

Recruitment Consultant Apprenticeship Standard Level 3

Duration: The apprenticeship will take a minimum of 12 months to complete

Entry requirements: Apprentices will be required to have or achieve level 1 English and Maths and to have taken level 2 English and Maths tests prior to completion of their Apprenticeship.

Link to professional registration: Completion of this apprenticeship will lead to eligibility to join the Institute of Customer Service as an Individual member at Professional level.

On-Programme Learning

The period of learning, development and continuous assessment is managed by the employer with the support of Davidson Training. The on-programme pace will be driven by individuals as well as by the breadth of experience an employer can offer prior to the minimum of 12 months after which end-point assessment will take place.

Employers will work closely with Davidson Training to plan and deliver support and training appropriately.

This will add value to the employer as it centres on real work competencies demonstrated in a real work environment. Davidson Training will support ensuring the requirements of the apprenticeship standard are reflected in the above processes, and by filling any gaps through their work with apprentices.

To drive quality and consistency through on-programme learning employers may wish to consider the use of their normal performance management processes to monitor the progress of the apprentice, provide feedback and guide development.

We will carry out joint reviews of progress at regular intervals, involving apprentices, line managers and others with a direct relationship, e.g. mentors, workplace coaches, etc.

Apprentices may develop and maintain examples of their work throughout their apprenticeship that cover the full standard. This could be in the form of a portfolio or other tracking method to be reviewed on-programme at intervals of 3, 6 and 9 months.

End Point Assessment

The end point assessment is synoptic and takes place at the end of the apprentice's learning and development, after a minimum of 12 month's on programme learning.

The EPA is structured into two distinct parts:

- Project Assignment – assessing the knowledge, skills and behaviours.
- Professional Discussion – assessing the knowledge skills and behaviours.

Both parts listed above will be graded with either Fail, Pass or Distinction

FOR MORE INFORMATION CONTACT US AT:

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Knowledge	
Business Development	How to establish, negotiate and agree terms and conditions of business with clients How to develop successful sales techniques for recruitment
Candidate Management	How to ensure candidates and clients receive a professional and comprehensive recruitment service. The principles of assessing people
Consultancy	The different recruitment models (e.g. Temporary, Permanent, Contract Recruitment, Executive Search etc.) Candidate pay, client charge rates and contractual conditions within their sector in order to consult with and advise candidates and clients
Compliance	All necessary processes, payment and aftercare services in line with company policies Agreed job-related Key Performance Indicators (KPIs, e.g. vacancies taken, calls made, interviews etc.) and how they will be assessed and measured during the apprenticeship The legal, regulatory and ethical requirements and appropriate codes of practice when recruiting Employee rights and responsibilities including equality, diversity and inclusion.
Skills	
Business Development	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. Source suitable vacancies in line with company policies and sales procedures. Manage and profitably develop client relationships
Candidate Management	Identify and attract candidates using all appropriate methods to fill jobs. Monitor responses/applications received and make sure that candidate applications are processed efficiently. Shortlist and present suitably qualified applicants against defined job vacancies. Manage the recruitment and selection processes by effectively liaising with the client, candidate and internal teams. Successfully place suitable candidates with clients
Consultancy	Advise clients and candidates on the legal, regulatory and ethical requirements and appropriate codes of practice when recruiting. Advise candidates and clients on employee rights and responsibilities including equality, diversity and inclusion. Seek and provide feedback in a professional manner at all times to candidates and clients Conduct professional discussions with clients and candidates using all mediums as appropriate
Compliance	Meet agreed Key Performance Indicators (vacancies taken, calls made, interviews etc.) Be able to accurately utilise company management systems and follow payroll billing procedures including accurate database management complying with relevant legislation. Conduct regular service reviews with both clients and candidates to ensure continuous improvement. Accurately record candidate and client information on the recruitment database. Escalate noncompliance where appropriate
Behaviours/Attitude	
Business Development	How to establish, negotiate and agree terms and conditions of business with clients How to develop successful sales techniques for recruitment
Candidate Management	How to ensure candidates and clients receive a professional and comprehensive recruitment service. The principles of assessing people
Consultancy	The different recruitment models (e.g. Temporary, Permanent, Contract Recruitment, Executive Search etc.) Candidate pay, client charge rates and contractual conditions within their sector in order to consult with and advise candidates and client
Compliance	All necessary processes, payment and aftercare services in line with company policies Agreed job-related Key Performance Indicators (KPIs, e.g. vacancies taken, calls made, interviews etc.) and how they will be assessed and measured during the apprenticeship

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