

# Highfield **Level 3** End-Point Assessment for **ST0320 Recruitment** **Consultant v1.0**



Government funding band – **£5,000**



Gateway requirements – **level 2 in English and maths (optional for 19+, please see funding rules), level 3 Certificate in Principles of Recruitment OR level 3 Certificate in Recruitment Practice and level 3 NVQ Diploma in Recruitment**



End-point assessment methods – **a project assignment and a 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 client 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

## Your apprentice's journey



### Ready for training

- Initial assessment
- English and maths training (optional for 19+, please see funding rules)
- On-programme training to meet the requirements of the standard
- Gateway readiness self-assessment

### Set for assessment

End-point assessment methods are:

#### Resourcing project assignment

- 3,000 word project (+/- 10%)
- Highfield will set the apprentice a project assignment brief

#### Professional discussion

- A 1-hour professional discussion

### Go further

On completion of the apprenticeship, apprentices may wish to progress into other 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: