Learner Journey
Recruitment Consultant
Level 3 Recruitment Consultant

Standard Name: Recruitment Consultant Level 3	Enrolment	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8
Knowledge & Skills	Induction and programme introduction including: Prior learning discussion Personal objective setting Review skill scans results Start of individual learning plan	Understanding sales for recruitment	Understanding the legal and ethical requirements in recruitment	Understanding relationship management in recruitment	Understanding recruitment operations Sit mock exam	Understanding the recruitment market Understanding the principles of assessing people Sit mock exam	Sit Recruitment Consultant exam Identifying client recruitment requirements (NVQ)	Pre-select candidates (NVQ) Assess candidates (NVQ)	Match and present candidates to employers (NVQ)
Behaviours	Discussed content of the behaviours required for the NVQ Qualification and how these will be developed, demonstrated and evidenced over the course of the qualification	Observation of practice for NVQ Qualification, demonstrating all aspects of role and responsibilities, including: Candidate/client interaction, CRM system usage, social media networking, sales activity				Professional Discussion for NVQ Qualification discussing all aspects of the role including: Sales activity and negotiation, compliance, representative bodies in the industry, assessment techniques			
Group Sessions **2 Hour online workshops**	Discussed, agreed and booked	Group session 1 2 hour online workshop: Preparation of sales activities in recruitment Recruitment sales cycle and techniques	Group session 2 2 hour online workshop: The provisions of employer and employee statutory rights and related requirements How recruitment related law and ethical considerations affect the conduct of business in the recruitment industry	Group session 3 2 hour online workshop: Networking tools in the industry Development and maintenance of consultative relationships in the recruitment industry How to build relationships with candidates	Group session 4 2 hour online workshop: The nature of the recruitment industry Recruitment business operations Finance in the recruitment industry	Group session 5 2 hour online workshop: The recruitment market Influences on the recruitment market The brand in recruitment The planning of candidate assessments The principles and techniques of candidate assessing	Group session 6 2 hour online workshop: Confirm clients staffing requirements Analyse the tole requirements of staff sought Confirm recruitment arrangements with clients	Group session 7 2 hour online workshop: Shortlist candidates Present pre-selected candidates to clients Plan candidate assessments Carry out candidate assessments Understand the basis for choosing selection methods and media	Group session 8 2 hour online workshop: Develop and maintain a candidate database Match candidates Present candidates to clients
			Functional skills initial assessments and diagnostic assessments and session planning for support, as appropriate						
1:1 Session **Each session to include a feedback section on activities work produced to date & a review of the training plan.**	All forward dates of meetings planned, Zoom links issued Discuss Assessment Visit Records (AVR's) and their frequency Demonstrate use of training plan Demonstrate use of Hot Topics and TheLightBulb website First Impressions	SPAG check Identify areas for development from written work produced Training plan review Learning Assistant Training Hot Topic Observation Workbook 1	SPAG check Identify areas for development from written work produced Training plan review Learning Assistant Training Hot Topic Workbook 2	SPAG check Identify areas for development from written work produced Training plan review Progress Review Hot Topic Workbook 3	SPAG check Identify areas for development from written work produced Training plan review Hot Topic Workbook 4	SPAG check Identify areas for development from written work produced Training plan review Hot Topic Professional Discussion Workbook 5 Workbook 6 Sit mock exam	SPAG check Identify areas for development from written work produced Training plan review Hot Topic Case study 1	SPAG check Identify areas for development from written work produced Training plan review Progress Review Case study 1 Case study 2	SPAG check Identify areas for development from written work produced Training plan review Hot Topic Case study 2
EPA planning activities	Understanding EPA process	Understanding EPA process Training Plan Review	Understanding EPA process Training Plan review Building showcase portfolio on Learning Assistant	Understanding EPA process Training Plan review Building showcase portfolio on Learning Assistant Progress review	Understanding EPA process Training Plan review Building showcase portfolio on Learning Assistant Sit mock exam	Understanding EPA process Training Plan review Building showcase portfolio on Learning Assistant Sit mock exam	Understanding EPA process Training Plan review Building showcase portfolio on Learning Assistant Sit Recruitment Consultant exam	Understanding EPA process Training Plan review Building showcase portfolio on Learning Assistant Progress review Project development	Understanding EPA process Training Plan review Building showcase portfolio on Learning Assistant Project development

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Grading
Please use the following grading terminology:

Pass
Demonstrate the expected knowledge, skills and behaviours against Apprenticeship Standard

Merit
Demonstrates a high level of knowledge, skills and behaviours on most occasions against the Apprenticeship Standard

Distinction
Demonstrate excellent knowledge, skills and behaviours against the Apprenticeship Standard

Standard Name: Recruitment Consultant Level 3	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Gateway Period	Month 16-18
Knowledge & Skills	Attract potential candidates (NVQ)	Brief and support candidates (NVQ)	Carry out a candidate debrief (NVQ)	Administer the recruitment process (NVQ) Develop working relationships with colleagues (NVQ)	Optional unit (NVQ) Optional unit (NVQ)	Optional unit (NVQ) GAP Analysis of NVQ Portfolio	GAP Analysis of NVQ Portfolio		Reflection
Behaviours	Observation of practice for NVQ Qualification, demonstrating all aspects of role and responsibilities, including: working with colleagues, candidate feedback, advising clients/candidates, presenting candidates				Professional Discussion for NVQ Qualification discussing all aspects of the role including: complying with legal and ethical requirements, candidate assessments, candidate attraction activities, social media networking				All
Group Sessions **2 Hour online workshops**	Group session 9 2 hour online workshop: Plan candidate attraction activities Implement candidate attraction activities Build relationships with candidates	Group session 10 2 hour online workshop: Identify candidate needs Brief candidates on employer requirements Support candidates	Group session 11 2 hour online workshop: Review candidates progress Exchange feedback with candidates	Group session 12 2 hour online workshop: Administer the recruitment process Administer the selection process Administer the appointment process Information provided and discussion around optional units Benefits of working with colleagues Establish working relationships Act in a professional and respectful manner Communicating with colleagues Identify potential work-related difficulties and explore solutions	Group session 13 2 hour online workshop: Recap of units covered in preparation for EPA	Group session 14 2 hour online workshop: EPA prep workshop covering the following; EPA Assignments Marks available Top tips for EPA assignments Information about EPA Planning meeting	Group session 15 2 hour online workshop: EPA prep workshop covering the following: EPA Discussion information Marks available Top tips for discussion On the day' information	Regular 1:1 coaching and support to ensure learner is at ease with the process and remains in a state of readiness	
	Functional skills initial assessments and diagnostic assessments and session planning for support, as appropriate								
1:1 Session **Each session to include a feedback section on activities work produced to date & a review of the training plan.**	SPAG check Identify areas for development from written work produced Training plan review Hot Topic Observation Case study 1	SPAG check Identify areas for development from written work produced Training plan review Progress Review Case study 2	SPAG check Identify areas for development from written work produced Training plan review Hot Topic Case study 2	SPAG check Identify areas for development from written work produced Training plan review Hot Topic Employer reference Case study 1 Case study 3	SPAG check Identify areas for development from written work produced Training plan review Progress Review Professional Discussion Optional unit workbook Optional unit case study	SPAG check Identify areas for development from written work produced Training plan review Hot Topic Optional unit workbook Optional unit case study Mock EPA Assignment	SPAG check Identify areas for development from written work produced Training plan review Hot Topic Mock EPA Discussion Mock EPA Assignment		Exit Review Next steps Information, advice and guidance
EPA planning activities	Understanding EPA process Training Plan review Building showcase portfolio on Learning Assistant Project development Re-sit of recruitment Consultant exam if required	Understanding EPA process Training Plan review Building showcase portfolio on Learning Assistant Progress review Project development	Understanding EPA process Training Plan review Building showcase portfolio on Learning Assistant Project development	Understanding EPA process Training Plan review Building showcase portfolio on Learning Assistant Project development	Understanding EPA process Training Plan review Building showcase portfolio on Learning Assistant Progress Review Project development	Understanding EPA process Training Plan review Showcase portfolio gap analysis and project completion, submit for IQA	Understanding EPA process Training Plan completion and submission of showcase portfolio and project, along with IQA feedback Progress review		Virtual mock competency interview, professional discussion and questioning