

APPRENTICESHIP *Overview*



LEVEL 3

**RECRUITMENT
CONSULTANT**





Who is this apprenticeship suitable for?

Our Recruitment Apprenticeships have been designed to offer highly [specialist](#) training for those working in the recruitment industry. This Level 3 Recruitment Consultant Apprenticeship can either be offered to your existing team members or those new to your business and the recruitment industry.

This Recruitment Consultant Apprenticeship provides a [high-quality](#) learning experience for candidates working in the supply of flexible temporary workers, permanent placements or a combination of both. We've designed our programme to help individuals to; manage and develop client relationships, source suitable vacancies, proactively develop new business opportunities, successfully place candidates, follow all

legal and regulatory responsibilities.

As part of this Level 3 Apprenticeship programme technical knowledge such as negotiation, recruitment models, [sales techniques](#) and assessing people are all included to offer a training programme that covers the whole recruitment cycle in line with your own business model.

We provide support and training that helps an individual develop skills that are needed within the recruitment sector such as; tenacity and resilience, innovative approaches, [self-motivation](#), attention to detail, excellent communication and an ethical approach to customers.

Entry requirements

There are no formal entry requirements for the L3 Recruitment Consultant. Prior to enrolment onto this Apprenticeship DBC Training will conduct a skill scan with all applicants to ensure this is the right course to support their ongoing professional development.

Job Titles Include:

-  External Recruiter
-  Internal Recruiter
-  Recruitment Consultant
-  Recruitment Manager



Who is this apprenticeship suitable for?

Functional Skills: maths & English

Apprentices will be required to pass functional skills at Level 2 as part of this programme, unless they already hold a current transferable skills qualification e.g. (GCSE grade C / 4 or above, or Key Skills Communication Level 2).

Delivery Model

This is a work based qualification and will be delivered by qualified and experienced DBC Development Coaches. Our approach to delivery is bespoke to your organisation.

End-Point Assessment (EPA)

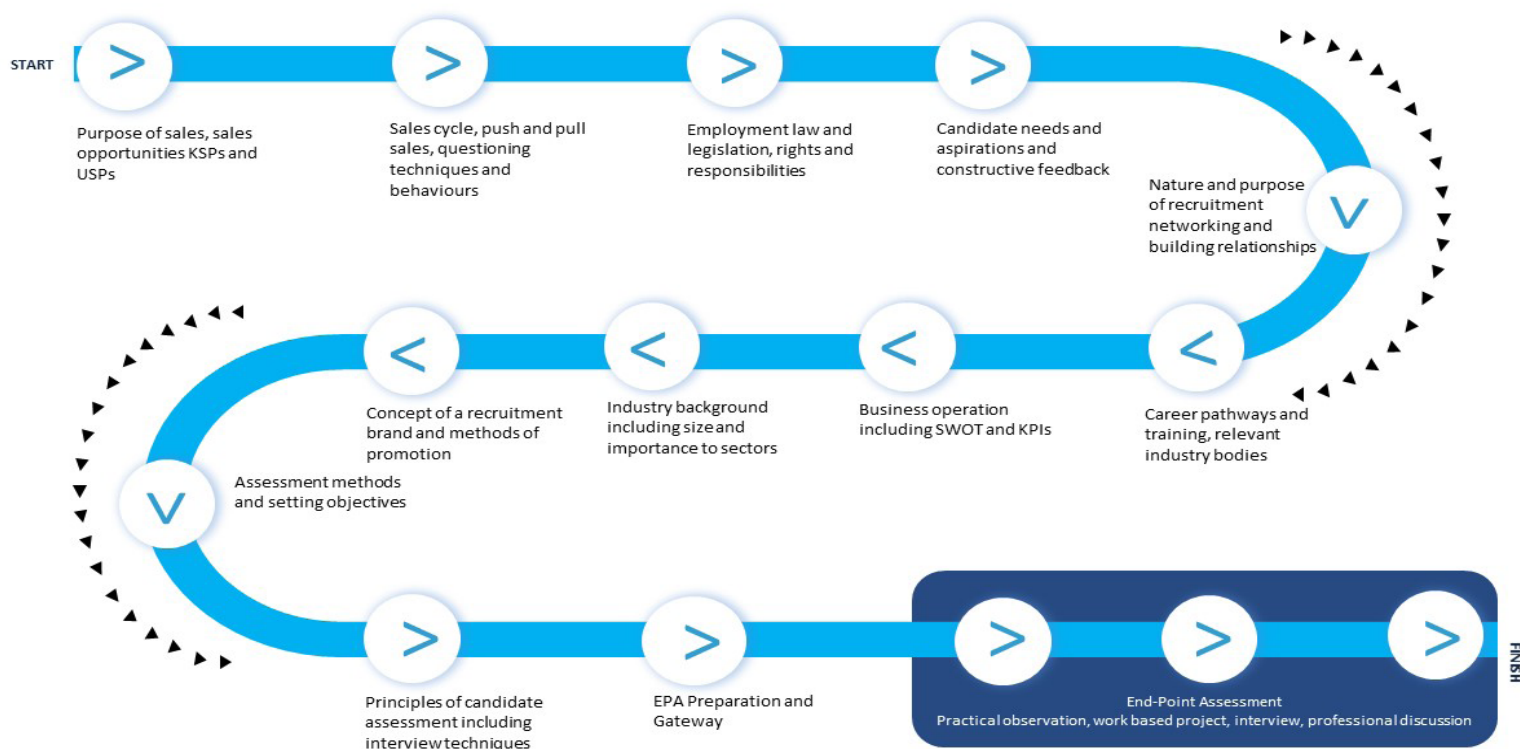
An EPA is an independent synoptic assessment carried out by an independent assessor at the end of the apprenticeship this confirms the apprentice's knowledge, skills and behaviours meet the required standard.



- Project assignment
- Professional discussion

Duration: 15 months

Below is an example of a learner journey, DBC Training will work with you to create a bespoke pathway, tailored to the organisation and learner needs.



Off the Job Training (OTJ)







Off-the-job training is a learning activity away from the day to day duties of your job. A minimum 20% of the Apprenticeship has to be completed off-the-job. This can include training that is delivered in the work place, but will not include normal working duties. Examples of OTJ training include, but not limited to:

Activity	Examples of Valid OTJ
Workshops/masterclasses	Block or day release
Online learning	Online training modules and support materials
Mentoring	Support from line managers and colleagues
Continuous professional development	Any activity related to the job that develops new skills/knowledge
Reflection logs	Recording all learning that has taken place
Research	Background working to improve knowledge
Assessments and Assignments	Exercises or project reports
Revision for exams and EPA	Preparation for ongoing or end point assessment

Progression Opportunities

After completing the Level 3 Recruitment Consultant programme, you can discuss any potential progression opportunities with your Development Coach.

Why DBC?

-  We provide a strong customer 'first' ethos
-  Highly effective, individualised teaching and learning
-  High learner and employer satisfaction rates
-  Bespoke and flexible learning programmes tailored to employer and learner needs
-  Monthly learner progress reports/visits
-  Full key account management with quarterly progress reports