



# Recruitment Consultant

Course Duration / 12 Months Level 3

Apprenticeship Standard

**Attracting candidates and matching them to temporary or permanent job positions with client companies.**

## Course Overview

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:

- \* Identifying, qualifying and **securing client recruitment opportunities** in line with corporate and personal goals.
- \* Identifying, assessing and placing suitable candidates to meet client requirements in order to **achieve revenue in line with corporate and personal goals.**
- \* Developing and **manage client / candidate relationships** to ensure high levels of customer satisfaction and quality standards.
- \* Meeting all procedures and carrying out relevant processes to **ensure industry codes of ethics and relevant legislation are adhered to.**
- \* A career in recruitment as a recruitment consultant can appeal to those individuals who possess an **entrepreneurial outlook.**
- \* It provides the opportunity for reward and high earning potential. Many opportunities arise in the recruitment sector for personal and professional development, such as **team leader and or managerial roles.**



## Contact Us

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# Recruitment Consultant Course Content

## Knowledge

- \* How to establish, negotiate and agree terms and conditions of business with clients.
- \* All necessary processes, payment and aftercare services in line with company policies.
- \* The different recruitment models (eg. Temporary, Permanent, Contract Recruitment, Executive Search etc)
- \* Agreed job-related Key Performance Indicators (KPIs, e.g. vacancies taken, calls made, interviews etc) and how they will be assessed and measured during the apprenticeship.
- \* How to ensure candidates and clients receive a professional and comprehensive recruitment service.
- \* How to develop successful sales techniques for recruitment.
- \* The principles of assessing people.

## Skills

- \* Identify, progress and convert sales leads into new clients, candidates and placements as required.
- \* Proactively and consistently strive to identify and obtain new business opportunities.
- \* Source suitable vacancies in line with company policies and sales procedures.
- \* Manage and profitably develop client relationships.
- \* Identify and attract candidates using all appropriate methods to fill jobs.
- \* Monitor responses/applications received and make sure that candidate applications are processed efficiently.
- \* Shortlist and present suitably qualified applicants against defined job vacancies.
- \* Manage the recruitment and selection processes by effectively liaising with the client, candidate and internal teams.
- \* Successfully place suitable candidates with clients.

## Behaviours

- \* Someone who takes independent action to meet and exceed KPIs without being asked.
- \* Someone who uses their knowledge of recruitment law to identify bad practice and suggest improvements.
- \* Someone who proactively seeks opportunities and acts upon them.
- \* Someone who continues to make effective canvassing calls despite having to repeatedly overcome objections.
- \* An individual who has made a plan for their professional development and career opportunities.
- \* Someone who can draw on previous experience and/or agreed procedures and policies to solve problems and make informed decisions.