Pass	To achieve a Distinction
Resourcing Project Assignment	30%	Up to 14 days from RPA issue date	100	To achieve a pass, the apprentice must gain at least 40%*	To achieve a distinction, the apprentice must gain at least 80%*

NB. You must achieve a minimum of 55% overall for a pass (the RPA and PD combined)

The RPA is an assessment that will be given to you by the IEA via your work email address (with your provider/employer copied in), within 72 hours following gateway confirmation. It has been designed to assess your knowledge, skills and behaviours in 'Candidate Sourcing and Compliance', as outlined in the assessment plan.

You will complete and upload the RPA to SEPA within 14 days of issue, to the required standard, as you would in the real work environment. You will be emailed login information to upload your evidence and the

attached declaration. Guidance on how to upload documents can be found in the SEPA User Guide, which is available in SEPA in the resource section.

Part one requires you to compose a job advert from a job description, person specification and client profile provided. Please note, these documents relate to a job role appropriate and relevant to your real work environment.

The job advert has a word count of 350 (+/- 10%) *Minimum of 315 words and a Maximum of 385 words,* this includes all titles. The final word count must be added to the footer within your assignment for marking. Any words above the 10% word count threshold will not be marked.

You need to demonstrate your ability to understand the client's requirement as detailed in the job description and person specification, present the client's requirement in a way that attracts suitable candidates, represent the client brand within the job advert and ensure the advert complies with relevant legislation and good practice.

Part two requires you to answer three supplementary questions provided. The questions will be generally worded, to allow you to cover a wide range of the criteria associated with this assessment, as outlined in the assessment plan.

The answers to the supplementary questions have a word count of 1100 (+/-10%) Any words above the 10% word count threshold will not be marked.

Within part two, further supporting evidence such as testimonials, screenshots etc may be included **and are encouraged**, but will not be taken into consideration for the word count. There is not a limit on the amount of supporting evidence that can be submitted, however you are expected to upload only quality evidence and not numerous amounts of none related supporting evidence.

Supplementary Evidence – examples

Evidence type	Points to consider
Witness statement *Written or verbal*	• Completed by a person who is familiar with you • Who, what, where, when, why and how? • Specific, work related examples
Manager statement *Written or verbal*	• Who, what, where, when, why and how? • Specific, work related examples
Customer feedback *Written or verbal*	• Methods for recording feedback i.e. email, surveys, questionnaires, social media recommendations / endorsements, service review evidence
Performance reviews (Mid and end) *Written or verbal*	• Methods of performance review i.e. self-evaluation, 360-degree feedback, behavioural checklist, ratings scale, one to one recording/documentation, evidence of meeting targets, apprenticeship feedback / reviews – Employer / Training Provider
Work product *Written or digital*	• Email; screen shots; documents; reports; projects; meeting minutes, agendas; diaries; database entries, social media posts • Work product should meet GDPR requirements • Blank forms, templates and documents **do not** lead to the effective provision of evidence • The work product should demonstrate your ability to perform the skills and behaviours within the standards

Supporting evidence: please make sure one screen shot per Word document (this is to ensure quality and readability).

Your answers to the questions and further supporting evidence should collectively demonstrate what you have learnt and generally applied in relation to the knowledge, skills and behaviours detailed in the Standard.

Example questions
• Explain what considerations you took into account when writing the job advert. • Describe what research options you would consider when conducting your candidate sourcing process. • Define each stage of the assessment and shortlisting process once you have reviewed the applications from your job advert.

You must upload your completed RPA (in PDF format) to SEPA for marking and grading within 14 days of issue. This gives you some flexibility to complete the assignment at your own pace and allows for work commitments. Failure to upload the completed RPA within this timescale will result in an automatic fail grade being awarded and costs will be incurred.

Please note: if you upload your Project Assignment early it will not be marked until the agreed deadline date.

What the IEA will be looking for

- You have taken ownership of your RPA.
- You have taken the opportunity to gain the highest grade possible.
- You have worked independently.
- The evidence provided is authentic (the IEA will check that the Declaration of Authenticity form has been completed by you and your employer and uploaded to SEPA).
- You have kept within the word count and clearly recorded it within your work i.e. within footer of document.
- You have uploaded appropriate supplementary evidence of a high standard

Professional Discussion (PD)

Assessment Method	Weighting	Duration	Available marks	To achieve a Pass	To achieve a Distinction
Professional Discussion	70%	Up to 14 days from RPA issue date	100	To achieve a pass, the apprentice must gain at least 40%*	To achieve a distinction, the apprentice must gain at least 80%*

NB. You must achieve a minimum of 55% overall for a pass (the RPA and PD combined)

The PD is a structured interview between you and the IEA; it is made up of a series of questions and is an opportunity for you to demonstrate your competence in knowledge, skills and behaviours in Business Development, Candidate Management and Compliance, as outlined in the assessment plan.

Through demonstrating your application of knowledge, skills and behaviours, in an integrated manner, this will enable the IEA to make a holistic judgement about how well you meet or exceed the standard learning outcomes. The PD will be conducted using a range of media (telephone, virtual meeting room), whichever is the most appropriate for you.

The IEA will manage the process carefully to allow you to prove your competence; however, they will not lead the conversation, as this could affect the validity of the outcome. The PD will be recorded, to evidence how the points relating to the standard have been covered.

The PD takes place after the completion and marking of the RPA unless the employer or provider as requested a different process or you have a resit or retake.

Example Questions
• Explain your approach to the candidate selection process. • What methods or practices would you use to identify new business leads? • How would you progress new client opportunities? • Explain how you would monitor applications. • Identify what pre-employment and compliance checks you undertake on candidates and why they are important. • Give me an example of where you have acted with tenacity and have shown resilience. • Tell me when you have had to prioritise your workload; what was the situation and what did you do? • How would you initiate, build and maintain relationships with candidates? • Explain why it is important to keep the recruitment database up to date. • How would you identify new client opportunities?

What the IEA will be looking for

- You have given real-life examples of how you have applied the necessary skills, knowledge and behaviours whilst carrying out your job role.
- You are a confident, assertive and persuasive communicator, to build a picture of your performance.
- You have taken the opportunity to gain the highest grade possible.

Re-sitting an EPA

For the Recruitment Resourcer standard, the following re-sit rule applies - *"Re-sits of the EPA are available in full or in part. Therefore, if an apprentice fails one distinct part (RPA or PD) of the assessment, they are allowed to re-sit that part of the assessment to achieve an overall apprenticeship grade. In the case of a RPA, the apprentice may choose to revisit their original RPA brief or choose a new brief for resubmission (provider must email enquiries@skillsfirstassess.co.uk to request a new brief for apprentice).*

There is no restriction on the grade that can be awarded to an apprentice of a resit has taken place. If a re-sit is required, it must be within 8 weeks post PD." However, we do not anticipate that apprentices with a pass in a RPA and / or PD will resist to achieve a better overall grade.

Good luck with your end-point assessment.

Please feel free to view our website for further information
https://www.skillsfirst.co.uk/end-point-assessment

Appendix 3

Declaration of Authenticity

Apprenticeship Standard	Recruitment Resourcer Level 2
Component	Resourcing Project Assignment

I confirm that the work/evidence uploaded is my own work and has been personally created by me and demonstrates my knowledge, skills and competence.

I understand that the grade awarded may be invalidated, if it is found work/evidence that does not belong to me has been uploaded.

All work/evidence uploaded towards this component of the standard is current.

Apprentice name	
Apprentice signature	
Date	

I confirm that the Resourcing Project Assignment work/evidence is that of the above member of staff

Employer name	
Employer signature	
Date	

*** Please upload this form at the same time as uploading the Resourcing Project Assignment onto SEPA***

The certificate cannot be applied for without this document being available for audit by the moderator

Appendix 4

Re-take Declaration

Apprentice Name	
ULN Number	
Date of Retake	
Name of Assessment/s	

This is to confirm that the apprentice has undertaken a period of additional learning in the following area/s of the Recruitment Resourcer Level 2 Standard:

Area/s of additional learning covered (Please list)

Declaration	Signature	Date
Apprentice Signature		
Employer Signature		
Provider Signature		

Recruitment Resourcer Summary of Assessment Method and Grading

RPA = Resourcing Project Assignment (Total marks available = 100)
PD = Professional Discussion (Total marks available = 100)

This table details which Knowledge, Skills and Behaviours are tested in each of the assessment methods within the EPA. It also details the individual elements of each high-level Knowledge and Skill that are detailed in the Standard.

High Level Skill	Skills tested	Fail	Pass	Distinction
Business Development	Identify and progress leads as required Proactively and consistently strive to identify new candidate and client opportunities	Unable to show any depth of business acumen Requires support to build new relationships Verbal communication is unclear	Demonstrates a sound understanding of commercial priorities Independently seeks and secures new relationships Demonstrates they can communicate clearly	Maximises opportunities to identify potential new business Proactively contributes to sales activity outside of own specialism Communication is consistently clear, accurate and effective
Candidate Sourcing	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	Written material fails to meet best practice guidelines Lacks attention to detail Reactive rather than proactive	Written material follows best practice guidelines Accurate and detailed Demonstrates proactivity	Produces creative and compelling written material Error free work Demonstrates creativity and proactivity
Candidate Management	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	Fails to initiate productive relationships Employs ineffective selection criteria Shows inaccurate interpretation of CV content	Consistently selects relevant candidates for current vacancies Accurate assessment of candidate relevancy	Builds candidate pools and networks for current and future vacancies Accurate and rapid assessment of candidate skills, knowledge and motivations

		Frequently makes poor decisions Chooses ineffective methods of communication	Decisions are thought through, using a range of information or techniques Shows flexibility and uses appropriate communication channels Regular clear written and verbal communication with candidates	Decisions are fully evidenced and justified Adapts decision making to each situation. Independently chooses the most effective and appropriate communication channel Communication positively influences candidate decision making
	Initiate, manage and develop candidate relationships Seek and provide feedback in a professional manner at all times to candidates			
Compliance	Contribute to the development of a recruitment resourcing plan 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 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)	Inconsistent adherence to policies and procedures Frequent mistakes in work that requires correction Fails to identify issues as they occur	Consistently adheres to policies and procedures Work is largely accurate and meets expectations Highlights issues when they arise and seeks advice	Understand and follows policies and procedures to a consistently high level and is able to identify inefficiency and suggest improvements Takes ownership for own work, promotes best practice and proactively offers to coach others Proactively identifies potential issues and takes appropriate action to prevent them happening
Business Development	Recruitment sales techniques and processes and how to support them	Demonstrates a limited understanding of range of activities Decision making is unreasoned Requires task by task guidance and supervision	Differentiates between various models and is flexible in approach Decisions are well reasoned and thought out Understands scope of responsibilities and needs limited supervision	Understands the most effective method for different situations Decisions are timely, show good judgement and are fully evidence Understands corporate priorities and independently seeks advice when needed

Candidate Sourcing	The candidate attraction and selection processes Market rates and conditions within their sector	Errors and/or gaps in understanding Focuses on internal factors Limited understanding of their sector and their role within the wider market	Accurate and timely in activities. Checks own work and learns from experience Shows knowledge of the broader candidate marketplace Broad understanding of their sector and how external factors can affect it	Evaluates own performance and shares reasons for success Applies knowledge to improve advice and delivery Detailed understanding of their sector and how it can be affected by external factors
Candidate Management	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	Fails to demonstrate an understanding of the fundamentals of relationship management Communication of information is unclear and imprecise Makes no or impractical suggestions for improvements	Demonstrates successful relationship management and results achieved Clear communication of accurate information Makes suggestions for small improvements and supports their implementation	Takes ownership of effective relationships and seeks feedback for further learning Clear, concise and accurate communication of independent thoughts and ideas Able to identify inefficiencies in a process, suggests improvements and assists implementations
Compliance	The legal, regulatory and ethical requirement s 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 The recruitment industry and the principles of the recruitment models Employee rights and responsibilities including equality, diversity and inclusion.	Complies with some elements of best practice Does not know fully understand relevant policies, procedures and legislation. Takes a short term and narrow view of compliance	Understands and complies with best practice Demonstrates a knowledge of relevant policies procedures and legislation and consistently follows them Understands the importance of meeting compliance standards	Champions best practice Shows a thorough knowledge of relevant policies, procedures and legislation and promotes them internally and externally Understands the wider implications of failure to comply with legislative requirements

Behaviours	Fail	Pass	Distinction
Self - motivation	Requires encouragement to meet expectations Shifts responsibility to others	Independent action to meet expectations Applies initiative in developing their own skills and knowledge	Consistently strives to exceed expectations Proactively seeks opportunities to develop themselves and share learning with others
Tenacity and resilience	Takes constructive feedback personally Fails to complete tasks	Continues to work towards targets when managing rejection. Consistently completes tasks	Strives to be better next time when receives negative feedback Consistently completes tasks and seeks opportunity for improvement
Ambition, drive and determination	Shows a limited interest in personal development Lacks the willingness to set and meet personal targets	Demonstrates a view of their future professional development Agrees realistic targets and makes good plans to meet them	Demonstrates planning and targets to achieve their view of their future professional development Independently creates stretch targets for personal and business opportunities
Ability to prioritise and escalate where necessary	Frequently makes poor decisions and fails to produce a positive outcome Only considers personal tasks when planning actions	Decisions are thought through and address the issue at hand Considers team objectives when planning actions	Decisions are timely show good judgement and are fully evidenced. They positively affect outcomes Balances corporate objectives with personal and team targets when planning
Innovative	Fails to create new ideas	Forms ideas and supports implementation	Forms new ideas and drives implementation
Attention to detail	Inaccurate and work contains numerous errors Shows limited understanding of their role and how they fit into the team	Checks own work which contains minimal errors Identifies their role in the team and how their work contributes	Takes ownership for work and evaluates accuracy Understands the structure of the organisation and is able to discuss how teams interact
Ethical customer focused approach	Shows little interest in customer satisfaction Fails to review client satisfaction	Has customer satisfaction at the centre of their actions Conducts reviews with clients	Champions customer care best practice and strives for a win/win solution Leads client reviews and suggests improvements
Are very organised	Planning lacks structure leading to incomplete or late work Task driven by other team members	Plans work, achieves deadlines and effectively manages resources Manages future pipeline of work	Creates plans to maximise resources and personally ensure results are achieved Identifies future pipeline of work and proactively assigns resources.