

RECRUITER APPRENTICESHIP LEVEL 3



For new or existing staff

Manage resourcing activities that drive the recruitment of candidates and matching them to temporary, fixed term, or permanent job positions within an organisation. They 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 organisation

Qualification

Recruiter Level 3 Standard

This apprenticeship aligns with The British Institute of Recruiters for Certified Agency Recruiter (Cert PRec) and Specialist in Talent Acquisition and Retention for In-House Recruiters (STAR), and with The Recruitment and Employment Confederation for Affiliate Member.

Completers may want to progress to a higher-level qualification of vocationally related programmes.

Delivery model and duration:

Training is delivered in the workplace with a mixture of face to face and remote sessions. As we offer this qualification nationally, we do offer remote sessions for those learners working outside of the county.

Duration: 18 months plus 3 months End Point Assessment

Ideal for:

- Recruitment Consultant
- Recruitment Resourcer
- Recruitment Specialist
- In-house recruiter

The apprenticeship will cover the following core areas:

- Principles of assessing labour market conditions, including identifying shortages for specific roles and demand for candidates with transferrable skills to move from the legacy carbon economy into green economy jobs.
- Candidate sourcing techniques, including how to research, identify and attract candidates using methods to satisfy job requirements.
- Methods for communicating information and interacting with candidates and other stakeholders to facilitate understanding, for example face-to-face or online meetings, emails, reports, and presentations.
- How to plan and prioritise activities to meet the organisation's recruitment strategy and processes, including allocating and managing resources throughout the recruitment life cycle and methods for increasing talent and client pipelines.
- Identify, progress, and convert leads into new candidates, placements, or clients.
- Plan and manage recruitment campaigns to attract candidates, including agreeing objectives with stakeholders and monitoring performance.
- Supports an inclusive culture, treating colleagues, candidates, and external stakeholders fairly and with respect.
- Seeks learning opportunities and continuous professional development

Entry Criteria:

- GCSEs in English and maths grade 9 - 4 or A* - C

Benefits for learners:

- Receive training from recruiting experts with years of industry experience
- Build a strong foundation for a career in recruitment
- Learners who complete the qualifications will also be eligible for professional registration of the Institute of Recruitment Professionals or Institute of Recruiters

Benefits to business:

- Develop the skills your business need
- Get qualified and motivated staff
- Future proof your business
- Professional qualifications for your staff

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End Point Assessment

The End Point Assessment will test the entire Standard, and be undertaken as follows:

- Presentation with questions
- Professional discussion underpinned by a portfolio of evidence

Components

- Level 3 Certificate in Recruitment Practice (RQF)
- Level 2 Functional Skills in Maths & English

Occupational Duties

- Identify recruitment opportunities by analysing and confirming stakeholder requirements to create job descriptions and persons specifications
- Create job adverts and marketing plans to advertise and promote vacancies
- Research and identify potential candidates that match role and vacancy requirements
- Contact potential candidates to qualify for current or future vacancies
- Create candidate profiles with CVs to share with the hiring manager
- Collate and communicate feedback on all candidates
- Manage and facilitate the selection process in line with the organisation's preferences
- Manage and facilitate successful candidates through to start date
- Support the onboarding and administration process of new starts
- Manage the stakeholder engagement to ensure a pipeline future work
- Manage recruitment systems and data to ensure compliance with regulations and legislation
- Contribute to the resource strategy through managing the implementation of agreed metrics and delivering the organisation requirements

