



Recruitment Consultant Standard Level 3

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.

Core Technical Skills:

- 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)
- 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

Qualifications

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
- Apprentices without level 2 English, and Maths will need to achieve this prior to taking the end point assessment.

Review of Standard

This standard will be reviewed in three years

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