

OVERVIEW

The Level 3 Recruiter apprenticeship equips learners with the essential knowledge, skills and behaviours to manage end-to-end recruitment and talent acquisition. It develops the ability to attract, assess and place candidates while giving employers effective recruiters who enhance staffing outcomes.

This programme covers the full recruitment lifecycle, including stakeholder engagement, sourcing candidates, assessment, onboarding, compliance and best practice.

Key Features

- Builds strong understanding of recruitment models, legislation and compliance
- Develops stakeholder management, candidate sourcing and assessment techniques
- Strengthens communication, sales and negotiation abilities
- Encourages use of technology and sustainable working practices

Module	Months	Topic
1	1-2	Induction and Programme Overview
2	2-4	Understanding Recruitment Needs
3	5-6	Market Analysis and Candidate Targeting
4	7-8	Recruitment Campaign Design and Budgeting
5	9-10	Candidate Sourcing Techniques
6	11-12	Managing Selection and Shortlisting
7	13-14	Safeguarding and Compliance
8	14-16	Onboarding and Team Management
9	17-18	Stakeholder Engagement and Leadership Skills



ABOUT THE APPRENTICESHIP

What you will learn

- Understanding stakeholders, recruitment markets, and organisational brand and offerings.
- Analysing stakeholder requirements, labour market trends, and competitor insights.
- Managing recruitment processes, techniques, and lifecycle stages effectively.
- Applying recruitment models, regulations, legislation, and codes of practice.
- Sourcing, assessing, and presenting candidates to meet stakeholder needs.
- Planning and running recruitment campaigns, events, and marketing activities.
- Building and maintaining stakeholder and candidate relationships.
- Using technology and software tools to support recruitment and compliance.
- Applying ethical, inclusive, and sustainable recruitment strategies and practices.
- Managing budgets, resources, priorities, and performance within recruitment.
- Communicating clearly, resolving issues, and working professionally across teams.

Additional qualifications included

- Level 2 Maths and English if you do not already hold them.

How you will learn

A mixture of bi-weekly online sessions and face-to-face visits where required. You will have a dedicated tutor who is there to guide you through your training programme. As well as your tutor, you will have access to learning and support materials online to support you with your allocated off-the-job training each week.

Learner Journey

Once learners have completed their training and reached Gateway their portfolio and progress will be reviewed by both the employer and training provider. If ready, the apprentice will move into the End-Point Assessment, which takes place over a three-month period. This includes a practical assessment, a project presentation and a professional discussion supported by the learner's portfolio of evidence.

End-Point-Assessment (EPA) - 3 Months Period

- Professional Discussion (60 mins)
- Presentation with Questions (50 mins)
- Portfolio Based Interview (30 mins)

Off-The-Job Training

Off-the-job is where you will need to log evidence of learning activities that fall outside of your normal working environment but is still classed as learning towards your apprenticeship. The number of hours you need to log throughout your apprenticeship will be discussed at enrolment.



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This programme covers the full recruitment lifecycle, including stakeholder engagement, sourcing candidates, assessment, onboarding, compliance and best practice. It blends practical workplace experience with structured learning to prepare apprentices for a professional role in resourcing or recruitment consultancy.

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HOW LEARNERS ARE SUPPORTED

ONLINE PORTFOLIO

Learn on-the-go with your phone, tablet or laptop, anytime, anywhere and personalise your learning into bite-sized chunks.

FACE TO FACE MASTER-CLASSES

Join a dynamic group of learners for in-person sessions where you'll have the opportunity to interact with peers and experts, immersing yourself in a guided masterclass experience.

VIRTUAL WORKSHOPS

Engage in live group sessions with expert tutors, interactive discussions and peer collaboration for an exciting and enriching learning experience.

SKILLS COACHING

Personalised guidance from industry specialists to achieve professional excellence

ASSESSMENTS

Assessments test your understanding and retention of learning, helping you enhance your recall and application of knowledge for a deeper grasp of concepts.

LEARNING FORUMS

Learn from and help your peers, discuss the learning, gain extra support, networking and hear different points of view.

