

RECRUITMENT CONSULTANT Level 3

Typical Job roles: Recruitment advisor, Recruitment assistant, Recruitment Co-Ordinator, Talent acquisition executive, HR Manager, HR administrator



Duration: This apprenticeship will typically take 15 months + 3 months EPA

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. A recruitment consultant may focus on the supply of flexible workers, permanent placements, or a combination of both. This apprenticeship is suitable for internal recruiters and agency recruiters.

Typical responsibilities include:

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

On Programme Learning and Assessment

Apprentices will attend live online workshops to gain the knowledge required, in addition they will complete a variety of online and work-based activities to demonstrate competence. Development Coaches will meet with apprentices every 6-8 weeks to conduct observations and hold discussions to help them gather evidence against the NVQ Qualification and Apprenticeship Standards

Qualifications

As part of this apprenticeship programme, the apprentice will study the **BTEC Level 3 Certificate in Recruitment Practice** and **NVQ Level 3 Diploma in Recruitment**.

Modules include:

Identifying, assessing, and placing suitable candidates to meet client requirements	Understanding Legal and Ethical Requirements in Recruitment
Understanding Recruitment Operations	Understanding the Principles of Assessing People

English & Maths

Apprentices without level 2 English and maths will need to achieve this level prior to taking the End-Point Assessment and full support will be provided. Apprentices will attend workshops for maths and English if they do not currently have a level 2 in these subjects.



End Point Assessment

For the Recruitment Consultant apprenticeship, the EPA consists of:

- Project Assignment
- Professional Discussion

BePro will provide full support with all elements of the assessment including preparation and practice.