



# Programme Overview

Recruitment Consultant

Level 3



## Standard for Recruitment Consultant

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:

1. Identifying, qualifying and securing client recruitment opportunities in line with corporate and personal goals
2. Identifying, assessing and placing suitable candidates to meet client requirements in order to achieve revenue in line with corporate and personal goals
3. Developing and manage client / candidate relationships to ensure high levels of customer satisfaction and quality standards
4. 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.

### How much does the course cost?

The apprenticeship costs £5,000 which is paid for either by the employers Levy account or by an employer contribution of 10% if the company is a non-Levy payer. It is a real benefit to employees and employers alike!

All we ask is that the learner is committed to the work required for the course and dedicated to the learning programme

What will the learner be learning as part of the standard?

Knowledge	What is required?
<p>A Recruitment Consultant will need to understand:</p> <ul style="list-style-type: none"><li>• How to establish, negotiate and agree terms and conditions of business with clients</li><li>• All necessary processes, payment and aftercare services in line with company policies</li><li>• The different recruitment models (eg. Temporary, Permanent, Contract Recruitment, Executive Search etc)</li><li>• 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</li><li>• How to ensure candidates and clients receive a professional and comprehensive recruitment service</li><li>• How to develop successful sales techniques for recruitment</li><li>• The principles of assessing people</li><li>• Candidate pay, client charge rates and contractual conditions within their sector in order to consult with and advise candidates and clients</li><li>• The legal, regulatory and ethical requirements and appropriate codes of practice when recruiting</li><li>• Employee rights and responsibilities including equality, diversity and inclusion</li></ul>	

Skills	What is required?
<p>A Recruitment Consultant will need to:</p> <ul style="list-style-type: none"><li>• Identify, progress and convert sales leads into new clients, candidates and placements as required</li><li>• Proactively and consistently strive to identify and obtain new business opportunities</li><li>• Source suitable vacancies in line with company policies and sales procedures</li><li>• Manage and profitably develop client relationships</li></ul>	

- 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
- 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
- Accurately complete all necessary processes, payment and aftercare services
- 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 professional discussions with clients and candidates using all mediums as appropriate
- Seek and provide feedback in a professional manner at all times to candidates and clients
- Conduct regular service reviews with both clients and candidates to ensure continuous improvement
- Accurately record candidate and client information on the recruitment database
- Escalate non-compliance where appropriate

Behaviours	What is required?
	<ul style="list-style-type: none"> <li>• Self-motivation</li> <li>• Courage and ability to effectively challenge poor practice</li> <li>• Enterprise and entrepreneurship</li> <li>• Tenacity and resilience</li> <li>• Ambition, drive and determination</li> <li>• Confident, assertive and persuasive communicator</li> <li>• Innovative</li> </ul>

- Attention to detail
- Ethical customer focused approach
- Are very organised
- Good questioning and listening
- Demonstrate problem solving and decision-making behaviours

**How will I achieve the standard?**

End point Assessment component	Weighting	Available Marks
Project Assignment	40%	100
Professional Discussion	60%	100

**How long will it take?**

The standard takes 12 months with an integrated approach to the assessment of knowledge, skills and behaviours.

We will cover the depth and breadth of the standard using on-programme assessment methods that integrate knowledge, skills and behavior components, and which ensure that you are sufficiently prepared to undertake your End Point Assessment.

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