



**The British Institute
of Recruiters**

Apprenticeship Standard

Recruitment Resourcer

Bespoke In-House / Talent Acquisition Content

This qualification automatically earns you a Level 3 Qualification in Principles of Internal Recruitment (Cert PIR)

Our bespoke training material for this apprenticeship includes:

**The Complete Resourcer
The Complete Business Developer
The Complete In-House Recruiter**



This qualification automatically earns you membership of The British Institute of Recruiters mBloR, Cert RR & Cert PIR

About Us

The British Institute of Recruiters (BloR) is a British Institute representing the highest standard mark in British recruitment. As the professional body for HR, Agency & In-House recruiters, it is the voice of people working in the recruitment and retention process that fall into the areas of agency recruitment, corporate (in-house) recruitment and HR.

What we do

The BloR provides British Recruitment Best Practice Guidance, Training, Education & Networking to Agency Recruiters, In-House Recruiters & HR teams with unrivalled services and innovation. Bringing HR, Agency & In-House specialists under a single body is essential for positive collaboration towards the common goal of an efficient, seamless process.

Why choose the BloR for your apprenticeships?

- **Content specific for a recruitment environment – real life recruitment case studies and examples**
- **Practical tools and techniques that are proven to transform results and increase agency revenue**
- **Supported by a team of experts from the recruitment industry with experience of managing recruitment teams**

Bespoke StudyCourse Learner Management System – Helping Apprentices Achieve

StudyCourse helps apprentices achieve and enjoy their programme. It also helps employers oversee the progress of their apprentices.

The British Institute of Recruiters has invested heavily in technology and employs a full-time software programming and management team to design, create and maintain its secure technology on secure servers.

One such software system is StudyCourse.org which can take an apprentice from initial registration right through to the final award. It is a multi-level learning platform which manages:

- **Individual Learner Records (ILRs)**
- **Apprenticeship e-portfolios**
- **Registration forms**
- **Online, blended or classroom delivery modes**
- **Assessor/Tutor records**
- **NVQs**
- **Certificates**
- **Diplomas**
- **UK & International Learners**
- **Learner Progress & Performance Management**
- **Degree Level Apprenticeships**
- **Privately paid courses**

- **Government funded courses**
- **All aspects of programme management, learner management, record management**
- **Resource Libraries**
- **Works Books, assignments, Handbooks, Learner Support**
- **Peer to Peer forums.**
- **IQA Management**
- **AO Management**
- **Centre Management – Requiring new modules for online centre recognition/qualification approval applications, EV reports, complaints, exam bookings, appeals, malpractice investigations, sanctions, centre risk/compliance ratings, assigning actions to centres and managing their completion on time etc.**
- **Complete Data, Learner and Program Control Systems and Reporting**
- **Certification process with certificate generation feature for paper based certificates, e-certificates and a public e-validation portal**

StudyCourse has been in successful operation for 4 years and is constantly being updated and improved in terms of features set, user experience, learner experience and management effectiveness.

All aspects of the development, delivery and award of qualifications can be managed by StudyCourse or associated technology, CRMs and databases currently in use by The British Institute of Recruiters.

All data is held on secure servers, with daily backups. We comply with the Data Protection Act and have a current ICO certificate and SSL Certificates.

Our professional industry accreditations include

Recruitment Director Accreditation
mBloR DIR

Individual Professional Accreditations
mBloR, Cert RR, Cert PRP, Cert HR, Dip BloR, Cert PIR

Company Accreditations
Certified Recruitment Business & Professional Recruitment Business

Our professional courses are delivered in many ways to suit you

Private Distance Learning, Blended Classroom Learning, Apprenticeships, Government Loan Funded.

Course Prospectus includes Recruitment, Management, HR, Sales & Marketing, Back Office & Finance.

Chartered status

The British Institute of Recruiters is actively lobbying to introduce Chartered Status in British Recruitment, creating Chartered Recruitment Businesses.

How Apprenticeships Are Delivered

1

Discussions

With the employer to assess their needs and advise on the right program to fit the business needs. Discussion with the apprentice to advise and guide on the appropriate course and levels.

2

Enrolment & Agreements

Paperwork that is signed and sets out all expectations. At this stage, we advertise the apprenticeship roles on the government site if the business needs to hire.

3

Initial Assessments & Diagnostics

To establish levels of competency and needs including functional skills support and the favoured learning style.

4

Plan the Program

Create an individual learning plan that meets the needs of the learner and business. Include where needed components such as bespoke content (including existing client training materials), on site training, webinars, face to face tutorials and virtual visits.

5

Technology

Get your own bespoke study area on our professional learning platform. The British Institute of Recruiters runs the state of the art learning platform called StudyCourse. Use StudyCourse to access learning materials, resources, assignments, upload achievements and more. Employers can also track learner progress.

6

Monthly Tutor Visits

Each month the tutor will visit the learner to teach, support and advise, making the learning experience exciting and individual. Visits can be face to face or virtual using GoToMeeting and other technologies.

7

End Point Assessment (EPA)

For Apprenticeship Standards, End Point Assessment is carried out by an independent organisation. Our professional tutors will get you ready for EPA.

8

Achievement

Our achievement success rates are excellent as we ensure we provide a quality learning experience that is highly valued by employers.

9

Professional Registration & Progression

For recruitment, The British Institute of Recruiters is the body that provides Professional registration and post-nominal letters as well as professional membership - mBIoR.

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Role Overview

In House Recruitment / Talent acquisition is the process of finding and acquiring skilled human labor for organisational needs and to meet any labor requirement. When used in the context of the recruiting and HR profession, talent acquisition usually refers to the talent acquisition department or team within the Human Resources department. The talent acquisition team within a company is responsible for finding, acquiring, assessing, and hiring candidates to fill roles that are required to meet company goals and fill project requirements.

Typical responsibilities for a In House Recruitment / Talent acquisition employee are:

1. Research, identify, attract and shortlist candidates for the recruitment process to fulfil the requirements of the business brief
2. Performing end to end recruitment, partnering with the hiring managers/Stakeholders to provide recruitment strategies
3. Coach and influence line managers and Unit HR teams on up to date recruitment practices which add real business value. Working and influencing stakeholders
4. Act as the trusted recruitment partner of the Hiring Managers/Stake Holders. Provide information and guidance around the recruitment process, share market insights, propose recruitment strategy and provide regular feedback and follow up on the process
5. Understanding of how to build a preferred supplier list of agencies with SLAs and contracts which are clear and consistent
6. 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.

Duration: **Minimum of 12 Months**

Qualification: **Apprenticeship Level 3 Certificate in Principles of Internal Recruitment**

Is this qualification right for me?

This qualification is suitable for those who are entering In House Recruitment / Talent acquisition careers, and for those already working within In-House Recruitment / Talent acquisition teams who are wishing to gain an internationally recognised qualification.

What qualification will I earn?

This qualification is a level 3 In-House Recruiter Qualification containing 7 units of study, created by industry experts. It provides learners with the practical knowledge and skills needed to perform the fundamental responsibilities of the In-House Recruitment Professional.

Lessons in the workplace will cover the following topics:

- Understanding the Recruitment Market
- Understanding Recruitment Operations
- Specialist Recruitment Techniques
- Principles of Social Media within a Business
- Understanding the Principles of Assessing People
- Understanding Relationship Management in Recruitment
- Understanding Legal and Ethical Requirements in Recruitment

What qualification will I earn?

- Earn letters **Cert PIR** after your name
- World-Class learning content created by industry experts.
- This course is delivered through blended flexible learning (monthly tutor visits supplemented with online resources)
- Ideal for UK and international recruiters.
- Free individual membership of the Institute of Recruiters is included.



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