Highfield Level 3 End-Point Assessment for ST1421 Recruiter

Mock Assessment Materials

Professional discussion underpinned by a portfolio of evidence

Recruitment process			
Ref	**Assessment Criteria (Pass)**	**Criteria met**	**Criteria not met**
RP6	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)		
RP7	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)		
Ref	**Assessment Criteria (Distinction)**	**Criteria met**	**Criteria not met**
RP8	*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)*		
RP9	*Justifies the methods they have used to process, review, and progress candidate applications when shortlisting for stakeholders. (K9, S7, S8, S9)*		

Stakeholder engagement and management			
Ref	**Assessment Criteria (Pass)**	**Criteria met**	**Criteria not met**
SEM3	Outlines the negotiating and influencing techniques they use to help support stakeholder requirements, including sales and marketing activities. (K3, K15, K16)		
SEM4	Explains the different methods and media they use to facilitate understanding when communicating information and interacting with candidates and other stakeholders. (K17, S11)		
SEM5	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)		
Ref	**Assessment Criteria (Distinction)**	**Criteria met**	**Criteria not met**
SEM6	*Evaluates the extent to which their negotiating and influencing techniques have helped to support stakeholder requirements, including sales and marketing activities. (K3, K15, K16)*		
SEM7	*Justifies the methods and media they have used to communicate and interact with stakeholders and candidates, suggesting improvements to facilitate understanding. (K17, S11)*		

	Organisational strategy		
Ref	**Assessment Criteria (Pass)**	**Criteria met**	**Criteria not met**
OS4	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)		
OS5	Explains the external influences on the recruitment market and how they identify future changes in the sector that may impact the organisation. (K7, S17)		
Ref	**Assessment Criteria (Distinction)**	**Criteria met**	**Criteria not met**
OS6	*Evaluates the extent to which they have maximised opportunities to support the organisations business strategy. (K8, K20, S20)*		

	Recruitment market and models		
Ref	**Assessment Criteria (Pass)**	**Criteria met**	**Criteria not met**
RMM1	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)		

Highfield

	Policy, regulations and legislation		
Ref	**Assessment Criteria (Pass)**	**Criteria met**	**Criteria not met**
PSL1	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)		
PSL2	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)		
Ref	**Assessment Criteria (Distinction)**	**Criteria met**	**Criteria not met**
PSL3	*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)*		