



**Complete
Skills
Solutions**

LEVEL 3 APPRENTICESHIP

Recruitment Consultant

Recruitment Consultant

Apprentices must achieve level 2 English and maths where they do not have an equivalent qualification.



Duration: 12 Months

Qualification: Level 3 Certificate in Principles of Recruitment & Level 3 NVQ Diploma in Recruitment

Who is this apprenticeship for?

This apprenticeship is suitable predominantly for recruiters who supply staff to external organisations although may be suitable for some in-house recruiters. 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.

A leadership role in recruitment can appeal to individuals who work well in a target drive environment, providing opportunities for high earning potential and professional development.

What will they learn?

This apprenticeship will provide your employees with the technical skills and knowledge needed to improve their client focused skills and add real value on a day-to-day basis. They will focus on understanding how to develop client relationships while ensuring they are attracting and supplying them with the right candidates for the role.

They will strengthen their ability to work collaboratively with both internal and external clients and understand how their contribution can have a direct impact on the businesses bottom line.

How will they learn?

Our Skills Coaches will deliver a blended approach to learning and coaching providing all the resources your employee needs. Our intuitive e-portfolio and learner management platform will enable apprentices and managers to access their work anytime and anywhere to fit around their working life.

This apprenticeship will develop your employees' knowledge, skills and behaviours in the following areas:

Knowledge

Apprentices will develop knowledge in the following areas:

- Business awareness. Payroll billing procedures. Company management systems
- Accurate database
- Professional conduct
- Non-compliance & processes

Skills

Along with identifying & processing leads some of the skills they gained will be:

- Record quality & accurate information
- Excellent interpersonal & communication
- Problem solving & multi-tasking
- Sales & negotiation skills
- Sourcing & advertising suitable vacancies
- Develop client relationships
- Candidate attraction

Behaviours

Apprentices will work on the developing the following positive behaviours:

- Self-motivated, drive & determination. Ethics & integrity
- Team working & collaboration
- Enterprise & entrepreneurship

Apprenticeship Overview

PROGRAMME DELIVERY

Coaching

At the start of your programme you will be assigned a qualified tutor who will build upon the existing leadership and management skills, knowledge and behaviours, stretch and challenge.

Work Product/Portfolio

The achievement of the Certificate of Principles in Recruitment and Diploma in Recruitment, both at level 3, are mandatory for the Recruitment Consultant Apprenticeship. These underpinning qualifications help us to tailor the apprenticeship to the specific job role aligned to the organisation.

One-to-one tutorials

Delivered online and in person to support you further develop your management knowledge, skills and behaviours. This will always be arranged to suit the needs, wants of the apprentice and those of the organisation.

Distance Learning/Self-Study

Completion of self-study on a range of theories, models and techniques to embed learning and demonstrate knowledge. Briefings, guidance, and resources are provided, accessible 24 hours a-day through an online learning platform

Essential Skills (Exam)

The achievement of Functional Skills, transferrable skills for today's business environment in English and maths at level 2 are a requirement for the achievement of this apprenticeship if exemptions cannot be provided. Delivered with contextualised learning while on program.

End-Point Assessment

To achieve the overall Standard, there will be required to demonstrate the knowledge and skills and behaviours as a Recruitment Consultant through a project based assigned and a professional discussion with an End-Point Assessment Organisation.

PROGRAMME CONTENT & CALENDAR

| PERIOD | DELIVERY SESSIONS | SKILLS COACH | CHECKPOINTS |
|-------------|---|--|--|
| 0-3 months | Introduction to programme Learning starts here Self-awareness Management of self Communication | Getting to know your role and aspirations (professional discussion) Getting to know yourself: learning styles Personal Development/CPD Plan work shadowing Effective communication techniques | Purpose of e-Portfolio SMART targets Embed learning and understanding PDP/CPD progress check |
| 3-6 months | Establish, negotiate and agree on terms & conditions of business with clients Understand the different recruitment models Develop successful sales techniques for recruitment Understand the legal regulatory & ethical requirements and appropriate codes of practice when recruiting | Negotiation techniques Managing conflict Recruitment models Organisational culture Observation of communication skills Personal development/CPD Plan work shadowing | SMART targets Embed learning and understanding PDP/CPD progress check Feedback with line manager |
| 6-9 months | Principles of assessing people Understand aftercare service problem solving and innovation Know a range of communication and influencing techniques Equality and diversity | Objective assessment Plan evidence collection and witness testimonies Legal and ethical requirement Equality, diversity and inclusion Professional discussion – self awareness | SMART targets Embed learning and understanding PDP/CPD progress check Feedback with line manager Portfolio building (Diploma and Certificate) |
| 9-12 months | Interview Skills and techniques Questioning techniques Effective feedback | Getting ready for EPA Professional discussion – problem solving and decision making Professional discussion – management of self Completion of the Level 3 NVQ Diploma in Recruitment and Level 3 Certificate in Recruitment Practice | Level 3 – The Recruitment Consultant check English and maths check Feedback with line manager SMART targets Embed learning and understanding PDP/CPD progress check |

*unless exemptions are provided