

**Think about
Professional discussion
underpinned by a portfolio
of evidence
Level 3 ST1421 Recruiter V1.0**



On the day of this assessment you will carry out:



A 60-minute professional discussion



Remote or face-to-face



**In a suitable, controlled environment free
from distraction**



With an end-point assessor



Key point

You will have already submitted your portfolio of evidence, which is not formally assessed, but can be used to illustrate your answers.



Do

- ☐ Review the criteria associated with the professional discussion - this can be found in the EPA Kit and in the table at the end of this document
- ☐ Ensure a quiet room is available and that there are no interruptions
- ☐ Be prepared to answer at least 6 questions and any follow-up questions that your assessor may ask



Don't

- ☐ Forget to bring your ID
- ☐ Forget to plan
- ☐ Forget to bring your portfolio to refer to during the professional discussion



Next steps

- Results can take up to 7 working days to be confirmed
- Your manager or training provider will inform you of the results



Resits

- If you do not achieve a pass result on the professional discussion, you can resit the assessment



Use the table below to plan and prepare for the professional discussion.

(P) indicates pass criteria

(D) indicates distinction criteria

Assessment criteria	Key points to remember
Stakeholder engagement and management	
(P) Outlines the negotiating and influencing techniques they use to help support stakeholder requirements, including sales and marketing activities (K3, K15, K16)	
(P) Explains the different methods and media they use to facilitate understanding when communicating information and interacting with candidates and other stakeholders (K17, S11)	
(P) Demonstrates how they follow their organisation's complaint handling process and act professionally, ethically and with integrity when responding to, and when escalating stakeholder complaints (K25, S22, B1)	
(D) Evaluates the extent to which their negotiating and influencing techniques have helped to support stakeholder requirements, including sales and marketing activities (K3, K15, K16)	

Assessment criteria	Key points to remember
(D) Justifies the methods and media they have used to communicate and interact with stakeholders and candidates, suggesting improvements to facilitate understanding (K17, S11)	

Assessment criteria	Key points to remember
Recruitment market and models	
(P) Describes the different types of recruitment organisations and models and how these impact on their own brand and service offering when identifying, progressing, and converting leads into new candidates, placements, or clients (K2, K5, S1)	

Assessment criteria	Key points to remember
Organisational strategy	
(P) Explains the impact of the organisation's resource strategy and goals on their role and the principles they use to assess labour market conditions and identify and maximise opportunities to support the organisation's business strategy (K8, K20, S20)	

Assessment criteria	Key points to remember
(P) Explains the external influences on the recruitment market and how they identify future changes in the sector that may impact the organisation (K7, S17)	
(P) Evaluates the extent to which they have maximised opportunities to support the organisations business strategy (K8, K20, S20)	

Assessment criteria	Key points to remember
Policy, regulations and legislation	
(P) Explains their approach to challenging and escalating poor practice and non-compliance with the recruitment process, and how they advise stakeholders on the practical application of regulation and legislation relevant to their work within the organisation (K6, S4, S16)	

Assessment criteria	Key points to remember
(P) Explains how they interpret policies to support and promote the delivery of equity, diversity, and inclusion in the workplace, and how they monitor their impact on the organisation and recruitment activities (K24, S18, B2)	
(D) Evaluates the impact on organisational culture and recruitment activities of their approach to supporting and promoting equity, diversity, and inclusion in the workplace (K24, S18, B2)	

Assessment criteria	Key points to remember
Recruitment processes	
(P) Proactively seeks to be flexible with work routines and responds to changing circumstances when applying methods to assess candidates and place them into roles that match their skills and stakeholder requirements (K11, S14, B5)	

Assessment criteria	Key points to remember
<p>(P) Demonstrates the methods they use to process, review, and progress candidate applications to create and present a shortlist of candidates to stakeholders, and how they inform and advise candidates on the outcome of their application (K9, S7, S8, S9)</p>	
<p>(D) Justifies the selection of techniques they use to assess candidates in terms of successfully placing them into roles that match their skills and stakeholder requirements (K11, S14)</p>	
<p>(D) Justifies the methods they have used to process, review, and progress candidate applications when shortlisting for stakeholders (K9, S7, S8, S9)</p>	

