

RECRUITMENT CONSULTANT

(with Certificate in Recruitment Practice qualification included)



APPRENTICESHIPS

Underpinned by Level 3 Recruitment Consultant apprenticeship

- Do you deliver a recruitment service to attract candidates for temp and perm positions for clients?
- Is client-centricity at the heart of your workforce partnerships?
- Do you want to successfully attract high quality candidates and make sustainable placements?

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.

Recruitment consultant is a pivotal role within the recruitment sector. This apprenticeship provides successful learners with routes for progression into a number of more senior roles within the industry. Successful learners may choose to progress on to a higher level qualification or vocationally related programmes.



Recruitment
& Employment
Confederation



Apprenticeship Level 3

Duration 12 months + 3 months EPA

Funding £5000

Suitable for

- ✓ Anyone who researches, identifies, attracts and shortlists candidates in a recruitment process
- ✓ Resourcer's or administrator's looking to progress
- ✓ Aspirational recruitment consultants

Delegates will leave this programme able to:

- 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
- 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.)

WE BELIEVE IN THE INDIVIDUAL



APPRENTICESHIPS

