


3



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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



£0 to £250

Maximum cost for non-levy employers and micro-businesses



14+ months

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



£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



CONGRATULATIONS YOU ARE NOW ON THE PROGRAMME




RECRUITMENT CONSULTANT ROADMAP

Modules are delivered holistically through-out the programme.

17+ months

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	
INDUCTION	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	Online Masterclass	EPA GATEWAY Project Assignment REMOTE ASSESSMENT Submit Project assignment LIVE ASSESSMENT Professional discussion on knowledge, skills and behaviours
KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	KSBs	
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 criticisms 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	
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	

Formal review every 8-12 weeks

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

