

Highfield Level 2 End-point Assessment for Recruitment Resourcer

Mock Assessment Materials

Resourcing project assignment

Candidate sourcing						
Ref	Knowledge – 22 marks available (min 4 marks to pass this section)			Passed	Attempted not passed	Section achieved
	Assessment criteria					
CS1	Accurate and timely in activities. Checks own work and learns from experience (pass)					
CS2	Shows knowledge of the broader candidate marketplace (pass)					
CS3	Broad understanding of their sector and how external factors can affect it (pass)					
CS7	<i>Evaluates own performance and shares reasons for success (distinction)</i>					
CS8	<i>Applies knowledge to improve advice and delivery (distinction)</i>					
CS9	<i>Detailed understanding of their sector and how it can be affected by external factors (distinction)</i>					

Ref	Skills – 22 marks available (min 4 marks to pass this section)	Passed	Attempted not passed	Section achieved
	Assessment criteria			
CS4	Written material follows best practice guidelines (pass)			
CS5	Accurate and detailed (pass)			
CS6	Demonstrates proactivity (pass)			
CS10	<i>Produces creative and compelling written material (distinction)</i>			
CS11	<i>Error-free work (distinction)</i>			
CS12	<i>Demonstrates creativity and proactivity (distinction)</i>			

Compliance

Ref	Knowledge – 22 marks available (min 4 marks to pass this section)	Passed	Attempted not passed	Section achieved
	Assessment criteria			
CO1	Understands and complies with best practice (pass)			
CO2	Demonstrates a knowledge of relevant policies, procedures and legislation and consistently follows them (pass)			
CO3	Understands the importance of meeting compliance standards (pass)			
CO4	<i>Champions best practice (distinction)</i>			
CO5	<i>Shows a thorough knowledge of relevant policies, procedures and legislations and promotes them internally and externally (distinction)</i>			
CO6	<i>Understands the wider implications of failure to comply with legislative requirements (distinction)</i>			

Ref	Skills – 22 marks available (min 4 marks to pass this section)	Passed	Attempted not passed	Section achieved
	Assessment criteria			
CO7	Consistently adheres to policies and procedures (pass)			
CO8	Work is largely accurate and meets expectations (pass)			
CO9	Highlights issues when they arise and seeks advice (pass)			
CO10	<i>Understands and follows policies and procedures to a consistently high level and is able to identify inefficiency and suggest improvements (distinction)</i>			
CO11	<i>Takes ownership for own work, promotes best practice and proactively offers to coach others (distinction)</i>			
CO12	<i>Proactively identifies potential issues and takes appropriate action to prevent them from happening (distinction)</i>			

Behaviours

Attention to detail – 4 marks available (min 1 mark to pass this section)

Ref	Assessment criteria	Passed	Attempted not passed	Section achieved
B6.1	Checks own work to ensure minimal errors (pass)			
B6.2	Identifies their role in the team and how their contribution works (pass)			
B6.3	<i>Takes ownership for work and evaluates accuracy (distinction)</i>			
B6.4	<i>Understands the structure of the organisation and is able to discuss how teams interact (distinction)</i>			

Ethical customer-focused approach – 4 marks available (min 1 mark to pass this section)

Ref	Assessment criteria	Passed	Attempted not passed	Section achieved
B7.1	Has customer satisfaction at the centre of their actions (pass)			
B7.2	Conducts reviews with clients (pass)			
B7.3	<i>Champions customer care best practice and strives for a win/win situation (distinction)</i>			
B7.4	<i>Lead client reviews and suggests improvements (distinction)</i>			

Are very organised – 4 marks available (min 1 mark to pass this section)

Ref	Assessment criteria	Passed	Attempted not passed	Section achieved
B8.1	Plans work, achieves deadlines and effectively manages resources (pass)			
B8.2	Manages future pipeline of work (pass)			
B8.3	<i>Creates plans to maximise resources and personally ensure results are achieved (distinction)</i>			
B8.4	<i>Identifies future pipeline of work and proactively assigns resources (distinction)</i>			