

Highfield Level 3 End-Point Assessment for ST1421 Recruiter

Apprentice Details

Name	
Employer	
Training Provider	

Portfolio of evidence

It is a requirement of this assessment plan that a portfolio of evidence is submitted at Gateway to support the professional discussion. This is not assessed. Please see the EPA-kit for more information on the requirements for the portfolio of evidence.

Please indicate below which piece of evidence is mapped to each KSB covered in the professional discussion. Please use the same reference as the file name to ensure the correct piece of evidence can be located.

Core

KSB	Evidence name	Evidence reference
K2: Different types of recruitment organisation, including their own organisation's brand and service offering. (RMM1)		
K3: Stakeholder requirements, for example consultation, salary benchmarking, market trends analysis, competitor analysis, sourcing candidates and or job roles. (SEM3, SEM6)		
K5: Recruitment models, including permanent, temporary, fixed term, managed service provider (MSP) contracts, and recruitment process outsourcing (RPO) contracts. (RMM1)		
K6: Regulations, legislation, and codes of practice that impact their role and the organisation, and the implications of non-compliance, including data protection, the Employment Agencies Act and the Equality Act. (PSL1)		

K7: External influences on the recruitment market, including social, economic, legislative, political, and technology. (OS5)		
K8: Principles of assessing labour market conditions, including identifying shortages for specific roles and demand for candidates with transferrable skills to move from the legacy carbon economy into green economy jobs. (OS4, OS6)		
K9: Methods used for assessing candidates, for example planning and facilitating assessment centres, interview panels, informal telephone conversations, and how to support the candidate experience, including those requiring reasonable adjustments. (RP7, RP9)		
K11: Principles and techniques of candidate assessment, including assessing transferable skills to fulfil stakeholder requirements, for example to identify candidates with skills that could transfer into new green economy jobs. (RP6, RP8)		
K15: Sales and marketing activities that support stakeholder requirements. (SEM3, SEM6)		
K16: Negotiating and influencing techniques. (SEM3, SEM6)		
K17: Methods for communicating information and interacting with candidates and other stakeholders to facilitate understanding, for example face-to-face or online meetings, emails, reports, and presentations. (SEM4, SEM7)		
K20: The organisation's resource strategy and goals, and how this impacts their role. (OS4, OS6)		
K24: Principles and policies of equity, diversity and inclusion in the workplace, and their impact on the organisation and recruitment activities. (PSL2, PSL3)		
K25: The complaint handling process for their organisation. (SEM5)		
S1: Identify, progress, and convert leads into new candidates, placements, or clients. (RMM1)		
S4: Interpret and apply regulation and legislation, share best practice, and advise stakeholders on their application. (PSL1)		

S7: Process, review, and progress candidate applications. (RP7, RP9)		
S8: Create and present diverse short lists of candidates to stakeholders. (RP7, RP9)		
S9: Inform and advise candidates on the outcome of their application at the individual stages of the recruitment process, including those that have been unsuccessful. (RP7, RP9)		
S11: Communicate information through different media, for example face-to-face or online meetings, emails, reports, and presentations. (SEM4, SEM7)		
S14: Place candidates into roles that match their skills and stakeholder requirements. (RP6, RP8)		
S16: Challenge poor practice and non-compliance with the recruitment process and escalate where appropriate. (PSL1)		
S17: Identify future changes in the sector that may impact the organisation, for example technology advances. (OS5)		
S18: Interpret policies to support and promote the delivery of equity, diversity, and inclusion in the workplace, and monitor their impact on recruitment activities. (PSL2, PSL3)		
S20: Identify and maximise opportunities to support the organisation's business strategy, for example growing client or candidate pipelines. (OS4, OS6)		
S22: Respond to stakeholder complaints and escalate where appropriate. (SEM5)		
B1: Acts professionally, ethically and with integrity. (SEM5)		
B2: Supports an inclusive culture, treating colleagues, candidates, and external stakeholders fairly and with respect. (PSL2, PSL3)		
B5: Works flexibly and adapts to changing circumstances. (RP6)		

Apprentice Declaration

I confirm that the evidence contained in this portfolio of evidence is all my own work and any assistance given and/or sources used have been acknowledged.

Signed by apprentice (name)	Signature	Date

Employer Declaration

I confirm that the portfolio of evidence is valid and attributable to the apprentice.

Signed on behalf of employer (name)	Signature	Date