

Recruitment Consultant

Level: 3

Typical Duration: 12 months

Possible Job Role: Recruitment Consultant, Recruitment Manager, Recruitment Adviser

Course Overview

A recruitment consultant is a pivotal role within the recruitment sector. A Recruitment Consultant Apprenticeship would appeal to those individuals who possess an entrepreneurial outlook. It provides the opportunity for reward and high earning potential. Many opportunities arise in the recruitment sector for personal and professional development, such as team leader and or managerial roles.

The aim of the apprenticeship is for the learners to acquire the knowledge, skills and behaviours to identify, qualify and secure client recruitment opportunities in line with corporate and personal goals. The apprentice may also be responsible for developing and managing client/candidate relationships to ensure high levels of customer satisfaction and quality standards, as well as meeting all procedures and carrying out relevant processes to ensure industry codes of ethics and relevant legislation are adhered to.

A recruitment consultant may focus on the supply of flexible workers, permanent placements, or a combination of both. This is an office based role, and could take place in a variety of sectors but within the recruitment sector.

Qualification Achieved

On completion of this apprenticeship, you will hold a Level 3 Recruitment Consultant Apprenticeship. Additional qualifications achieved include:

- Level 3 Certificate in the Principles of Recruitment Practice Competency
- Level 3 NVQ Diploma in Recruitment
- Level 2 Functional Skills Maths
- Level 2 Functional Skills English

Progression

The role may act as a gateway to further career and training opportunities, including, but not limited to:

- Level 3 Team Leader
- Recruitment Consultant
- Recruitment Manager

Learning & Assessment

Apprentices will be assigned a dedicated tutor. The tutor will visit monthly in the workplace, as well as being on hand to support throughout the duration of the apprenticeship programme. The frequency of these sessions may be more depending on the needs of the apprentice.

End Point Assessment

Each apprentice must undergo an independent end-point assessment to determine the outcome of their apprenticeship. The assessments will assess the knowledge, skills and behaviours gained during their programme. The methods in which this apprenticeship is assessed are:

- Resourcing project assignment
- Professional discussion

Entry Requirements

Individual employers may set their own criteria for this apprenticeship.

Hire an Apprentice

We can work with you to source a suitable applicant for your organisation or you can up-skill your existing employees. If the employee is under 19 and your business has fewer than 50 employees, there will be no cost for the training. If they are over 19 and/or your business has over 50 employees then you will contribute 5% towards the cost of the training. For any businesses paying into the levy, all training costs will be covered.

Recruitment

With our Talent Match recruitment service, Talent Bank, we will advertise your vacancy, screen applicants and pre-interview potential prospects in order to ensure you only interview the most appropriate candidates for your vacancy – all free of charge.

E-Portfolio

We offer a dedicated virtual learning platform which allows learners to keep on track of their course. In addition to this, it allows our tutors and employers to keep up-to-date with the progression of learners.

#whereisyourclassroom