

Qualification Specification

A2A Training: Recruiter EPA

Qualification Title	A2A Training: End Point Assessment Recruiter Level 3
Ofqual Qualification Number:	610/4895/1
Guided Learning Hour - GLH	182
Total Qualification Time - TQT	385
Minimum Age	18
Qualification Purpose Summary	This qualification is designed for learners who work in a recruitment role.
Grading	Pass, Distinction or Fail See grading details on the Assessment Plan Recruiter / Institute for Apprenticeships and Technical Education
Assessment Methods	Professional Discussion underpinned by a portfolio of evidence. Presentation with questions.
Apprenticeship Standard Links	This qualification once achieved shows the learner has met the requirements of the assessment plan for the standard: ST1421 Recruiter.

Please ensure that you use the most up to date version of this document by downloading from the website. In the event of a conflict between this document

and the assessment plan published by the Institute for Apprenticeships and Technical Education then the latter takes precedence.
[Recruiter / Institute for Apprenticeships and Technical Education](#)

Content Creator Level 3

Aims and Objectives

Occupation summary

This occupation is found in organisations that come from the public, private and third sectors. Typically, a recruiter works in consultancies, agencies, in-house for employers, embedded recruiters, or as an outsourced provider.

The broad purpose of the occupation is to manage resourcing activities that drive the recruitment of candidates and matching them to temporary, fixed term, or permanent job positions within an organisation. Their role is to manage the end-to-end recruitment process which typically involves planning, identifying, attracting, assessing, shortlisting, and onboarding candidates to fulfil the current and future requirements of the business brief. This may include identifying those with transferrable skills with the capacity to move from the legacy carbon economy into a green economy job. They may also be required to manage the aftercare such as onboarding and timesheets of candidates and to identify new business opportunities.

In their daily work, an employee in this occupation interacts with and builds relationships with key stakeholders such as advertising media, candidates and clients, internal colleagues, and various audiences to achieve successful recruitment outcomes.

An employee in this occupation will be responsible for understanding and influencing markets, organisations and individuals including researching and understanding their goals and requirements. They will use their recruitment, industry, and communication expertise to support the day-to-day delivery of recruitment for the stakeholder. They will research the marketplace to identify, source, attract and shortlist candidates for the recruitment process to fulfil the requirements of the business brief. Typically, this would involve developing written and non-written communications such as job advertisements or marketing materials, and social media. They will analyse and report on the impact of recruitment campaigns and programmes.

A recruiter may identify new business opportunities through a variety of means and action according to organisational requirements. They will manage and achieve performance indicators which may typically include revenue forecasts, activity quotas, hiring numbers, time, and cost to hire, inclusivity targets, compliance such as reference checks, and quality requirements, in line with organisation or individual financial and business goals and priorities. A recruiter will develop and manage internal and

external stakeholder relationships to ensure high levels of customer satisfaction and quality standards. They will handle day to day queries and provide recruitment advice such as industry insights, salary benchmarking, workforce and management information, interview preparation and feedback. They will manage the candidate experience throughout the process to ensure high levels of candidate satisfaction in a timely manner to enhance the organisation's reputation and brand.

As a core element of their role, a recruiter will be required to have a good knowledge of their sector and how it informs their role. They will understand how their role supports the wider organisation structure. They will apply codes of practice, legislation, and regulation in respect of their organisation's areas of operation. This will apply not only to legal and ethical responsibilities but will include the central placement of inclusion and sustainability.

Typically, recruiters work independently, either leading on a whole recruitment project or on some elements of recruitment within a wider project, but they will also work with and support the wider team on other duties. Typically, they will be mainly desk-based, although travel to meetings, events and training is routinely part of the role.

As part of the EPA, learners will be tested on the Key Skills and Behaviours in conjunction with the criteria in the Assessment Plan for the standard.

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Link to professional registration:

Professional recognition

This standard aligns with the following professional recognition:

- **The British Institute of Recruiters for Certified Agency Recruiter (Cert PRec) and Specialist in Talent Acquisition and Retention for In-House Recruiters (STAR)**
- **The Recruitment and Employment Confederation for Affiliate member**

Support Materials and Link to the Assessment Plan for the Apprenticeship.

Our support materials are available on our systems called ACE360 to centres who have learners registered with us.

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Apprentices must demonstrate evidence they meet all the KSBs in the assessment plan.

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