



Apprenticeship Standard

Recruitment Consultant Level 3

Who is it accredited by?

TheLightBulb will be using Summit to accredit this apprenticeship. Learners who complete these qualifications above will also be eligible for professional registration of the Institute of Recruitment Professionals or Institute of Recruiters.

What is this apprenticeship standard?

Typically, this apprenticeship will take 13-18 months.

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.

Typical responsibilities for a recruitment consultant are:

- Identifying, qualifying and securing client recruitment opportunities in line with corporate and personal goals
- Identifying, assessing and placing suitable candidates to meet client requirements in order to achieve revenue in line with corporate and personal goals
- Developing and manage 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

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.

What are the entry requirements?

- Must be 16 or over and working at least 30 hours per week including all training and study time.
- Must be in an occupation relevant to the apprenticeship and hold a contract of employment.
- Must be allowed to use 20% of their working time to complete off the job training (6 hours a week from 1/08/2022)

Apprentices without level 2 English and Maths will need to achieve this level prior to taking the end-point assessment and we will support the learner through this programme where necessary

What's involved with this apprenticeship standard?

To successfully complete this apprenticeship the learner will need to complete one knowledge qualification and one competency qualification from the following:

- Level 3 Certificate in Recruitment Practice (Knowledge)
- Level 3 Certificate in the Principles of Recruitment Practice (Knowledge)
- Level 3 NVQ Diploma in Recruitment (Competency)

The learner will be assigned an assessor/coach who will work with them throughout the qualification to support/mentor/teach and advise and to ensure that they are learning and meeting the requirements of this standard. The majority of this will take place at your premises.

TheLightBulb Limited

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To achieve the qualification they will be required to demonstrate a set of knowledge, skills and behaviours/personal attributes (KSB's) through an end point assessment process carried out by the end point assessment organisation once the employer and TheLightBulb staff agree the apprentice has met the requirements, this cannot happen until the learner has been on their apprenticeship for a minimum of 12 months.

The end point assessment will test the entire standard and comprises of the following elements:

- **The Resourcing Project Assignment (RPA)** has been designed to assess the apprentice's knowledge, skills and behaviours through utilising their ability to research, organise and deliver a written assignment within a defined timeframe to the required standard – as they would in the real work environment.
- **The Professional Discussion (PD)** takes place after the completion and marking of the RPA. The PD will focus on assessing the relevant knowledge, skills and behaviours and requires the apprentice to be a confident, assertive and persuasive communicator, demonstrating the knowledge and understanding of their role as detailed in the Standard. The PD is expected to last between 45 and 60 minutes.

Essential knowledge, skills and behaviours that all recruitment resources are required to demonstrate at level 3 will be attained. Listed below are a few examples:

Core Technical Knowledge and Understanding

- How to establish, negotiate and agree terms and conditions of business with clients
- The different recruitment models
- How to ensure candidates and clients receive a professional and comprehensive service
- How to develop successful sales techniques for recruitment
- The principles of assessing people
- Candidate pay, client charge rates and contractual conditions in order to advise
- The legal, regulatory and ethical requirements and appropriate codes of practice when recruiting

Core Technical Skills

- Identify, progress and convert sales leads into new clients, candidates and placements as required
- Proactively and consistently strive to identify and obtain new business opportunities
- Manage the recruitment and selection processes effectively
- Advise clients and candidates on the legal, regulatory and ethical requirements and appropriate codes of practice when recruiting
- Escalate non-compliance where appropriate

Core Behavioural Attributes

- Self-motivated and innovative
- Courage and ability to effectively challenge poor practice
- Enterprise and entrepreneurship
- Tenacity and resilience, ambition, drive and determination
- Confident, assertive and persuasive communicator
- Attention to detail and organised
- Ethical customer focused approach
- Good questioning and listening
- Demonstrate problem solving and decision making behaviours

For a full breakdown and further information please visit the following website

<https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator/>

What's next?

For more information on how we can **upskill** your existing staff using this apprenticeship framework or help you to recruit an apprentice please call 01268 270648 or email info@thelightbulb.net

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