

RECRUITMENT CONSULTANT



AURELIA TRAINING

Who is it for?

The role of the Recruitment Consultant is to identify and secure Clients who need assistance in finding candidates for roles, to then source candidates to meet the client's requirements (for an agreed fee). They do this by attracting or sourcing candidates, assessing the candidates against the criteria of the clients brief and then selling the candidates attributes, how they fit the brief to the client. This may be for a permanent, temporary, or fixed term contract placement. A Recruitment Consultant needs to be able to communicate effectively, be able to negotiate and agree terms and conditions, have excellent customer service skills, be persuasive, confident, and assertive.

About the course

The Apprenticeship is made up of:

A Level 3 Certificate in Principles of Recruitment – this comprises of 6 units and is a knowledge based qualification, Understanding Sales techniques for recruitment, Understanding the Legal and Ethical requirements in Recruitment, understanding relationships management, the recruitment market, recruitment operations and the principles of assessing candidates.

A level 3 NVQ Diploma in Recruitment – this comprises of 41 credits achieved through 9 mandatory units and 3 optional units, this is a performance based qualification and includes, identifying client requirements, Attracting, selecting and assessing candidates, presenting candidates to clients, Briefing and debriefing candidates, and administration of the recruitment process, it can also include, competitor analysis, negotiating, objection handling and closing techniques, sales proposals, networking skills, co ordinating flexible workers and delivering sales presentations.

Functional skills English and Math's – If the learner does not have a GCSE C grade or equivalent in English and Math's they will need to complete the functional skills course, they will work with a qualified Tutor to help gain the skills, knowledge and confidence needed to Pass the exams and gain a level 2 Functional skills qualification in English and / or Math's.

End Point Assessment – While working towards the above qualifications the learner will gain the knowledge, skills and behaviors needed to get to the Gate way. Once they are ready, they will be submitted for End Point Assessment this is a final assessment set by the awarding body to ensure they meet the required standard. There are two parts to the end point assessment – A written project designed to utilize the learners ability to research, organize and deliver a written report to demonstrate their knowledge and skills giving real life examples and to make recommendations for improvements. Secondly, they will take part in a professional discussion allowing the learner to demonstrate that they are a confident, assertive, and persuasive communicator who can demonstrate the knowledge and skills they have learnt over the duration of the course.

The program includes:

- Interview and induction
- Unlimited support and guidance from a qualified trainer via phone, email, and video
- All program documentation, files, and materials
- One to one portfolio review session
- Regular workshops held in the workplace or our offices in Coventry at pre-agreed dates and times
- Verification and certification on completion

What are the benefits for employers?

- Higher skilled, motivated, and confident workforce
- Increased efficiency
- Reduction in staff turnover

What are the benefits for learners?

- Achieving industry recognised qualifications which will, improve your skills, knowledge of the industry, help with career progression and improve your confidence

For further information about the delivery of this award please contact Bob Hartnett on 077687412766 or email Info@aureliatraining.com