

Davidson Training UK Ltd
Recruitment Consultant Apprenticeship Standard Level 3

RECRUITMENT



Predominantly employed within the recruitment sector, the recruitment consultant's role is to identify and secure job opportunities within client organisations. They attract candidates and successfully place them in those jobs in return for a fee. A recruitment consultant may focus on the supply of flexible workers, permanent placements or a combination of both. A career in recruitment as a recruitment consultant can 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.



Recruitment

The Recruitment Consultant Level 3 Apprenticeship is made up of several components.

SKILLS

- ⇒ Business Development
- ⇒ Candidate Management
- ⇒ Consultancy
- ⇒ Compliance

KNOWLEDGE

- ⇒ Business Development
- ⇒ Candidate Management
- ⇒ Consultancy
- ⇒ Compliance

BEHAVIOURS

- ⇒ Self-motivation
- ⇒ Courage and ability to effectively challenge poor practice
- ⇒ Enterprise and entrepreneurship
- ⇒ Ambition, drive and determination
- ⇒ Tenacity and resilience
- ⇒ Confident, assertive and persuasive communicator
- ⇒ Innovative
- ⇒ Attention to detail
- ⇒ Ethical customer focused approach
- ⇒ Are very organised
- ⇒ Good questioning and listening
- ⇒ Demonstrate problem solving and decision making

Recruitment Consultant Apprenticeship Standard Level 3

- **Level 3 Certificate in Principles of Recruitment**
- **Level 3 NVQ Diploma in Recruitment**

Level 2 Functional Skills in Maths (if no prior exemption)

Level 2 Functional Skills in English (if no prior exemption)

This is a level 3 apprenticeship standard that has a minimum duration of 12 months.

The on programme learning, includes completing two mandatory qualifications, that enables the apprentice to attain full competence as defined in the Standard.

The apprenticeship provides a highly transferable set of knowledge, skills and behaviours.

Key responsibilities include:

- Identifying, qualifying and securing client recruitment opportunities in line with corporate and personal goals.
- Identifying, assessing and placing suitable candidates to meet client requirements to achieve revenue in line with corporate and personal goals.
- Developing and managing client/candidate relationships to ensure high levels of customer satisfaction and quality standards.
- Meeting all procedures and carrying out relevant processes to ensure industry codes of ethics and relevant legislation are adhered to.

Apprentices will be assessed on their knowledge, skills and behaviours throughout the apprenticeship and supported by visits from a trainer at least every 4 weeks. Training will also take place online and via Teams, Zoom or similar platforms.

Throughout the period of learning and development, the apprentice will meet with the employer and trainer to record their progress against the standard. At these reviews, the employer and trainer assessor will: set learning goals , track the apprentice's progress and make any required and agreed changes to their development plan and coordinate 20% of the apprentice's time being spent in off-the-job training.

END POINT ASSESSMENT

End-point assessment (EPA) is an assessment of the knowledge, skills and behaviours that the apprentice has learned throughout an apprenticeship, which confirms that they are occupationally competent.

The end-point assessment for Recruitment Consultant is made up of 2 components.

1. Project assignment.
 2. Professional discussion.

Prior to entering Gateway the apprentice must have completed the mandatory regulated qualifications:

- Level 3 Certificate in Principles of Recruitment
 - Level 3 NVQ Diploma in Recruitment



PROJECT ASSIGNMENT

The project assignment has been designed to assess the apprentice's knowledge, skill and behaviours through utilising their ability to research, organise and deliver a written assignment within a defined time frame to the required standard, as they would in the real work environment.

- ⇒ CANDIDATE MANAGEMENT ⇒ ATTENTION TO DETAIL
 - ⇒ COMPLIANCE ⇒ ARE VERY ORGANISED
 - ⇒ SELF MOTIVATION ⇒ COURAGE AND ABILITY TO EFFEC-
 - ⇒ ETHICAL CUSTOMER-FOCUSED TIVELY CHALLENGE POOR PRAC-
APPROACH TICE
 - ⇒ DEMONSTRATE PROBLEM SOLVING
 - AND DECISION MAKING
 - ⇒ INNOVATIVE

PROFESSIONAL DISCUSSION

The professional discussion takes place after the resourcing project assignment has been submitted.

The interview will last 60 minutes. The professional discussion will be a structured discussion between the apprentice and the end-point assessor. It requires the apprentice to be a confident, assertive and persuasive communicator, demonstrating the knowledge and understanding of their role as detailed in the standard.



Non-Levy Paying Employers (With less than 50 employees)

This apprenticeship is fully funded by the government if you have **LESS** than 50 employees and the apprentice is aged 16-18 or the apprentice is 19-24 and has previously been in care or has a Local Authority Education and Health Care Plan.

Otherwise there is a charge of £250 which can be paid over the first 5 months of the apprenticeship or in full at the start

Non-Levy Paying Employers—(With 50 or more employees) £250.00

This apprenticeship costs £5,000 and is funded by both the employer and the government. The government will pay 95% (£4,750) of the cost. This can be paid monthly over the first 5 months of the apprenticeship or in full at the start

Levy Paying Employers—£5,000.00

This apprenticeship costs £5,000 which is funded from the employer's levy pot via the Apprenticeship Service over the course of the apprenticeship.

Why choose Davidson Training UK Ltd?

Based in Essex, we cover the South East of England, East of England, Essex and London. Davidson Training has a proven track record of successfully delivering innovative training to thousands of apprentices and employers for 22 years.

We are dedicated to supporting our apprentices and employers, improving organisation's development opportunities and apprentices career development.

Are you interested? Do you have any questions?

Call us on: 01375 480088

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