

## **Pearson BTEC Level 3 Certificate in Recruitment Practice 601/6283/1**

### **What is the purpose of this qualification?**

The Pearson BTEC Level 3 Certificate in Recruitment Practice is designed to provide learners with specialised occupational knowledge that is required by employers to work in the recruitment sector either within recruitment agencies or within in-house recruitment departments or functions.

Achievement of this qualification prepares the individual to enter the recruitment sector in the potential job roles listed below at this level, and in roles that involve recruitment operations and relationship management in recruitment.

### **What does this qualification cover?**

This qualification is based on National Occupational Standards (2011) for Recruitment Practice as defined by Skills CFA, the Sector Skills Body.

Learners will achieve this qualification by completing six mandatory knowledge units in Understanding Legal and Ethical Requirements in Recruitment, Understanding Sales for Recruitment, Understanding Relationship Management in Recruitment, Understanding Recruitment Operations, Understanding the Recruitment Market and Understanding the Principles of Assessing People.

### **Who could take this qualification?**

This qualification is for all learners aged 16-18 and 19+ who are capable of reaching the required standards. Learners do not need any prior qualifications, knowledge or experience before starting the qualification however they are likely to be seeking work within the recruitment Industry, or they may already be employed in a recruitment role or function.

### **What could this qualification lead to?**

Learners could progress on to a Pearson Edexcel Level 3 Diploma in Recruitment that demonstrates occupational competency for the potential job roles listed below at this level, including an advanced apprenticeship in recruitment.

Alternatively learners could progress on to a Higher Level Apprenticeship in Recruitment or to Level 3 Management qualifications which are designed to ensure that management and leadership skills support productivity and efficiency of the workforce, including an advanced apprenticeship in management.

Potential job roles for those working towards this qualification are:

Trainee Recruitment Consultant  
Junior Recruitment Consultant  
Account Representative

Recruitment Resourcer  
Recruitment Consultant

**Who supports this qualification?**

This qualification is supported by the Sector Skills Body for Recruitment Practice, Skills CFA.