

Level 3 RECRUITER

Your future starts here



Course Overview

Identifying, attracting and shortlisting candidates as part of the recruitment process.



Role Overview

A Recruiter Level 3 Apprentice plays a key role in identifying, attracting, and selecting candidates while also building relationships with clients and stakeholders. They are responsible for managing end-to-end recruitment processes, advising clients on hiring strategies, and ensuring compliance with employment laws and regulations. A career in recruitment offers diverse opportunities for growth, with potential for high earnings, career advancement, and transferable skills valued across industries.



“A rewarding career with real opportunities for progression”

Make a difference by connecting great people with great opportunities



Work with people



Build your career



Develop valuable skills



Be part of a growing industry



Knowledge

- ✓ End-to-end recruitment processes and methodologies
- ✓ Employment legislation and regulatory compliance
- ✓ Key performance indicators (KPIs) in recruitment
- ✓ Recruitment sales strategies and client relationship management
- ✓ Understanding of market trends and talent availability
- ✓ Principles of equality, diversity, and inclusion in hiring practices



Skills

- ✓ Develop recruitment strategies tailored to client needs
- ✓ Source, attract, and engage candidates using advanced techniques
- ✓ Conduct effective interviews and candidate assessments
- ✓ Build and maintain client relationships
- ✓ Write compelling job adverts and manage candidate pipelines
- ✓ Use recruitment technologies and data analysis tools
- ✓ Proactively identify new client and candidate opportunities



Professional Behaviours

- ✓ Professionalism and ethical recruitment practices
- ✓ Resilience, adaptability, and self-motivation
- ✓ Strong interpersonal and communication skills
- ✓ Commitment to continuous improvement and learning
- ✓ Ability to prioritise tasks effectively and manage workloads



Professional Recognition and Progression

This qualification provides a pathway for progression into higher-level recruitment roles, such as:

✓ Senior Recruitment Consultant

✓ Talent Acquisition Manager

✓ Recruitment Team Leader

With continued professional development, apprentices may pursue additional qualifications and industry accreditations to further enhance their career prospects.



Typical Duration
12–14 Months



Funding Value
£7,000



Training Method
Blended



Apprenticeship Assessment

Apprenticeship Assessment is completed between 30–90 days of completion.

Assessment Methods:

- ✓ **Project Assignment:** Evaluating recruitment knowledge, skills, and behaviours.
- ✓ **Professional Discussion:** Reflecting on the apprentice's portfolio of evidence.



What to expect from us

- ✓ Tailored learning plans to support each individual
- ✓ Dedicated and professional account management & recruitment
- ✓ Highly experienced tutors and delivery support team
- ✓ Ongoing support throughout the apprenticeship
- ✓ Monthly visits from our Skills Coaches / Teams calls
- ✓ Designated safeguarding officer

Contact us:



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