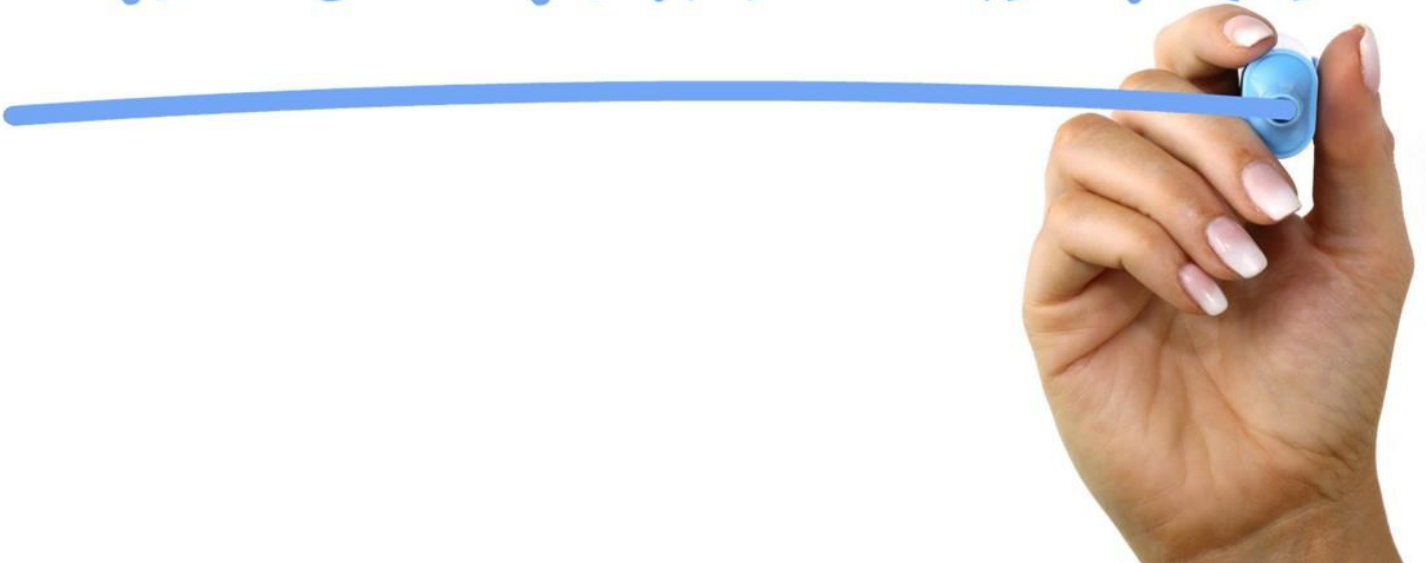


Davidson Training UK Ltd Recruiter Apprenticeship Standard Level 3

RECRUITMENT



The broad purpose of the occupation is to manage resourcing activities that drive the recruitment of candidates and matching them to job positions. Their role is to manage the end-to-end recruitment process which typically involves planning, identifying, attracting, assessing, shortlisting, and onboarding candidates to fulfil the current and future requirements of the business brief. This may include identifying those with transferrable skills with the capacity to move from the legacy carbon economy into a green economy job. They may also be required to manage the aftercare such as onboarding and timesheets of candidates and to identify new business opportunities.



The Recruiter Level 3 Apprenticeship is made up of several components.

KNOWLEDGE, SKILLS, BEHAVIOURS (KSBs)

Recruitment Processes

Managing the recruitment, assessment, and selection process for candidates.

Stakeholder Engagement and

Management

Develop, manage, and maintain relationships with stakeholders, engaging them to review recruitment processes and services.

Organisational Strategy

Plan and prioritise activities and allocate and manage resources within budget requirements to meet the organisation's recruitment strategy and processes and increase talent and client pipelines.

Technology And Software

Ensure compliance with organisation and legislation requirements when using technology and software tools to manage information and recruitment activities.

Policy, Regulations and Legislation

Challenging and escalating poor practice and non-compliance with the recruitment process.

Recruiter Apprenticeship Standard Level 3

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

Key responsibilities include:

An employee in this occupation will be responsible for understanding and influencing markets, organisations and individuals including researching and understanding their goals and requirements. They will use their recruitment, industry, and communication expertise to support the day-to-day delivery of recruitment for the stakeholder.

Research marketplace to identify, source, attract and shortlist candidates for the recruitment process to fulfil the requirements of the business brief. Typically, this would involve developing written and non-written communications such as job advertisements or marketing materials, and social media.

Analyse and report on the impact of recruitment campaigns and programmes.

Identify new business opportunities through a variety of means and actions according to organisational requirements.

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. At these reviews, the employer and trainer assessor will: set learning goals, track progress and make any required/agreed changes to their development plan and coordinate the required off-the-job training.

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 16-21 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 £350 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) £350.00

This apprenticeship costs £7,000 and is funded by both the employer and the government. The government will pay 95% (£6,650) 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—£7,000.00

This apprenticeship costs £7,000 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 over 25 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 480088/07951 480169

lorrainebunyard@davidsontraining.com