

LEVEL 3 APPRENTICESHIP STANDARD

RECRUITER



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DISCOVER THE **PROFESSIONAL SERVICES** PATHWAY

Our Professional Services pathway incorporates qualifications that align with core business areas that are pivotal to the success of organisations across the UK. Discover progression opportunities from level 2 through to level 5 in areas including project management, HR, coaching and administration.



Certified



Corporation



Advancing Skills for Future Recruitment Leaders

The Level 3 Recruiter Apprenticeship is designed for both agency and in-house recruiters, equipping learners with the skills, knowledge and behaviours to succeed across the full recruitment lifecycle.

Delivered either through connected national cohorts where candidates can benefit from not only expert tutor guidance but also the opportunity to share experiences and best practice with peers from different recruitment environments, or via focused closed cohorts with colleagues, where candidates can benefit from learning tailored to your individual employer needs and systems and the opportunity to utilise our Augmented Reality (AR) training suite to simulate virtual scenarios.

This unique mix builds broader know-how, sharper skills, and professional networks that last beyond the programme. The apprenticeship provides a comprehensive foundation in modern recruitment practice, covering a wide range of areas essential to success in today's talent market. Learners will develop expertise in sourcing and attracting candidates, managing relationships throughout the recruitment process, and applying effective screening and assessment methods. They will also gain confidence in handling rejections professionally, supporting candidates through onboarding, and ensuring a positive candidate experience.

Beyond candidate management, the programme also strengthens skills in stakeholder engagement, negotiation, sales techniques and data-driven decision making. Apprentices explore how to manage recruitment budgets, use technology and AI tools strategically, and ensure compliance with relevant legislation, policies and ethical standards. A strong focus is placed on equity, diversity and inclusion, helping recruiters to contribute to fair and transparent processes that enhance both employer brand and workforce diversity.



KAIER SMITH
Trainer

A quick word from our Professional Services Trainer, Kaier Smith, about the Recruiter Level 3 Apprenticeship.



watch a video

 **Level 3**

 **12+ months**
Approximate on-programme training (does not include EPA period)

 **£0 to £350**
Maximum cost for non-levy employers and micro-businesses

 **£7,000**
Maximum cost/funding for levy employers



This apprenticeship aligns with **The British Institute of Recruiters** for **Certified Agency Recruiter (Cert PRec)** and **Specialist in Talent Acquisition and Retention for In-House Recruiters (STAR)**



The British Institute of Recruiters

STAR



Who it is for and Why it matters

For Recruiters

This apprenticeship gives you the confidence and competence to run effective recruitment campaigns from start to finish. You'll learn to engage stakeholders, source and assess candidates, apply technology strategically, and deliver a positive candidate experience. You'll also build resilience, negotiation skills, and professional judgement – the essentials for long-term career success.

Entry Requirements

A **skills scan** - assess current knowledge and ensure this apprenticeship is the right fit for you. You must also:

- Be aged **16 or over**
- Not be in full-time education
- Live in the UK or EEA and have been resident for the past 3 years
- Have the right to work in the UK
- Be in (or moving into) a suitable job role
- Be willing to complete **Functional Skills qualifications** during your apprenticeship if required, depending on employer policy, the nature of the qualification, or if you don't already hold the necessary **English and Maths** qualifications.

Final entry criteria may vary depending on the employer's discretion.

For Employers

This programme creates recruiters who can deliver measurable business impact. Apprentices will:

- Build lasting recruitment expertise that strengthens with every stage of the apprenticeship
- Enhance employer brand through better candidate management
- Use data and technology (including AI) to drive smarter decisions
- Strengthen compliance, diversity and inclusion, and candidate experience
- Attend quarterly review sessions with managers to ensure learning directly supports your strategy and provides visible return on investment



Flexible Cohorts:

Choose from joining open national cohorts with recruiters from other organisations, or establish closed internal cohorts for your workforce.



Data-Driven Recruitment:

Apprentices are trained to use analytics and insights to drive hiring strategies and evidence performance against KPIs.



Clear Progression Pathway:

Progress from Level 3 Recruiter into Level 5 HR/Talent apprenticeships, or specialist programmes in L&D.



Direct Manager Involvement:

Quarterly review sessions with line managers ensure skills transfer into measurable organisational impact.



Cohort-Based Masterclasses:

Every masterclass is live, interactive, and collaborative, creating strong peer-to-peer learning opportunities.



Immersive Learning:

Practise real-world recruitment scenarios using avatar simulations – from handling objections to delivering rejections.



Focus on Resilience:

Recruitment is high pressure – we build wellbeing and resilience skills to help apprentices sustain performance.

Recruiter Apprenticeship

The roadmap below outlines each module and assessment that makes up the Level 3 Recruiter Apprenticeship. It shows how knowledge, skills, and behaviours are developed step by step through each module, leading to successful preparation for the Assessment period. Candidates follow a structured journey that balances theory, practice, and immersive scenario-based training.



AR & VR Scenario Based Training

To enhance the apprenticeship experience, we offer optional quarterly AR & VR scenario-based training sessions. These immersive modules allow apprentices to practise high-stakes recruitment situations in a safe environment, building confidence and sharpening skills before applying them in the workplace.

Each session can be accessed via desktop devices, Virtual Reality (VR) headsets, or block release to our Augmented Reality (AR) Training Suite, making them flexible and easy to integrate alongside core learning. While we have a library of proven scenarios, we can also design bespoke sessions to reflect your organisation's unique challenges and priorities.

Examples of available scenario training include:

- Handling candidate rejection conversations with empathy and professionalism
- Challenging hiring manager expectations constructively
- Managing counteroffers and candidate dropouts effectively
- Embedding diversity & inclusion principles during shortlisting
- Negotiating terms with an agency supplier (for in-house recruiters)
- Presenting market insights and data to stakeholders with impact
- Conducting difficult candidate conversations with Virti Avatars
- Interview panel roleplay to strengthen collaboration and consistency
- Escalating compliance or policy breaches appropriately

Programme Module Breakdown

MODULE NAME	MODULE DETAILS
Recruitment Fundamentals: The Recruitment Market	<ul style="list-style-type: none">• Explore different types of recruitment organisations and how this influences your service offering throughout the recruitment process.
Recruitment Fundamentals: Recruitment Models	<ul style="list-style-type: none">• Explore and analyse the different recruitment models and how this impacts on your own brand and service offering.
Stakeholder Engagement and Management	<ul style="list-style-type: none">• Explore the types of stakeholders in recruitment and how to maximise opportunities to ensure you are building rapport and meeting stakeholder needs - crucial & link to KPIs.
Organisational Strategy part 1 (External factors and sustainable practices)	<ul style="list-style-type: none">• Explore how external factors influence recruitment - link to sustainability. Also look at sustainable recruitment practices.
Organisational Strategy part 2 (Budgeting and utilising data)	<ul style="list-style-type: none">• Budgets and effective resource allocation. Increasing and maximising client and candidate pipelines.• Using data to enhance strategic recruitment decisions.
The Recruitment Process: Sourcing candidates	<ul style="list-style-type: none">• Explore effective sourcing methods.• How to strategically source candidates using data driven insights.
The Recruitment Process: Assessing candidates	<ul style="list-style-type: none">• How to assess candidates ethically, efficiently and transparently.• How to navigate providing rejections.• New methods of assessing candidates.
The Recruitment Process: Supporting candidates, technology and ethics	<ul style="list-style-type: none">• How to support candidates throughout the recruitment process and adapt your approach to meet their needs, including reasonable adjustments where required.• The integration of technology, systems and AI throughout the recruitment process and how to use them strategically.
The Recruitment Process: Sales	<ul style="list-style-type: none">• Negotiating and influencing skills - opportunity to practice this virtually with avatar.• Look at different sales techniques and how to effectively manage common objections
Policy, regulations and legislation	<ul style="list-style-type: none">• How to interpret policies to support and promote EDI in the workplace.• How to effectively challenge poor practice and non-compliance.• How to advise stakeholders on applying relevant regulations, etc.

Immersive Learning



Simulate Real-World Recruitment Scenarios, Safely and Effectively

Recruitment is a people-focused profession, and some of the most important skills can only be mastered through practice in challenging conversations. That's why this apprenticeship goes beyond traditional training and integrates immersive simulations that can be accessed on desktop devices, through VR headsets, or at our state-of-the-art Augmented Reality Training Suite in Worcester for closed cohorts.

Learners use virtual avatars and AR technology to step into high-stakes, real-world recruitment scenarios, practising skills such as:

- Delivering candidate rejections with empathy and professionalism
- Handling objections from hiring managers or clients
- Negotiating offers and counter-offers
- Managing sensitive conversations around diversity, inclusion, or reasonable adjustments

All in a safe, controlled environment where they can reflect, repeat, and continuously improve.



Why It Matters

For Apprentices:

- Build confidence by rehearsing tricky conversations before doing them in real life
- Develop professional judgement and communication skills that set you apart
- Receive feedback and coaching based on your performance in simulated scenarios

For Employers:

- Ensure your recruiters are prepared for the complex conversations that define candidate and stakeholder experience
- Reduce the risk of costly mistakes in real-world recruitment situations
- See tangible improvements in how apprentices engage with candidates and managers

Testimonial

"As the line manager of someone completing the recruiter apprenticeship, I highly recommend the course. I have been very impressed by the support provided by the tutor Kaier. She is always on hand to provide support and answer questions. The course has been a big success for both our apprentice and for us as an employer."

Barnaby Vallance
Director & Co-owner
Amulet





The Worcester **AR Suite**

For employers choosing closed cohorts, we offer the option to maximise impact by holding dedicated training sessions at our state-of-the-art **Augmented Reality Suite** in Worcester.

This provides apprentices with immersive, hands-on experiences in a live training environment designed to strengthen both confidence and competence. It is particularly effective for:

- **EPA Preparation** – rehearsing presentations, professional discussions, and high-stakes interactions in a realistic setting
- **High-Pressure Scenario Training** – exposing apprentices to challenging conversations that build judgement and resilience
- **Enhanced Engagement** – moving beyond theory into practice, ensuring skills are embedded and transferable back into the workplace



The Future of **Learning & Development**

By combining traditional learning with scenario-based simulation, we create an environment where apprentices don't just learn – they experience what it means to coach.

Whether accessed on desktop, through VR headsets, or in our Augmented Reality Suite in Worcester, this unique approach ensures every apprentice becomes a **reflective, capable, and confident** coaching professional ready to deliver lasting impact.



Our innovative approach ensures
seamless and efficient learning

Remote Delivery

Many of our professional services, leadership, and sustainability programmes are available for fully remote delivery. This ensures learners across the UK can access expert trainers and interactive sessions with consistency and flexibility - all while minimising disruption to their work and schedules.



Interactive

Live virtual sessions with group discussions and collaboration



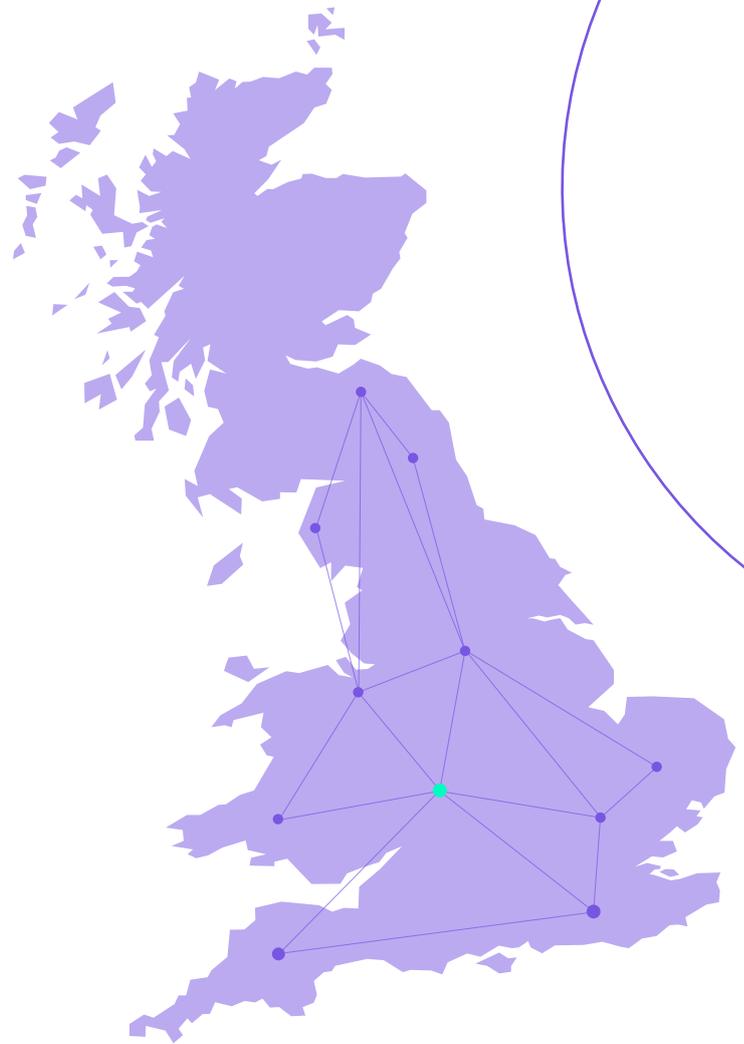
Accessible

Join from anywhere, ideal for national teams and flexible working



Consistent

Same high standards, delivered by industry-expert tutors



In-Person **Impact**. Remote **Reach**.
One Standard of **Excellence**.

Open national cohorts will have remote delivery of masterclasses and sessions. Option for employers with closed cohorts to have in person masterclasses at our centres or employer sites.

Enrolment & Onboarding

Getting Started with GLP Training

At GLP Training, we keep enrolment simple and supportive - helping every candidate and employer get set up quickly and confidently. We already work with many of the UK's leading employers, so if your organisation is partnered with us, much of this process may already be complete.



Testimonial

"Onboarding and welcome was friendly and approachable. Masterclasses were valuable, in both content, delivery and flexibility with dates, which was followed up with great tutor support, advice and encouragement throughout."

Richard Page
Associate Project Manager
Apprenticeship



For answers to Frequently Asked Questions, please scan the QR code below.



Step 1: Employer Agreement

A partnership agreement is confirmed between GLP and your employer to set up the apprenticeship.

This includes:

- Funding confirmed via the Digital Apprenticeship Service (DAS)
- Insurance and compliance documents
- Approvals from HR, Line Manager, and apprentice

Step 2: Role Suitability

Both apprentice and employer complete a role overview and skills scan to confirm the role offers the right opportunities to apply learning in practice.

Step 3: Initial Assessments & Systems Setup

Before learning begins, apprentices complete key onboarding assessments:

- **BKSB** – English and Maths initial assessments
- **Cognassist** – identifies individual learning styles and strengths
- **Bud** – your online learning system for progress tracking, resources, and tutor feedback

These ensure learning is personalised and all systems are ready for day one.

Step 4: Onboarding & Induction

You'll meet your tutor for an induction session covering:

- Programme structure and key milestones
- How to use Bud to record progress
- Off-the-job learning time and expectations
- Support available throughout your journey

From here, your apprenticeship begins - with everything in place for a smooth and confident start.

Future-proof Your Recruitment

We run regular intakes for the Level 3 Recruiter Apprenticeship, so your organisation never has to wait long to get started. Whether you're enrolling one apprentice or building a closed cohort, we make the process simple, supportive, and tailored to your needs.

WHAT TO EXPECT

- **Dedicated Account Manager** – a single point of contact to guide you and your apprentices throughout the journey
- **Enrolment Team Support** – handling all administration and ensuring apprentices are set up for success from day one
- **Learning Style Assessment** – every candidate will complete an individual learning style assessment so we can tailor the programme to their individual learning preferences.
- **Guided Onboarding** – step-by-step support for learners and managers through induction, set-up and first modules
- **Ongoing Visibility** – monthly reporting and live tracking to keep you always updated on progress
- **Expert Delivery** – our tutors are industry professionals who combine recruitment know-how with coaching expertise



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