

Apprentice Support Guide

Recruitment Resourcer – Project Assignment

Tips for completing your Assignment:

Project/Assignment - Questions / Answers

Base the answers to the questions by using real work-related examples wherever possible.

Please be aware that the assessment plan only allows for 3 questions however, it is your responsibility to provide sufficient information (through your responses) to meet the necessary skills, knowledge and behaviours. Please review information in table below.

Where work-related examples cannot be used, hypothetical examples may be submitted to support the PA.

Creation of the Job Advert

You will be provided with a job description and person specification whereby you will need to create a job advertisement.

Please consider AIDA principles when completing this activity:

- Attention
- Interest
- Desire
- Action

Additional grading will be given for creativity and following AIDA principles. We are happy to accept additional information (out with the person specification and job description) to enhance the quality of this job advertisement. We are aware that in real work activities, you will engage with your client to fully understand the role requirements. Therefore, feel free to use your imagination.

The job advertisement will be graded on accuracy – please proofread and use grammar/spell checking.

PLEASE DO NOT ASK SOMEONE ELSE TO PROOFREAD AS THIS IS NOT PERMITTED.

Further considerations:

- Stay within the word count limits for both the Job Advertisement and Q&A –
 - (Job Advert 315-385 words). Please note: An automatic fail will be awarded if the word count minimum is not met and the maximum is exceeded.
 - (Q&A 990-1210 words). Please note: If word count is exceeded, additional words will not be considered as evidence.
- Stay within the maximum supporting evidence requirements (3 pieces of evidence, 1 per A4 page).
- The evidence criteria are weighted, this should be considered in relation to quantity and quality of evidence submitted (please see table below for further details).
- There is a minimum grade requirement for each section of the assessment. Therefore, it is possible to achieve a high grade however not meet this minimum requirement within a section and fail. It is essential that coverage of the “Pass” criteria within the table below is met.
- Failure to complete and upload your PA and supporting evidence within the correct timescale will lead to an automatic fail.

Candidate Sourcing – Knowledge		
<p>The candidate attraction and selection processes</p> <p>Market rates and conditions within the sector</p>		
	Pass	Distinction
Apprentice to evidence:	<p>Accurate and timely in activities:</p> <p>An accurate Job Advertisement uploaded within the time limit of the Project / Assignment</p> <p>Further work-related examples of completion of tasks accurately and within timescale (Q&A responses). (Grading 5)</p> <p>Shows knowledge of the broader candidate market:</p> <p>Through the Q&A responses, the apprentice needs to show knowledge of the broader candidate market (Grading 6)</p> <p>Understanding of their sector and how external factors can affect it:</p> <p>Through the Q&A responses, the apprentice needs to provide information on their sector and what external factors can affect it. Use of PESTEL will support grading. (Grading 6)</p>	<p>Evaluates own performance and shares reasons for success:</p> <p>Through the Q&A responses, the apprentice needs to provide an example of self-evaluation, implementation of a change in light of this reflection, and sharing this with others. (Grading 1)</p> <p>Applies knowledge to improve advice and delivery:</p> <p>Through the Q&A responses, the apprentice needs to provide an example of how they have gathered knowledge of their candidate market and used this information within their working activities. (Grading 2)</p> <p>Detailed understanding of their sector and how external factors affect it:</p> <p>Through the Q&A responses, provide detailed information on sector external factors. Full use of PESTEL expected. (Grading 2)</p>
Candidate Sourcing - Skills		
<p>Research, identify and attract candidates using all appropriate methods to satisfy job requirements</p> <p>Write, place and update adverts in line with company procedures</p> <p>Monitor responses/applications received and make sure that candidate's applications are processed efficiently</p>		
	Pass	Distinction
Apprentice to evidence:	<p>Written material follows best practice guidelines:</p> <p>Job Advertisement follows AIDA principles and best practice (Non-discriminatory).</p> <p>Through the Q&A responses, the apprentice needs to evidence further examples of creation of written material following best practice. (Grading 6)</p> <p>Demonstrates accurate and detailed activities:</p> <p>Job Advertisement should be accurate and detailed.</p> <p>Through the Q&A responses the apprentice should demonstrate further accurate and detailed activities eg: completing research, attracting appropriate candidates etc. (Grading 6)</p> <p>Demonstrates proactivity:</p>	<p>Produces creative and compelling written material:</p> <p>Creative use of AIDA within the job advertisement.</p> <p>Through the Q&A responses, the apprentice should provide further examples of creating compelling written material.</p> <p>The apprentice should provide supplementary evidence of an example of written material they have created. (Grading 2)</p> <p>Error free work:</p> <p>All evidence that has been submitted should be free from errors. (Grading 2)</p> <p>Demonstrates creativity and proactivity</p> <p>Through the Q&A responses and supplementary evidence, the apprentice should demonstrate creativity and proactivity. (Grading 1)</p>

	Through the Q&A responses, the apprentice should demonstrate proactivity eg: using various means to source candidates, processing applications in a timely manner etc. (Grading 5)	
Compliance - Knowledge		
<p>The legal, regulatory and ethical requirements and appropriate codes of practice when resourcing</p> <p>Agreed job related Key Performance Indicators (assessment completed, interviews etc.) and how they will be assessed and measured during the apprenticeship</p> <p>The recruitment industry and the principles of the recruitment models</p> <p>Employee right and responsibilities including equality, diversity and inclusion</p>		
	Pass	Distinction
Apprentice to evidence:	<p>Understands and complies with best practice:</p> <p>Job Advertisement should follow best practice.</p> <p>Through the Q&A responses, the apprentice should provide further examples of following best practice (Grading 5)</p> <p>Demonstrates a knowledge of relevant policies, procedures and legislation and consistently follows them:</p> <p>Through the Q&A responses, the apprentice should provide information regarding the policies, procedures and legislation they follow. (Inclusive of their KPI's, employee rights and responsibilities, and the different recruitment models.</p> <p>They apprentice may provide supplementary product evidence to demonstrate the policies, procedures and legislation the follow. (Grading 7)</p> <p>Understands the importance of meeting compliance standards:</p> <p>Through the Q&A responses, the apprentice should evidence why compliance standards should be met. (Grading 5)</p>	<p>Champions best practice:</p> <p>Through the Q&A responses, the apprentice should provide an example of championing compliance best practice (internally or externally – team, candidate, client). (Grading 1)</p> <p>Shows thorough knowledge of relevant policies, procedures and legislation and promotes them internally and externally:</p> <p>Through the Q&A responses, the apprentice should provide examples of promoting policies, procedures and/or legislation both internally and externally. (Grading 2).</p> <p>Understands the wider implications of failure to comply with legislative requirements:</p> <p>Through the Q&A responses, the apprentice should provide details of the consequences of not meeting legislative requirements.</p> <p>The apprentice may provide supplementary product evidence to support this. (Grading 2)</p>
Compliance - Skills		
<p>Contributes to the development of a recruitment resourcing plan</p> <p>Provides first line support for all enquires</p> <p>Provides pre-employment and compliance checks in line with company policy and relevant legislation</p> <p>Provides support to ensure the candidates and clients receive a professional and comprehensive recruitment service at all times</p> <p>Accurately records candidate and client information on the recruitment database</p> <p>Utilises database information in line with relevant legislation and best practice</p> <p>Escalates non-compliance where appropriate</p> <p>Meets agreed Key Performance Indicators (e.g. interviews arranged, candidates sourced etc.)</p>		

	Pass	Distinction
Apprentice to evidence:	<p>Consistently adheres to policies and procedures:</p> <p>Through the Q&A responses, the apprentice should evidence how they adhere to policies and procedures (using work-related examples). (Grading 7)</p> <p>Work is largely accurate and meets expectations:</p> <p>Job Advertisements should be accurate.</p> <p>Through the Q&A responses, the apprentice should evidence how they have completed a pre-employment check and how they have accurately recorded both client and candidate information within the database. (Grading 5)</p> <p>Highlights issues when they arise and seeks advice:</p> <p>Through the Q&A responses, the apprentice should evidence a work-related example of when they have highlighted a compliance issue and sought advice. (Grading 5)</p>	<p>Understand and follows policies and procedures to a consistently high level and is able to identify inefficiency and suggest improvements:</p> <p>Through the Q&A responses, the apprentice should evidence a work-related example where they have identified a compliance issue and suggested an improvement to the process. (Grading 2)</p> <p>Takes ownership for own work, promotes best practice and proactively offers to coach others:</p> <p>Through the Q&A responses, the apprentice should evidence a work-related example where they have promoted compliance best practice and coached others (Grading 1)</p> <p>Proactively identifies potential issues and takes appropriate action to prevent them happening:</p> <p>Through the Q&A responses, the apprentice should evidence a work-related example where they have identified an issue and taken action to prevent it happening. (Grading 2)</p>

Behaviours

B1 Attention to detail

B2 Ethical customer focussed approach

B3 Are very organised

	Pass	Distinction
Apprentice to provided additional evidence to meet behaviours as follows:	<p>Checks own work, which contains minimum errors.</p> <p>Identifies their role in the team and how their work contributes.</p> <p>Has customer satisfaction at the centre of their actions.</p> <p>Conducts reviews with clients.</p> <p>Plans work, achieves deadlines and effectively manages resources.</p> <p>Manages future pipeline of work.</p>	<p>Takes ownership of work and evaluates accuracy.</p> <p>Understands the structure of the organisation and is able to discuss how teams interact.</p> <p>Champions customer care best practice and strives for a win/win solution.</p> <p>Leads client reviews and suggests improvements.</p> <p>Creates plans to maximise resources and personally ensures results are achieved.</p> <p>Identifies future pipeline of work and proactively assigns resources.</p>

Please note: Much of the behaviours will have been covered via the provision of evidence for the knowledge and skills criteria. (Specifically, the “Pass” Behaviours). The Apprentice may wish to provide further information within the Q&A responses to strengthen the “Distinction” behaviours.