

# RECRUITMENT CONSULTANT APPRENTICESHIP LEVEL 3

For new or existing staff

Predominantly employed within the recruitment sector, the recruitment consultant's role is to identify and secure job opportunities within client organisations. They attract candidates and successfully place them in those jobs in return for a fee. A recruitment consultant may focus on the supply of flexible workers, permanent placements or a combination of both.

A career in recruitment as a recruitment consultant can appeal to those individuals who possess an entrepreneurial outlook. It provides the opportunity for reward and high earning potential. Many opportunities arise in the recruitment sector for personal and professional development, such as team leader and or managerial roles.

## Qualification

**Recruitment Consultant Level 3 Standard**

Completers may want to progress to a higher-level qualification or vocationally related programmes.

### Delivery model and duration:

Training is delivered in the workplace with a mixture of face to face and remote sessions. There will also be some group sessions throughout the programme delivered in college.

**Duration: 18 months plus 3 months End Point Assessment**

### Ideal for someone who can:

- Identify, qualify and secure client recruitment opportunities in line with corporate and personal goals
- Develop and manage client or candidate relationships to ensure high levels of customer satisfaction and quality standards
- Meet all procedures and carry out relevant processes to ensure industry codes of ethics and relevant legislation are adhered to

### The apprenticeship will cover the following core areas:

- How to establish, negotiate and agree terms and conditions of business with clients
- All necessary processes, payment and aftercare services in line with company policies
- The different recruitment models (e.g. Temporary, Permanent, Contract Recruitment, Executive Search)
- How to develop successful sales techniques for recruitment
- The principles of assessing people
- Candidate pay, client charge rates and contractual conditions within their sector
- The legal, regulatory and ethical requirements and appropriate codes of practice when recruiting
- Employee rights and responsibilities including equality, diversity and inclusion

### Benefits to business:

- Develop the skills your business need
- Get qualified and motivated staff
- Future proof your business
- Professional qualifications for your staff

### Entry Criteria:

- GCSEs in English and maths grades 9 - 4 or A\* - C

### Benefits for learners:

- Receive training from recruiting experts with years of industry experience
- Build a strong foundation for a career in recruitment
- Learners who complete the qualifications will also be eligible for professional registration of the Institute of Recruitment Professionals or Institute of Recruiters

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## End Point Assessment

The End Point Assessment will test the entire Standard, and be undertaken as follows:

- A Project Assignment focusing on the KSB's learnt during the course
- A 60-minute Professional Discussion

## Components

- Level 3 Certificate in Principles of Recruitment or Level 3 Certificate in Recruitment Practice
- Level 3 NVQ Diploma in Recruitment
- Level 2 Functional Skills in Maths & English

Unit	Overview
Identify client recruitment requirements	This unit concerns confirming client's staffing requirement, analysing the role requirements of staff sought and confirming recruitment arrangements with clients.
Pre-select candidate	This unit concerns shortlisting candidates and presenting pre-selected candidates to clients.
Assess candidates	This unit concerns candidate assessments, carrying out candidate assessments and understanding the basis for choosing selection methods and media.
Match and present candidates to employers	This unit concerns developing and maintaining a candidate database, matching candidates, and presenting candidates to clients.
Attract potential candidates	This unit concerns planning candidate attraction activities, implementing candidate attraction activities and building relationships with candidates.
Brief and support candidates	This unit concerns identifying candidates needs, briefing candidates on employer requirements and supporting them.
Carry out candidate debriefing	This unit concerns reviewing candidates progress and exchanging feedback with them.
Administer recruitment processes	This unit concerns administering the recruitment process, the selection process, and the appointment process.