

Guidance for Apprentices

VTCT Skillsfirst (Skillsfirst) 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	Skillsfirst End-point assessment system
Skillsfirst	VTCT Skillsfirst

Your identification (ID) requirements

Skillsfirst 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.

Skillsfirst 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 Skillsfirst 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 <i>Written or verbal</i>	<ul style="list-style-type: none"> Completed by a person who is familiar with you Who, what, where, when, why and how? Specific, work related examples
Manager statement <i>Written or verbal</i>	<ul style="list-style-type: none"> Who, what, where, when, why and how? Specific, work related examples
Customer feedback <i>Written or verbal</i>	<ul style="list-style-type: none"> Methods for recording feedback i.e. email, surveys, questionnaires, social media recommendations / endorsements, service review evidence
Performance reviews (Mid and end) <i>Written or verbal</i>	<ul style="list-style-type: none"> 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 <i>Written or digital</i>	<ul style="list-style-type: none"> 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>