

REC Level 2 Certificate in Recruitment Resourcing Syllabus

Candidates must achieve:.....all 7 Mandatory units, providing 17 credits

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The REC Level 2 Certificate in Recruitment has been developed to provide recruitment resourcers and in-house recruitment resourcers with an industry recognised qualification at the level 2.

The REC Level 2 Certificate in Recruitment Resourcing was developed with clear learning outcomes which has gained it national recognition and the opportunity for funding. Ideal for new and potential recruiters, this qualification will increase your personal effectiveness by providing practical and authoritative learning that will add value to the service you provide to clients and candidates.

The REC Level 2 Certificate in Recruitment Resourcing has 7 mandatory units which are examined in one 2 hr exam. The exam reflects the assessment criteria laid out below which in-turn will demonstrate the following learning outcomes;

1. Understand the recruitment market
2. Understand the opportunities for advancement within the recruitment industry
3. Understand how recruitment consultancies operate
4. Understand the use of job descriptions and person specifications
5. Understand how to write a job advertisement
6. Understand the process of job posting
7. Understand the process of checking a candidate's 'right to work' in the UK
8. Understand assessment techniques in recruitment
9. Understand the sales cycle used in recruitment
10. Understand how to identify sales opportunities
11. Understand how recruiters close the sale
12. Understand an organisation's procedures for dealing with legal, regulatory and ethical requirements relating to the recruitment industry
13. Understand the employment rights and responsibilities of the employee and employer
14. Understand how to build long term relationships with candidates
15. Understand the importance of maintaining candidate loyalty
16. Understand the research process
17. Understand how to use research in the recruitment and selection process

Understanding the recruitment industry

RPK 2-1

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|--------------|----|
| Level | 2 |
| Credit Value | 2 |
| GLH | 18 |

Unit aims

This unit concerns the understanding of the recruitment market, the opportunities within the industry and the business operations of a recruitment agency

Learning outcomes

On successful completion of this unit, the learner will be able to:

1. Understand the recruitment market
2. Understand the opportunities for advancement within the recruitment industry
3. Understand how recruitment consultancies operate

Assessment of the learning outcomes will require a learner to demonstrate that they can:

1. Understand the recruitment market

- 1.1 Describe the recent history and growth of the recruitment market
- 1.2 Describe different sectors within the recruitment market
- 1.3 Explain the difference between permanent and temporary recruitment

2. Understand the opportunities for advancement within the recruitment industry

- 2.1 Describe career pathways and job roles within recruitment
- 2.2 Identify sources of information and advice on training and career opportunities within recruitment

3. Understand how recruitment consultancies operate

- 3.1 Describe the role of a recruitment consultancy
- 3.2 Identify types of customers who use a recruitment consultancies
- 3.3 Describe the stages of the recruitment process for a permanent assignment
- 3.4 Explain the importance of targets in meeting deadlines

Understanding the preparation for the selection processes RPK 2-2

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| Level | 2 |
| Credit Value | 3 |
| GLH | 26 |

Unit aims

This unit concerns the understanding of the activities involved in preparing for the selection and the appointment process

Learning outcomes

On successful completion of this unit the learner will be able to:

1. Understand the use of job descriptions and person specifications
2. Understand how to write a job advertisement
3. Understand the process of job posting
4. Understand the process of checking a candidate's 'right to work' in the UK

Assessment of the learning outcomes will require a learner to demonstrate that they can:

1. Understand the use of job descriptions and person specifications

- 1.1 Explain the use of a job description in the recruitment process
- 1.2 Describe the structure of a job description
- 1.3 Explain the use of a person specification in the recruitment process
- 1.4 Describe a structure of a person specification
- 1.5 Explain how the accuracy and completeness of job descriptions and person specifications can be confirmed

2. Understand how to write a job advertisement

- 2.1 Explain the use of a job advertisement in the recruitment process
- 2.2 Describe the structure and contents of a job advertisement
- 2.3 Explain how to write a job advertisement to accurately reflect the client's requirements

3. Understand the process of job posting

- 3.1 Explain the importance of understanding the terms and conditions on which the candidate will be employed
- 3.2 Describe the advantages and disadvantages of the different media used
- 3.3 Explain the importance of keeping databases up to date and maintaining the requirements of confidentiality
- 3.4 Explain the importance of monitoring the number of responses

4. Understand the process of checking a candidate's 'right to work' in the UK

- 4.1 Explain the need for 'right to work' checks to be carried out on a candidate
- 4.2 Describe how to obtain proof of a candidate's 'right to work' in the UK

Understanding selection processes

RPK 2-3

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| Level | 2 |
| Credit Value | 2 |
| GLH | 18 |

Unit aims

This unit concerns the understanding of the activities involved in the selection and the appointment process including the principals and techniques of interviewing

Learning outcomes

On successful completion of this unit, the learner will be able to:

1. Understand assessment techniques in recruitment
2. Understand the development and maintenance of consultative relationships with clients in the recruitment industry
3. Understand how to build relationships with candidates

Assessment of the learning outcomes will require a learner to demonstrate that they can:

1. Understand assessment techniques in recruitment

- 1.1 Explain the importance of assessment techniques in the selection process
- 1.2 Describe assessment techniques
- 1.3 Explain when assessment techniques should be used

2. Understand the development and maintenance of consultative relationships with clients in the recruitment industry

- 2.1 Explain the importance of interviewing candidates for selection
- 2.2 Describe the methods used to interview candidates
- 2.3 Describe the features of a candidate interview
- 2.4 Describe questioning techniques used during a candidate interview
- 2.5 Describe techniques used to build rapport with candidates
- 2.6 Explain the role of candidate feedback

3. Understand how to build relationships with candidates

- 3.1 Describe the range of terms and conditions on which a candidate could be employed
- 3.2 Describe the pre-employment checks that may be carried out on candidates
- 3.3 Describe the methods used to communicate offers to clients and candidates
- 3.4 Explain the importance of keeping records up to date and confidential

Understanding the sales techniques and processes used by recruiters

RPK 2-4

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| Level | 2 |
| Credit Value | 4 |
| GLH | 36 |

Unit aims

This unit concerns understanding the sales techniques and processes used for recruitment

Learning outcomes

On successful completion of this unit, the learner will be able to:

1. Understand the sales cycle used in recruitment
2. Understand how to identify sales opportunities
3. Understand how recruiters close the sale

Assessment of the learning outcomes will require a learner to demonstrate that they can:

1. Understand the sales cycle used in recruitment

- 1.1 Describe the characteristics of the sales cycle used in recruitment
- 1.2 Explain how the different stages of the sales cycle affect the approach to the recruitment
- 1.3 Describe the uses of the sales cycle in structuring and progressing sales contacts

2. Understand how to identify sales opportunities

- 2.1 Explain how to segment candidates and clients
- 2.2 Explain how to target candidates and clients
- 2.3 Describe how to source and gather information about potential candidates and clients
- 2.4 Explain the methods and reasons used for qualifying the sales opportunities
- 2.5 Explain the importance of accurate record keeping

3. Understand how recruiters close the sale

- 3.1 Explain how recruiters overcome objections to close the sale
- 3.2 Explain how to identify verbal and non-verbal buying signals
- 3.3 Explain how to overcome barriers to closing the sale
- 3.4 Explain how to identify further potential add-on, up-selling or cross-selling opportunities prior to closing the sale
- 3.5 Describe different methods that recruiters use to close the sale

Understanding the legal, regulatory and ethical requirements when recruiting

RPK 2-5

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| Level | 2 |
| Credit Value | 2 |
| GLH | 19 |

Unit aims

This unit concerns understanding the legal, regulatory and ethical requirements in recruitment and the employment rights and responsibilities of the employee and employer

Learning outcomes

On successful completion of this unit, the learner will be able to:

1. Understand an organisation's procedures for dealing with legal, regulatory and ethical requirements relating to the recruitment industry
2. Understand the employment rights and responsibilities of the employee and employer

Assessment of the learning outcomes will require a learner to demonstrate that they can:

1. Understand an organisation's procedures for dealing with legal, regulatory and ethical requirements relating to the recruitment industry

- 1.1 Explain how recruitment-specific legislation affects the recruitment process
- 1.2 Identify internal and external sources of information on legal, regulatory and ethical requirements
- 1.3 Explain the roles and powers of legislative organisations which have an impact on recruitment practices
- 1.4 Explain the purpose of professional codes of conduct and practice

2. Understand the employment rights and responsibilities of the employee and employer

- 2.1 Identify the features of a contract of employment for a permanent recruitment process
- 2.2 Identify the employment legislation affecting employers
- 2.3 Identify the employment legislation affecting employees
- 2.4 Identify where to find information on employment rights and responsibilities both internally and externally
- 2.5 Describe how representative bodies can support the employee
- 2.6 Identify employer and employee responsibilities for equality and diversity in a recruitment business environment
- 2.7 Explain the importance of equality and diversity procedures in a recruitment business environment

Understanding building and maintaining of relationships with candidates

RPK 2-6

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| Level | 2 |
| Credit Value | 2 |
| GLH | 19 |

Unit aims

This unit concerns the understanding of the building and maintaining of relationships with candidates

Learning outcomes

On successful completion of this unit, the learner will be able to:

1. Understand how to build long term relationships with candidates
2. Understand the importance of maintaining candidate loyalty

Assessment of the learning outcomes will require a learner to demonstrate that they can:

1. Understand how to build long term relationships with candidates

- 1.1 Explain the purposes and features of an effective communication plan
- 1.2 Understand candidates' needs, wants and expectations
- 1.3 Explain the importance of balancing candidates' needs with organisational policies
- 1.4 Describe the basis on which relationships with candidates are managed
- 1.5 Explain the importance of negotiating mutually beneficial solutions with candidates
- 1.6 Describe the role of candidate feedback in enhancing relationships and profitability
- 1.7 Explain the importance of the candidate experience when developing long term relationships

2. Understand the importance of maintaining candidate loyalty

- 2.1 Explain the relationship between candidate loyalty and profitability
- 2.2 Describe the factors affecting the attraction and retention of candidate loyalty
- 2.3 Describe the advantages and disadvantages of the different methods of enhancing candidate loyalty
- 2.4 Explain the importance of reviewing candidates' experiences as a means of improving the recruitment process

Understanding the use of research in the recruitment and selection process

RPK 2-7

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| Level | 2 |
| Credit Value | 2 |
| GLH | 19 |

Unit aims

This unit concerns the understanding of the use of research in the recruitment and selection process

Learning outcomes

On successful completion of this unit, the learner will be able to:

1. Understand the research process
2. Understand how to use research in the recruitment and selection process

Assessment of the learning outcomes will require a learner to demonstrate that they can:

1. Understand the research process

- 1.1 Describe the elements of research in the recruitment and selection process
- 1.2 Explain the importance of setting research objectives
- 1.3 Describe the difference between quantitative and qualitative research methods
- 1.4 Describe the advantages and disadvantages of a range of research methods
- 1.5 Explain the importance of ensuring that results are accurate and trustworthy

2. Understand how to use research in the recruitment and selection process

- 2.1 Describe the purpose and range of potential research techniques in recruitment
- 2.2 Explain how to confirm research results are accurate and trustworthy
- 2.3 Explain the importance of having an organisational house style for presenting research reports
- 2.4 Explain ways in which ethics can affect the conduct and use of research