

Level 3 Recruitment Consultant

Role 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. 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.

Qualifications and Professional Recognition

To successfully complete this Apprenticeship the apprentice will need to complete one level 3 knowledge qualification and one level 3 competency qualification as listed below:

Knowledge:

- Level 3 Certificate in Recruitment Practice
- Level 3 Certificate in the Principles of Recruitment Practice Competency:
- Level 3 NVQ Diploma in Recruitment

Learners who complete the qualifications above will also be eligible for professional registration of the Institute of Recruitment Professionals or Institute of Recruiters.

Functional Skills

Apprentices without English or Maths at Level 2 must achieve this prior to taking the end point assessment.

Qualification

Level 3 Recruitment Consultant

Duration

Typically 18 months

Venue

The course will be delivered and supported in the workplace and by the training provider.

If functional skills are required, this may be delivered in the workplace or with the training provider.