

Highfield Level 3 End-Point Assessment for ST0320 Recruitment Consultant

Mock Assessment Materials

Project Assignment

Candidate Management				
Ref	Knowledge – 20 marks available (min 4 marks = pass)	Passed	Attempted not passed	Section achieved
	Assessment criteria			
CM1	Demonstrates successful relationship management and results achieved (pass)			
CM2	Accurate and timely in activities (pass)			
CM3	Checks own work and learns from experience (pass)			
CM7	<i>Takes ownership of effective relationships and seeks feedback for further learning (distinction)</i>			
CM8	<i>Evaluates own performance and shares reasons for success (distinction)</i>			

Candidate Management				
Ref	Skills – 20 marks available (min 4 marks = pass)	Passed	Attempted not passed	Section achieved
	Assessment criteria			
CM4	Consistently sources relevant candidates for current vacancies (pass)			
CM5	Accurate assessment of candidate relevancy (pass)			
CM6	Decisions are thought through, using a range of information or techniques (pass)			
CM9	<i>Builds candidate pools and networks for current and future vacancies (distinction)</i>			
CM10	<i>Accurate and rapid assessment of candidate skills, knowledge and motivations (distinction)</i>			
CM11	<i>Decisions are fully evidenced and justified (distinction)</i>			
CM12	<i>Adapts decision making to each situation (distinction)</i>			

Compliance				
Ref	Knowledge – 20 marks available (min 4 marks = pass)	Passed	Attempted not passed	Section achieved
	Assessment criteria			
CO1	Understands and complies with best practice (pass)			
CO2	Demonstrates a knowledge of relevant policies, procedures and legislation and consistently follows them (pass)			
CO3	Understands the importance of meeting compliance standards (pass)			
CO4	Understands scope of responsibilities and needs limited supervision (pass)			
CO8	<i>Champions best practice (distinction)</i>			
CO9	<i>Shows a thorough knowledge of relevant policies, procedures and legislation and promotes them internally and externally (distinction)</i>			
CO10	<i>Understands the wider implications of failure to comply with legislative requirements (distinction)</i>			
CO11	<i>Understands corporate priorities and independently seeks advice when needed (distinction)</i>			

Compliance				
Ref	Skills – 20 marks available (min 4 marks = pass)	Passed	Attempted not passed	Section achieved
	Assessment criteria			
CO5	Consistently adheres to policies and procedures (pass)			
CO6	Work is largely accurate and meets expectations (pass)			
CO7	Highlights issues when they arise and seeks advice (pass)			
CO12	<i>Understands and follows policies and procedures to a consistently high level and is able to identify inefficiency and suggest improvements (distinction)</i>			
CO13	<i>Takes ownership for own work, promotes best practice and proactively offers to coach others (distinction)</i>			
CO14	<i>Proactively identifies potential issues and takes appropriate action to prevent them happening (distinction)</i>			

Behaviours				
Self-motivation – 2 marks available (min 1 mark = pass)				
Ref	Assessment criteria	Passed	Attempted not passed	Section achieved
B1.1	Independently takes action to meet expectations (pass)			
B1.2	Applies initiative in developing their own knowledge and skills (pass)			
B1.3	Consistently strives to exceed expectations (distinction)			
B1.4	Proactively seeks opportunities to develop themselves and share learning with others (distinction)			
Courage and ability to effectively challenge poor performance – 2 marks available (min 1 mark = pass)				
Ref	Assessment criteria	Passed	Attempted not passed	Section achieved
B2.1	Uses knowledge to identify bad practice and escalate (pass)			
B2.2	Regularly shows integrity and reliability (pass)			
B2.3	Advises on best practice when challenging bad practice (distinction)			
B2.4	Encourages others to show more integrity and reliability (distinction)			
Innovative – 2 marks available (min 1 mark = pass)				
Ref	Assessment criteria	Passed	Attempted not passed	Section achieved
B7.1	Forms ideas and supports implementation (pass)			
B7.2	Forms new ideas and drives implementation (distinction)			

Attention to detail – 4 marks available (min 1 mark = pass)				
Ref	Assessment criteria	Passed	Attempted not passed	Section achieved
B8.1	Checks own work which contains minimal errors (pass)			
B8.2	Identifies their role in the team and how their work contributes (pass)			
B8.3	<i>Takes ownership for work and evaluates accuracy (distinction)</i>			
B8.4	<i>Understands the structure of the organisation and is able to discuss how teams interact (distinction)</i>			
Ethical customer-focused approach – 4 marks available (min 1 mark = pass)				
Ref	Assessment criteria	Passed	Attempted not passed	Section achieved
B9.1	Has customer satisfaction at the centre of their actions (pass)			
B9.2	Conducts reviews with clients (pass)			
B9.3	<i>Champions customer care best practice and strive for a win-win solution (distinction)</i>			
B9.4	<i>Leads client reviews and suggests improvements (distinction)</i>			
Are very organised – 4 marks available (min 1 mark = pass)				
Ref	Assessment criteria	Passed	Attempted not passed	Section achieved
B10.1	Plans work, achieves deadlines and effectively manages resources (pass)			
B10.2	Suggests improvements in processes (pass)			
B10.3	<i>Creates plans to maximise resources and personally ensure results are achieved (distinction)</i>			
B10.4	<i>Identifies inefficiency and plans for timely resolution (distinction)</i>			

Demonstrate problem solving and decision-making – 2 marks available (min 1 mark = pass)				
Ref	Assessment criteria	Passed	Attempted not passed	Section achieved
B12.1	Decisions are thought through and address the issue at hand (pass)			
B12.2	Uses past experiences to inform decisions (pass)			
B12.3	<i>Decisions are timely, show good judgement and are fully evidenced, positively affecting outcomes (distinction)</i>			
B12.4	<i>Balances expediency with best practice (distinction)</i>			