**Answer booklet**

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| Candidate Name |  |
| Date of Birth |  |
| Company Name |  |
| Date of Examination |  |
| SignaturePlease sign to verify this is your own work |  |

**Level 2 Certificate in Recruitment Resourcing (QCF)**

**Instructions to candidates:**

1. Insert the information required in the spaces above.

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| Unit number | For examiner use only |
| RPK 2-1 |  |
| RPK 2-2 |  |
| RPK 2-3 |  |
| RPK 2-4 |  |
| RPK 2-5 |  |
| RPK 2-6 |  |
| RPK 2-7 |  |

2. Read questions carefully before attempting to answer them.

3. Answer **ALL** questions.

4. Use blue or black ink only. Correction fluid is not allowed.

5. No part of this Answer Booklet is to be torn out.

6. The maximum mark for this paper is 100.

7. The Question Paper is to be returned to the Invigilator at the end of the examination.

8. Only **ticks** are allowed (🗸). If you realise you have ticked a wrong box, **cross** it over and tick the box you intended to tick.

9. Please tick one box only per question. If you tick more than one box, your answer will be discounted.

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| **Question Number** | **RPK 2-1: Understanding the recruitment industry** | **Do not write in this margin** |
| **Question****1.1.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****1.2.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****1.3.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****1.4.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****1.5.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****1.6.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****1.7.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****1.8.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****1.9.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****1.10.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****1.11.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****1.12.** | 🞎 🞎 🞎 🞎 A B C D |  |

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| **Question Number** | **RPK 2-2: Understanding the preparation for the selection processes** | **Do not write in this margin** |
| **Question****2.1.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****2.2.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****2.3.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****2.4.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****2.5.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****2.6.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****2.7.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****2.8.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****2.9.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****2.10.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****2.11.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****2.12.** | 🞎 🞎 🞎 🞎 A B C D |  |

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| **Question Number** | **RPK 2-2: Understanding the preparation for the selection processes *(continued)*** | **Do not write in this margin** |
| **Question****2.13** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****2.14.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****2.15.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question Number** | **RPK 2-3: Understanding selection processes** | **Do not write in this margin** |
| **Question****3.1.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****3.2.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****3.3.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****3.4.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****3.5.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****3.6.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****3.7.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****3.8.** | 🞎 🞎 🞎 🞎 A B C D |  |

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| **Question Number** | **RPK 2-3: Understanding selection processes** *(continued)* | **Do not write in this margin** |
| **Question****3.9.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****3.10.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****3.11.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****3.12.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question Number** | **RPK 2-4: Understanding the sales techniques and processes used by recruiters** | **Do not write in this margin** |
| **Question****4.1.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.2.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.3.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.4.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.5.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.6.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.7.** | 🞎 🞎 🞎 🞎 A B C D |  |

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| **Question Number** | **RPK 2-4: Understanding the sales techniques and processes used by recruiters *(continued)*** | **Do not write in this margin** |
| **Question****4.8.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.9.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.10.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.11.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.12.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.13.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.14.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.15.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.16.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.17.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.18.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.19.** | 🞎 🞎 🞎 🞎 A B C D |  |

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| **Question Number** | **RPK 2-4: Understanding the sales techniques and processes used by recruiters *(continued)*** | **Do not write in this margin** |
| **Question****4.20.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.21.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.22.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.23.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.24.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****4.25.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question Number** | **RPK 2-5: Understanding the legal, regulatory and ethical requirements when recruiting** | **Do not write in this margin** |
| **Question****5.1.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****5.2.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****5.3.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****5.4.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****5.5.** | 🞎 🞎 🞎 🞎 A B C D |  |

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| **Question Number** | **RPK 2-5: Understanding the legal, regulatory and ethical requirements when recruiting *(continued)*** | **Do not write in this margin** |
| **Question****5.6.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****5.7.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****5.8.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****5.9.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****5.10.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****5.11.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****5.12.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question Number** | **RPK 2-6: Understanding building and maintaining relationships with candidates** | **Do not write in this margin** |
| **Question****6.1.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****6.2.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****6.3.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****6.4.** | 🞎 🞎 🞎 🞎 A B C D |  |

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| **Question Number** | **RPK 2-6: Understanding building and maintaining relationships with candidates *(continued)*** | **Do not write in this margin** |
| **Question****6.5.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****6.6.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****6.7.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****6.8.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****6.9.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****6.10.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****6.11.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****6.12.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question number** | **RPK 2-7: Understanding the use of research in the recruitment and selection process** | **Do not write in this margin** |
| **Question****7.1.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****7.2.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****7.3.** | 🞎 🞎 🞎 🞎 A B C D |  |

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| **Question number** | **RPK 2-7: Understanding the use of research in the recruitment and selection process *(continued)*** | **Do not write in this margin** |
| **Question****7.4.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****7.5.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****7.6.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****7.7.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****7.8.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****7.9.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****7.10.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****7.11.** | 🞎 🞎 🞎 🞎 A B C D |  |
| **Question****7.12.** | 🞎 🞎 🞎 🞎 A B C D |  |

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