
THE JUICE RECRUITMENT RESOURCER DEVELOPMENT PROGRAMME



DEVELOP YOUR COMMERCIAL AND
ENTREPRENEURIAL SKILLS AND
RECEIVE NATIONAL ACCREDITATION OF
YOUR TALENTS.



The Juice Recruitment Resourcer Development Programme aims at challenging you to maximise your potential, by improving your ability to create new business opportunities, identify the best candidates to meet client demand, represent the company professionally, work efficiently and to drive business success. We are looking for delegates who can demonstrate a passion and commitment to participating in the programme and to achieving the right standards. This brief prospectus gives you further information about the programme.

ABOUT RECRUITMENT JUICE

As a registered independent, government approved apprenticeship training provider, we offer government-funded qualifications and development programmes specifically for Recruitment businesses. We are a multi-award winning company with accreditation from APSCo, REC and the Education and Skills Funding Agency. We understand your industry and are well placed to help employers navigate the sometimes-intimidating world of funding, standards and assessment.

DID YOU KNOW?

- Government Funded Training is available to EVERY recruitment business
- The Programmes are available to new AND existing staff
- 98% of our learners are professional adults

OUR DEVELOPMENT PROGRAMMES AT A GLANCE:

- Rated 'Good' by Ofsted in August 2022
- Rated as Excellent by employers on the UK Government website, based on 95 Employers independent reviews
- Currently 3,000+ learners
- Provide national coverage

WHAT DOES IT INVOLVE?

The course lasts 12 months followed by a series of assessments of your knowledge and skills. You need to commit to:

- Being self-critical, evaluative and analytical; being challenged and to challenging others; taking responsibility for your own learning and development;
- Using a variety of -learning facilities including research, assignments, e-learning and on-the-job training.
- Having an online meeting with an external Recruitment Coach on a one-to-one basis at least every six weeks;
- Building a portfolio of evidence that demonstrates your skills and experience;

Pursuing this qualification supports high performance at work through a blended learning programme of engaging online learning, assessment and individual coaching. It's focused on personal development and helps individuals acquire the relevant skills and knowledge and behaviours to achieve in recruitment resourcing. It's focused on supporting individuals to achieve in recruitment and progress towards more senior roles and, if it supports their chosen career progression, learners can continue their studies with the Recruitment Juice Level 3 Apprenticeship in Recruitment Consultancy.

WHAT WILL I LEARN?

The programme covers a broad range of recruitment topics, including:

- The Recruitment Industry;
- Commercial overview
- Effective research in the Recruitment and selection process;
- Preparing to attract the best candidates
- Mastering selection & assessment;
- Recruiting within a legal, regulatory & ethical framework;
- The value of strong candidate relationships;
- Social media as a tool for recruiters;
- The sales cycle in recruitment;
- Personal development planning.

You can see a more detailed curriculum in the Appendix.

HOW DOES THE PROGRAMME BENEFIT ME?

- You will achieve the prestigious Level 2 Certificate in Recruitment Resourcing and Level 2 NVQ Certificate in Recruitment Resourcing
 - Successful completion of the programme means you can use the letters CertRR after your name.
 - You will raise your personal brand by enhancing your recruitment skills, your CV and your career prospects.
 - You will have a nationally recognised achievement at no cost to you.
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WHAT ELSE DO I NEED TO KNOW?

- The programme is funded by the Education and Skills Funding Agency, which uses money collected from your employer under the Apprenticeship Levy scheme.
- The programme cannot be shortened due to funding rules.
- You must take ownership and responsibility for your own progress and success.
- You must hold level 2 qualifications in English and maths. This means grade C/4 or above in GCSE or level 2 in functional skills.
- Your coach will keep in touch with you at least every six weeks to encourage you, and to steer you through the qualification until you successfully achieve the Level 2 Apprenticeship Standard.

WHAT HAPPENS NOW?

It's time for you to express your interest in joining the programme. We are happy to clarify any point and answer questions.

We run regular information webinars where we'll provide some additional information about the programme. Let us know if you would like to join the next one. If you decide to enrol, you will commence an onboarding process that will take you through a range of steps required by the funding agency. These include collecting some personal data, asking for proof of your ID, taking some brief initial assessments in English and maths, and providing copies of your existing English and maths qualifications.

We start new programmes at the beginning of each month, and we look forward to enrolling you soon!



APPENDIX

THE JUICE RECRUITMENT RESOURCER DEVELOPMENT PROGRAMME CURRICULUM

Module	Task	Course Content / Learning Outcome	Learning Events	Meetings / Coaching
Pre-programme	Enrolment/Onboarding process to include: <ul style="list-style-type: none"> • Webinar to explain programme and commitments • Checks on eligibility • Initial assessments in English and maths • Checks on existing English and maths qualifications • Assessment of existing skills, knowledge and behaviours 			
Module 1	The History and Evolution of the Recruitment Industry	<ul style="list-style-type: none"> • Commercial Prospects for the Recruitment Industry • Employment Models & the Market • Carve out a Winning Career • Critical Support 	Online Learning, Workbook, Assignment: Understanding the Recruitment Industry	Remote Coaching and Assessment Session with Mentor Planned Assessment for NVQ Certificate and Cert RR
Module 2	Recruiting within a Legal, Regulatory & Ethical Framework	<ul style="list-style-type: none"> • A Recruiter obligation • Don't discriminate • Data protection and General Data • Protection Regulations • Getting guidance • Rights and responsibilities • A culture of equality and diversity 	Online Learning, Workbook, Assignment: Understanding the legal, regulatory and ethical requirements when recruiting	Remote Coaching and Assessment Session with Mentor Planned Assessment for NVQ Certificate and Cert RR
Module 3	Using Research in the Recruitment and Selection Process	<ul style="list-style-type: none"> • The value of research • Compelling evidence • A foundation for recruitment success • A sturdy summary 	Online Learning, Workbook, Assignment: Understanding the use of research in the recruitment and selection process	Remote Coaching and Assessment Session with Mentor Planned Assessment for NVQ Certificate and Cert RR
Module 4	Preparing to Select Candidates	<ul style="list-style-type: none"> • The Purpose of a job advert • What media? • Managing & monitoring responses • Top tips for online candidate attraction • It's all in the spec • A call to action • A healthy database 	Online Learning, Workbook, Assignment: Understanding preparation for selection processes	Remote Coaching and Assessment Session with Mentor Planned Assessment for NVQ Certificate and Cert RR

		<ul style="list-style-type: none"> • A right to work • Right to work checks 		
Module 5	Build and Maintain Relationships with Candidates	<ul style="list-style-type: none"> • Productive candidate connections • A great experience for candidates • Enhancing candidate loyalty • Keep it confidential • General Data Protection Regulations 	Online Learning, Workbook, Assignment: Understanding the building and maintaining of relationships with candidates	Remote Coaching and Assessment Session with Mentor Planned Assessment for NVQ Certificate and Cert RR
Module 6	Selection Processes	<ul style="list-style-type: none"> • The science of assessment • The art of assessment • An objective view • Legal and moral objections 	Online Learning, Workbook, Assignment: Understanding selection processes	Remote Coaching and Assessment Session with Mentor Planned Assessment for NVQ Certificate and Cert RR
Module 7	Sales Techniques and Processes Used by Recruiters	<ul style="list-style-type: none"> • The sales cycle • Identifying opportunities • Influence outcomes • Keep the cycle spinning • Effective selling 	Online Learning, Workbook, Assignment: Understanding sales techniques and processes used by recruiters	Remote Coaching and Assessment Session with Mentor Planned Assessment for NVQ Certificate and Cert RR
Module 8	Tailored Individual Stretch and Challenge Development Areas for the Learner	<p>Learners can choose to study further into any of the following topics (this will be agreed between Mentor, Employer and Learner to suit the learner's personal development plan) :</p> <ul style="list-style-type: none"> • Advertising • Candidate care and management • Candidate interviewing and assessment • Candidate sourcing • Developing existing business • Consultative selling • Essential sales skills • Effective working • Social Media – LinkedIn 	Online Learning	Remote Coaching and Assessment Session with Mentor Planned Assessment for NVQ Certificate and Cert RR

		<ul style="list-style-type: none"> • Social media for recruitment and selling 		
Module 9	Preparation for End-Point Assessment	Preparing for End-Point Assessment	Learner Guide for End Point Assessment	Remote End Point Assessment Coaching Session with Mentor Gateway Meeting with Juice Mentor and Employer
	End Point Assessment	<p>Level 2 Project Assignment – There will be a bank of Project Assignment briefs that will test the learner’s ability to demonstrate their knowledge, skills and behaviours.</p> <p>Learners will have approximately 3 weeks to complete the project assignment. It will consist of creating a job advertisement and answering 3 supplementary questions. This will be followed by a Professional Discussion in weeks 3-4 of EPA period – the discussion is expected to last between 45 and 60 minutes.</p>		