

# Recruitment Consultant Apprenticeship

Level: 3

Duration: 16 months

## Overview

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. 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.

## Key Knowledge/Skills/Behaviour:

### Knowledge:

- Negotiating and agreeing terms and conditions
- Agree and measure KPIs, e.g. vacancies taken, calls made, interviews
- Understanding of different recruitment models
- Employee rights and responsibilities including equality, diversity and inclusion

### Skills:

- Identify and convert sale leads into clients
- Strive to identify new business
- Identify and attract candidates
- Shortlisting and presenting suitable candidates
- Manage client and candidate relationship
- Accurate record keeping

### Behaviour:

- Self-motivated
- Courage and confidence
- Enterprise and entrepreneurship
- Tenacity and resilience
- Attention to detail
- Organised
- Good communication skills
- Problem solver

## Entry requirements:

A minimum of 5 GCSE's Grade A\*- C including GCSE Maths Grade C or Functional Skill in Maths Level 2 GCSE English Language Grade C or Functional Skill in English Level 2

## Typical job roles:

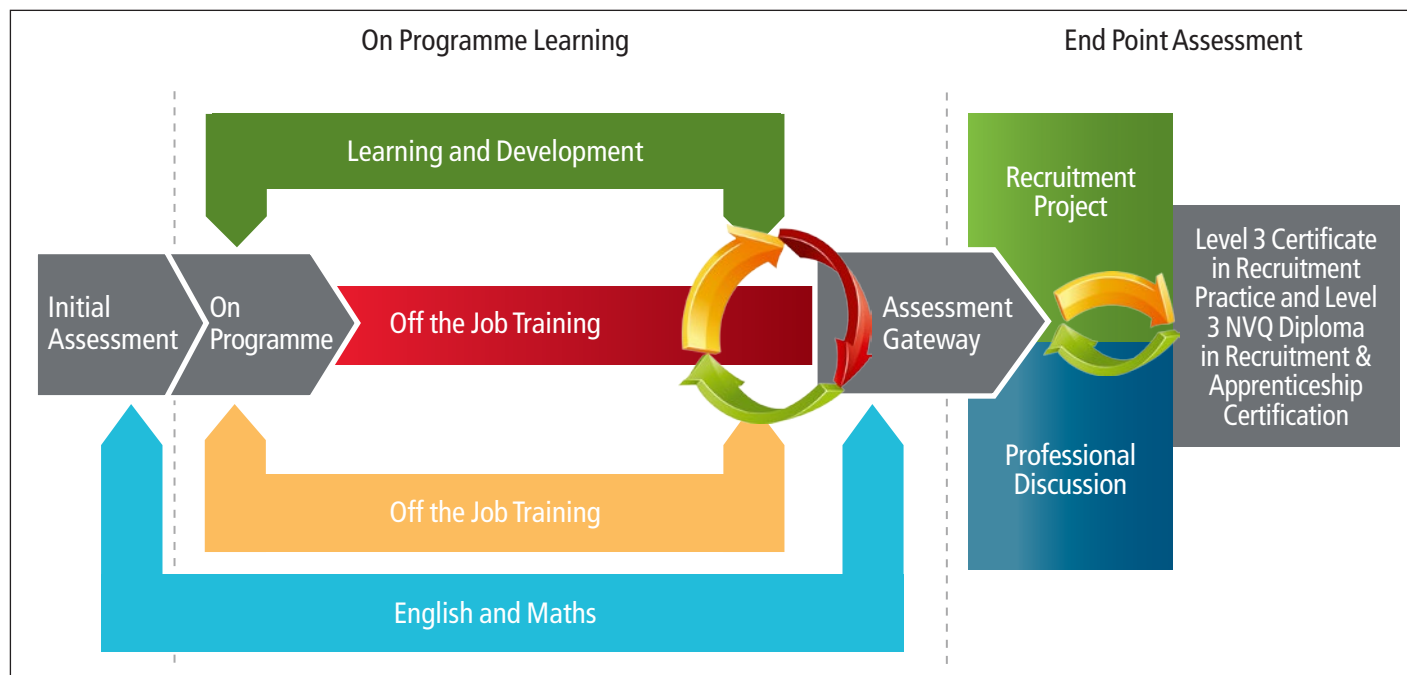
Recruitment Consultant, Recruitment Executive and Trainee Recruitment Consultant

## Qualification achieved and professional registration:

- Level 3 Certificate in Recruitment Practice & Level 3 NVQ Diploma in Recruitment

On completion of the qualifications above will also be eligible for professional registration of the Institute of Recruitment Professionals or Institute of Recruiters.

## Apprenticeship Journey



Assessment method	Weighting	Duration	Pass	Distinction
Recruitment Project	40%	The project should be a minimum of 5,000 words 10 and 15 minutes Presentation	70%	90%
Professional Discussion	60%	45 minutes		

## Off the job training

The apprentice will spend 20% of their training on learning and developing the required knowledge, skills and behaviours, which will take place out of the workplace and can be in a variety of ways such as; at college, online or face to face training and self-study time.

## Support from us

A dedicated Skills Coach will ensure apprentices are on track to complete their work-based learning and academic studies and will have the opportunity to feedback and tailor the programme further.

## Recruit an apprentice

Our Account Managers will support and guide you through every step of the way when taking on an apprentice, call our team of experts on 020 7391 6400 and we will advise you on the best way to proceed according to your requirements.

**020 7391 6400 | [employer@capitalcct.ac.uk](mailto:employer@capitalcct.ac.uk)**  
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