

Highfield **Level 3** End-Point Assessment for **Recruitment Consultant**



Government funding band – **£5,000**



On-programme duration – **12 - 18 months**



Gateway requirements –

- **Level 3 Certificate in Principles of Recruitment OR Level 3 Certificate in Recruitment Practice**
- **Level 3 NVQ Diploma in Recruitment**



End-point assessment method – **project assignment and professional discussion**

Working as a recruitment consultant

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 clients' requirements to achieve revenue in line with corporate and personal goals
3. Developing and managing 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

The programme's structure

Your apprentice will be placed in a recruitment consultant role over a minimum of 12-18 months during which they will be supported while on-programme by their tutor. Their tutor will review the progress of the apprentice during the 12 months against the standard to ensure they are prepared for the end-point assessment.

Your apprentice's journey



Ready for training

- Initial assessment
- English and maths training
- On-programme training to meet the requirements of the standard
- Level 3 Certificate in Principles of Recruitment **OR** Level 3 Certificate in Recruitment Practice
- Level 3 NVQ Diploma in Recruitment
- Gateway self-assessment report

Set for assessment

Resourcing project assignment

- Highfield will set the apprentice a project assignment brief
- The project will have a word count of 3000 words (+/-10%)

Professional discussion

- One hour professional discussion

Go further

Your apprentice can progress further in the sector in related job roles such as a recruitment manager or a principal consultant.

Available support

On-programme support

- Delivery resources
- Qualification mapped to standard
- Tutor support resource
- Innovative and multi-device e-learning courses

End-point assessment support

- Gateway and mock assessments
- Bespoke end-point assessment solutions
- Progression tracking system
- Staff training, standardisation and support



Need to know more:

01302 363277

 info@highfieldassessment.com

 www.highfieldassessment.com