

# RECRUITMENT CONSULTANT: LEVEL 3



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. Typical responsibilities for a recruitment consultant are:

- Identifying, qualifying and securing client recruitment opportunities
- Identifying, assessing and placing suitable candidates to meet client requirements
- Developing and managing client / candidate relationships
- Meeting all procedures and carrying out relevant processes to ensure industry codes of ethics and relevant legislation

## Delivery model

The delivery of the programme will be through a blend of online learning, video tutorials, virtual classrooms, 1-1 coaching and practical learning opportunities. All learning will be supported by dedicated Learning Coaches.

It is a requirement to complete a Level 3 Certificate in Principles of Recruitment, a Level 3 Certificate in Recruitment Practice or a Level 3 NVQ Diploma in Recruitment

You will be invited to attend a gateway meeting to discuss readiness for end point assessment (EPA). If no further learning is identified, you will progress through to EPA.

You will be assessed against the requirements of the standard and awarded a final, overall grade for your apprenticeship.

## Your commitments

If you do not currently hold English and maths qualifications at level 2, you will undertake Functional Skills at Level 2 as part of your apprenticeship programme.

You are entitled to 20% of your working hours away from your job to complete work towards your apprenticeship programme. Your Learning Coach will support you and your employer to measure and record this across the whole of your apprenticeship.



## Entry requirements

- Initial Assessments in maths and English at Level 1 or above



## Typical duration

- 13 months learning plus up to 3 months End Point Assessment



## Delivery model

Virtual learning and coaching through:

- Online
- Zoom
- Microsoft Teams
- Smart Rooms
- Workplace Development Activities 1-1 coaching



## End Point Assessment

- Resourcing Project Assignment
- Professional Discussion

# It's as easy as...

**1.**  
**Sign-up**

**2.**  
**Launch  
Programme**

**3.**  
**Induction**



## Knowledge

**Knowledge** will be delivered through online webinars, 1-1 sessions and Individualised learning resources by our Specialist Learning Coaches. You will learn about establishing and negotiating terms and conditions of business, different recruitment models, Key Performance Indicators and how they are measured, successful sales techniques, principle of assessing people, and legal, regulatory and ethical requirements when practicing recruitment.

## Skills

**Skills** will be developed through underpinning knowledge delivered by online webinars, 1-1 coaching and workplace mentoring and experiences. Throughout the apprenticeship you will develop skills in identifying, progressing and converting sales leads into new clients; identifying and obtaining new business; sourcing suitable vacancies; managing and profitably developing client relationships; shortlisting and presenting suitably qualified applicants; managing the recruitment and selection processes; conducting regular service reviews; being able to accurately utilise company management systems and accurately completing all necessary processes.

## Behaviour

**Behaviours** – We will support you in developing key behaviours to be an effective Recruitment Consultant. These include having the courage and ability to effectively challenge poor practice; enterprise and entrepreneurship; self-motivation, ambition, drive and determination; innovative, ethical customer focused approach; good questioning and listening; and demonstrating problem solving and decision making behaviours.

## End Point Assessment

### 1. The Resourcing Project –

Assignment is an assessment that will be given to the apprentice once they have progressed through the Assessment Gateway. It has been designed to assess the apprentice's knowledge, skills and behaviours in Candidate Sourcing and Compliance

**2. The Professional Discussion – (PD)** will focus on assessing the relevant knowledge, skills and behaviours outlined in the assessment plan



# COMMITMENT STEP BY STEP – EMPLOYER SUPPORT STRUCTURE

## Step in the right direction – What does this mean?

There are steps you can take as an employer to support your apprentice in the workplace. The aim is to help the learner make the most of the programme and enjoy their learning.

These points below will help the apprentice achieve the best outcome from the apprenticeship with your support, improving your return on investment from training costs and a strong workforce.

- **To ensure your apprentice attends scheduled sessions arranged** – Group Session (Approx 2hrs) per month and 1 hr 121 session per month. This must be in work time.
- **Environment & Equipment** – To ensure a room or space is available for learners to attend their sessions and to provide equipment needed.
- **Off the job learning** – 20% across the qualification length of programme. Off the job learning must be directly relevant to the apprenticeship and can be delivered at the apprentice's normal place of work as long as it is not part of their normal working duties. It can cover practical training such as shadowing, mentoring and attending training sessions.
- **On the job learning** – On the job training helps an apprentice develop the specific skills for the workplace and they should be supported by a manager/supervisor/mentor.

- **Progress review attendance** – Manager/Supervisor/Mentor attendance every 12 weeks.
- **Invigilation of exams** – Could be asked to invigilate any apprentice exams where needed. Full training and support from Key Training will be given.
- **E portfolio system** – To log in to check progress/Next planned sessions for your apprentice
- **EPA process** – Support your apprentice in preparation for EPA across their length of programme. To be fully involved in the EPA process.

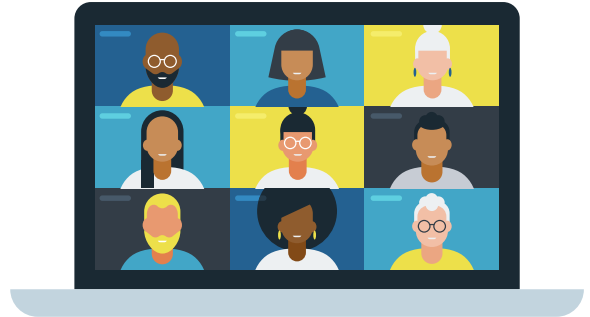


# LEARNER COMMITMENT

Over the lifetime of your apprenticeship you will;



**Have a full induction**



**Attend group teaching sessions**



**Off the job training with your employer**



**Have regular progress reviews with your Learning Coach and Mentor**



**121 sessions with your Learning Coach**



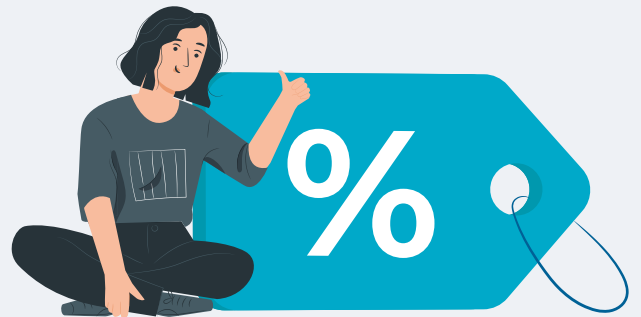
**Complete activities set by your Learning Coach**

# EMPLOYER COMMITMENT

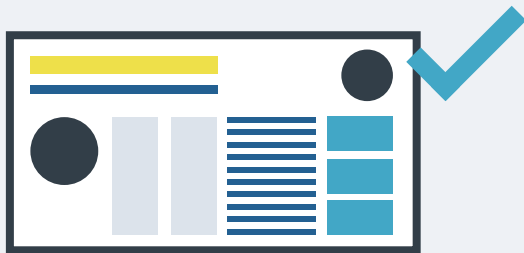
Over the lifetime of your apprenticeship you will;



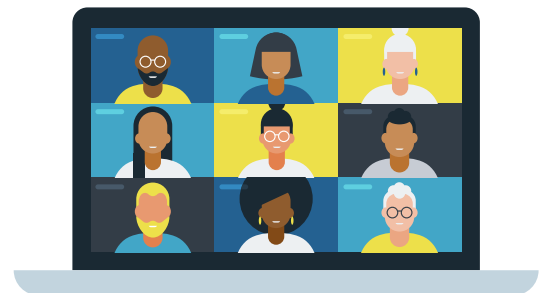
**Attend your Apprentices online induction**



**Provide 20% off the job training**



**Check your Apprentices portfolio to ensure they are completing tasks set by their Learning Coach**



**Ensure your Apprentice attends scheduled training sessions**

**Attend online progress reviews with your Apprentice and their Learning Coach.**

