

Modern Recruiter

Level 3 Apprenticeship

Overview

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.

Delegates will be equipped to

- Identify recruitment opportunities by analysing and confirming stakeholder requirements to create job descriptions and person specifications.
- Create job adverts and marketing plans to advertise and promote vacancies.
- Research and identify potential candidates that match role and vacancy requirements.
- Contact potential candidates to qualify for current or future vacancies.
- Create candidate profiles with CVs to share with the hiring manager.
- Collate and communicate feedback on all candidates.
- Manage and facilitate the selection process in line with the organisation's preferences.
- Manage and facilitate successful candidates through to start date.
- Support the onboarding and administration process of new starts.
- Manage stakeholder engagement to ensure a pipeline of future work.
- Manage recruitment systems and data to ensure compliance with regulations and legislation.
- Contribute to the resource strategy through managing the implementation of agreed metrics and delivering the organisation requirements.



Apprenticeship Level 3

Duration 12 months + 4 month EPA

Max Funding - £7000

Value added masterclasses:

- High-Impact Questioning & Listening
- Negotiation, Influence & Closing Skills

Tack TMI Bespoke Apprenticeships are a solutions focused training provider governed by sector specialists. Our programmes are inspired by you and crafted by us.

Learning Journey



Additional Information

Programme Overview

This career-oriented pathway develops knowledge, skills and behaviours over an 12-month period.

- Understanding recruitment models, employment law, equality & diversity, and financial/contractual awareness
- Managing the full recruitment cycle, sourcing, shortlisting, screening, and placing candidates using appropriate methods
- Business development and client relationship management
- Advising clients and candidates on legal, regulatory, and ethical practices across multiple communication channels
- Demonstrating key workplace behaviours: self-motivation, integrity, resilience, attention to detail, problem-solving, and ethical focus

Onboarding Session

- Understand the programme's structure.
- Identify your starting point and create a plan.
- Seek advice and support.
- Begin your path to apprenticeship.

Support Throughout

Embark on your journey to EPA completion with the dedicated support of a professional Trainer, committed to developing your skills and knowledge. Experience structured growth with formal reviews in week 5, month 3 and 6 alongside your Trainer and line manager, ensuring you stay on track and succeed.

Functional Skills

If you are 16 to 19 and lack a Level 2 English and Maths qualification, you must complete the Level 2 Functional Skills for your apprenticeship.

If you are 19+, then this is optional

Development Sessions

Your apprenticeship includes 12 specific training sessions and 2 EPA prep sessions, building practical knowledge, skills, and behaviours.

Reviews occur in week 5, month 3, 6 and a Gateway review in month 8 with your trainer and line manager.

Gateway & EPA

You, along with your trainer or skills coach and your line manager, will come together to confirm that you are prepared for the End-Point Assessment (EPA).

- Observation of practice in the workplace
- Professional discussion supported by a portfolio of evidence