



Linked to our Professional Services Pathway providing career advancement and progression opportunities.

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APPRENTICESHIP

RECRUITER

Building on the foundational skills developed in the Level 2 Recruitment Resourcer Apprenticeship, the Recruiter Level 3 Apprenticeship offers an in-depth and comprehensive training programme that serves as a vital progression route for aspiring recruitment professionals. This apprenticeship equips learners with the necessary skills and knowledge to thrive in a dynamic and competitive recruitment environment.

The apprenticeship covers a wide range of core areas, including candidate sourcing, candidate relationship management, recruitment strategies, client engagement, market analysis, legal and ethical requirements, and the use of digital tools in recruitment. It also focuses on developing an understanding of key recruitment practices, from initial candidate attraction through to the final stages of recruitment, ensuring apprentices gain a holistic understanding of the industry.

Upon completion of the apprenticeship, apprentices will be fully equipped to manage and deliver the entire recruitment process, from identifying client needs and sourcing talent, through to conducting interviews, assessing candidates, and managing the offer and onboarding stages. They will also develop the confidence to build and maintain strong client relationships and will be able to work autonomously while remaining focused on delivering results. As a Recruiter, they will play a pivotal role in helping organisations secure top talent while maintaining a focus on diversity, inclusion, and talent retention strategies.



Level 3



£0 to £350

Maximum cost for non-levy employers and micro-businesses



15+ months

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



£7,000

Maximum cost/funding for levy employers



Knowledge

- Types of stakeholders and stakeholder recruitments
- Types of recruitment organisation
- Recruitment processes and models
- Regulations, legislation and codes of practice
- External influences on the recruitment market
- Methods of assessing the labour market and candidates
- Candidate sourcing technique
- Recruitment campaigns and the use of networking and marketing tools in recruitment activities
- Develop, maintain and improve relationships with stakeholders
- Negotiating and influencing techniques
- Communication
- Ethical and sustainable recruitment strategies
- Principles and policies of equity, diversity and inclusion in the workplace



Skills

- Convert leads into new candidates, placements, or clients
- Source vacancies in line with stakeholder requirements
- Stakeholder relationships
- Interpret and apply regulation and legislation
- Manage recruitment campaigns
- Process, review and progress candidate applications
- Communicate information
- Place candidates into roles that match their skills and stakeholder requirements
- Challenge poor practice and non-compliance with the recruitment process and escalate where appropriate
- Identify future changes in the sector
- Identify and apply sustainable and greener methods of working
- Identify and maximise opportunities to support the organisation's business strategy
- Manage resources within budget



Behaviours

- Acts professionally, ethically and with integrity
- Supports an inclusive culture, treating colleagues, candidates, and external stakeholders fairly and with respect
- Takes accountability and ownership of their tasks and workload
- Seeks learning opportunities and continuous professional development
- Works flexibly and adapts to changing circumstances


ENROLMENT TIMELINE



CONGRATULATIONS YOU ARE NOW ON THE PROGRAMME

RECRUITER ROADMAP

Modules are delivered holistically through-out the programme.

18+ months													
15+ 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	
Induction and personal development	Recruitment models including the fundamentals of recruitment	The recruitment market	Stakeholder engagement and management	Organisational strategy (including greener methods of working)	Recruitment process: sourcing candidates	Recruitment process: assessing candidates	Recruitment process: supporting candidates and ethical considerations	Recruitment process: sales	Technology and software: social media and AI	Policy, regulations and legislation	End-Point Assessment Preparation		
INDUCTION	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass		
KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	EPA GATEWAY	
Preparing for your apprenticeship training Personal development	Recruitment models Recruitment process outsourcing	Different types of recruitment organisation	Types of stakeholders How to create and manage recruitment campaigns How to develop, maintain and improve relationships with stakeholders Manage and maintain stakeholder relationships Engage with stakeholders Review services provided and implemented	The recruitment market The labour market Resource strategy Future changes in the sector Business strategy Recruitment budgets Plan & prioritise activities Manage resources Sustainable methods of working	Recruitment processes, techniques Candidate sourcing techniques Sourcing vacancies in line with stakeholder requirements Plan and manage recruitment campaign Research, identify and attract candidates Manage the recruitment and selection process for candidates	Assessing candidates Candidate assessment Process candidate applications Diverse short listing Communication with the candidates Flexibility and adaptability Lead conversion	Managing and supporting candidates through the recruitment lifecycle	The use of networking and marketing tools in recruitment activities Sales and marketing activities that support stakeholder requirements	Technology and software tools used to support recruitment management activities, Use technology and software tools to manage information Sustainable and greener methods of working	Regulations, legislation, and codes of practice Principles and policies of equity, diversity and inclusion in the workplace Interpret and apply regulation and legislation, Supports an inclusive culture Challenge poor practice and non-compliance Interpret policies to support and promote the delivery of equity, diversity, and inclusion in the workplace	Complete training to develop the knowledge, skills and behaviours outlined in this apprenticeship's standard Complete training towards English and mathematics qualifications in line with the apprenticeship funding rules Compile a portfolio of evidence		LIVE ASSESSMENT Presentation with questions Professional discussion underpinned by a portfolio of evidence
1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review	1-2-1 tutor review		

