

Pearson Edexcel Level 3 NVQ Diploma in Recruitment 601/6188/7

What is the purpose of this qualification?

The Pearson Edexcel Level 3 NVQ Diploma in Recruitment has been designed to provide learners' with the industry and technical knowledge and skills to work in the recruitment sector either within recruitment agencies or within in-house recruitment departments or functions.

Achievement of this qualification confirms occupational competence

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 complete nine mandatory units including, Identify Client Recruitment Requirements, Pre-select Candidates, Assess Candidates, Match and Present Candidates to Employers, Attract Potential Candidates, Brief and Support Candidates, Carry Out Candidate Debriefing, Administer Recruitment Processes and Develop Working Relationships with Colleagues.

Learners will then choose from a range of specialist optional units that align to the duties of their role or aspiring role such as Advise Clients on Operational Recruitment Planning, Conduct Market Research, Sustain Customer-Focused Relationships with Clients, Buyer Behaviour in Sales Situations, Develop, Maintain and Review Personal Networks and Develop Resourcing Plan for Recruitment Services.

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 choose to complete this qualification as part of an advanced apprenticeship in recruitment or to progress on to a Higher Level Apprenticeship in Recruitment. Learners may also chose to progress 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.