

find out more



APPRENTICESHIP

# **RECRUITMENT**CONSULTANT

Building on the level 2 apprenticeship, the Recruitment Consultant Level 3 Apprenticeship is a comprehensive training programme that acts as an excellent progression route from the level 2 recruitment resourcer apprenticeship. This apprenticeship covers a range of topics, including business development, contracts, customer service, sales techniques used by recruiters and legal and ethical requirements.

Upon completion of the apprenticeship, apprentices will have a deep understanding of recruitment and will be able to manage the entire recruitment process from start to finish, including sourcing and attracting candidates, conducting interviews, negotiating offers, and managing the onboarding process.

As a Recruitment Consultant, they will take on an indispensable role in aiding organisations to not only attract, but also retain, top-tier talent. Their potential for leadership is enhanced by a keen understanding of the recruitment landscape and a commitment to staying informed about industry trends and developments.



## Level 3



## 14+ months

Approximate on-programme training (does not include EPA period)



#### £0 to £250

Maximum cost for non-levy employers and micro-businesses



£5,000

Maximum cost/funding for levy employers



## Knowledge

- How to establish, negotiate and agree on 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, etc.)
- How to ensure candidates and clients receive a professional and comprehensive recruitment service



## **Skills**

- Understanding Legal and Ethical Requirements in Recruitment
- **Understanding Recruitment**
- **Contracts**
- Processes, payments and aftercare services
- The recruitment market
- **Understanding Relationship** management in recruitment
- Sales techniques used by recruiters
- Assessing people
- Employee rights and responsibilities
- Customer service and candidate information

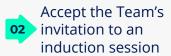


#### **Behaviours**

- Self-motivation
- Tenacity and resilience
- **Enterprise** and entrepreneurship
- Ambition, drive and determination
- Confident, assertive and persuasive communicator

## **ENROLMENT TIMELINE**





Register in Bud (photo evidence of ID required)







CONGRATULATIONS YOU ARE NOW ON THE PROGRAMME













# **RECRUITMENT CONSULTANT ROADMAP**

Modules are delivered holistically through-out the programme.

⊦								
+14+ months	3+ months - ⊣							

Module 1	Module 2	Module 3	Module 4	Module 5	Module 6	Module 7	Module 8	Module 9	Module 10	Module 11	Module 12		End-Point Assessment
Apprenticeship Induction	Understanding Legal and Ethical requirements in Recruitment	Understanding Recruitment	Contracts	Processes, payments and aftercare services	The recruitment market	Understanding Relationship management in recruitment	Sales techniques used by recruiters	Assessing people	Employee rights and responsibilities	Customer service and candidate information	End-Point Assessment Preparation		Highfield enter lay to complete
INDUCTION	Online <b>Masterclass</b>	Online <b>Masterclass</b>	Online <b>Masterclass</b>	Online <b>Masterclass</b>	Online <b>Masterclass</b>	Online <b>Masterclass</b>	Online <b>Masterclass</b>	Online <b>Masterclass</b>	Online <b>Masterclass</b>	Online <b>Masterclass</b>	Online <b>Masterclass</b>		
KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs		Project Assignment
Preparing for your apprenticeship training Personal development	How to identify personal and recruitment business strengths and weaknesses	The contribution of your role to the organisation and industry  Types of career pathways in the industry	Negotiation and terms and conditions of contracts with clients	Financial implications of different kinds of candidate remuneration options Business profitability Calculation rates	The history of recruitment  Permanent and flexible models of recruitment  Common critisisms of the industry	Networking Creating a personal brand Effective communication skills Managing candidates expectations	Sales in the recruitment industry Sales opportunities Research and goal setting KPIs The sales cycle	Understanding the principles of assessing candidates	Equality and Diversity Inclusion Contractual and legal rights of employees	GDPR Storing candidate information Dealing with clients	Gain Level 3 Certificate in Principles of Recruitment or Level 3 Certificate in Recruitment Practice Level 3 Diploma in Recruitment	EPA GATEWAY	REMOTE ASSESSMENT  Submit Project assignment  LIVE ASSESSMENT  Professional discussion on knowledge, skills and behaviours
<b>1-2-1</b> tutor review	1-2-1 tutor review	1-2-1 tutor review	<b>1-2-1</b> tutor review	<b>1-2-1</b> tutor review	<b>1-2-1</b> tutor review	<b>1-2-1</b> tutor review	<b>1-2-1</b> tutor review	<b>1-2-1</b> tutor review	<b>1-2-1</b> tutor review	<b>1-2-1</b> tutor review	<b>1-2-1</b> tutor review		-

Q Formal review every 8-12 weeks

**0 - 6 months** Functional Skills based on Prior Qualifications and Assessment results





