

LEVEL 3 RECRUITER

Course Overview

Identifying, attracting and shortlisting candidates as part of the recruitment process.

Role Overview

A Recruiter Level 3 Apprentice plays a key role in identifying, attracting, and selecting candidates while also building relationships with clients and stakeholders. They are responsible for managing end-to-end recruitment processes, advising clients on hiring strategies, and ensuring compliance with employment laws and regulations. A career in recruitment offers diverse opportunities for growth, with potential for high earnings, career advancement, and transferable skills valued across industries.

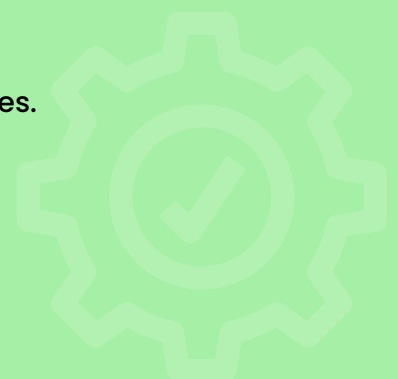
Knowledge

- End-to-end recruitment processes and methodologies.
- Employment legislation and regulatory compliance.
- Key performance indicators (KPIs) in recruitment.
- Recruitment sales strategies and client relationship management.
- Understanding of market trends and talent availability.
- Principles of equality, diversity, and inclusion in hiring practices.



Skills

- Develop recruitment strategies tailored to client needs.
- Source, attract, and engage candidates using advanced techniques.
- Conduct effective interviews and candidate assessments.
- Build and maintain client relationships.
- Write compelling job adverts and manage candidate pipelines.
- Use recruitment technologies and data analysis tools.
- Proactively identify new client and candidate opportunities.



Behaviours

- Professionalism and ethical recruitment practices.
- Resilience, adaptability, and self-motivation.
- Strong interpersonal and communication skills.
- Commitment to continuous improvement and learning.
- Ability to prioritise tasks effectively and manage workloads.

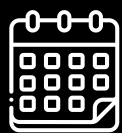


Professional Recognition and Progression

This qualification provides a pathway for progression into higher-level recruitment roles, such as

- Senior Recruitment Consultant
- Talent Acquisition Manager
- Recruitment Team Leader

With continued professional development, apprentices may pursue additional qualifications and industry accreditations to further enhance their career prospects.



Typical Duration
14 Months



Funding Value
£7,000



Training Method
Blended

Apprenticeship Assessment:

Apprenticeship Assessment is completed between 30-90 days of completion.

Assessment Methods:

- **Project Assignment:** Evaluating recruitment knowledge, skills, and behaviours.
- **Professional Discussion:** Reflecting on the apprentice's portfolio of evidence.

What to expect from us

- Tailored learning plans to support each individual
- Dedicated and professional account management & recruitment
- Highly experienced tutors and delivery support team
- On going support throughout the Apprenticeship.
- Monthly visits from our Skills Coaches / Teams calls
- Designated safeguarding officer

Contact us:

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