



# Recruiter apprenticeship.



for a  
better  
tomorrow

Recruiters play a key role in resourcing activities that drive the recruitment of employees and match them to temporary, fixed term, or permanent job roles within an organisation.

<b>Level 3</b>	<b>Subject area:</b> HR & Learning & Development	<b>Duration:</b> 15 months + 3 month assessment period	<b>Delivery mode:</b> Online in the workplace
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## What knowledge and skills will an apprentice learn?

Apprentices will learn through online workshops and one-to-one sessions with a Get Set UK Learning Development Mentor and specialist trainers, covering:

- Regulations, legislation, and codes of practice that impact their role and the organisation including EDI.
- Methods and techniques of sourcing and assessing candidates to meet stakeholder requirements.
- Different recruitment models, their requirements, and the recruitment lifecycle.
- Key influences on the recruitment market and advising stakeholders on market trends.
- Advising and informing candidates on their job search performance and providing feedback.
- Insights and guidance from an experienced recruiter on achieving KPI's, sales and building rapport.

## What experience will the employer need to provide?

The apprentice will need to have the opportunity to regularly carry out the following tasks:

- Work with stakeholders to create job descriptions.
- Create job adverts and promote vacancies.
- Identify and contact potential candidates.
- Create profiles and CVs to share with hiring managers.
- Facilitate feedback, selection and onboarding.
- Manage recruitment systems and data.
- Contribute to the resource strategy.

## What is involved in the end-point assessment (EPA)?

- Professional presentation
- Portfolio of evidence
- Professional discussion



**Start your apprenticeship journey today.**

Call our dedicated apprenticeship team on **01268 270 648** or email us at [apprenticeships@getsetuk.co.uk](mailto:apprenticeships@getsetuk.co.uk)



## Cost/funding band

Free for learners  
Employers: £7,000 - up to  
100% government-funded



## Professional recognition

Level 3 Certificate in  
Principles of Recruitment

## Optional

Specialist in Talent  
Acquisition & Retention



## Job roles

- ✓ Recruitment Consultant
- ✓ Recruitment Specialist
- ✓ Recruitment Resourcer
- ✓ Talent Acquisition Partner
- ✓ In-house Recruiter



**SCAN ME**  
For more info

