

ST1421 Level 3 Recruiter Assessment Plan

Assessment details

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the level 3 recruiter apprenticeship. It should be read in conjunction with the General Requirements for Apprenticeship Assessment. Where there is conflict between this AAP and the General Requirements, this AAP takes precedence. Assessment organisations must also comply with the relevant regulatory framework for apprenticeship assessment.

It is important that the assessment of apprentices is proportionate, valid, and provides reliable evidence of an apprentice's attainment of the relevant knowledge and skills. As such, assessment organisations must design assessments to ensure:

- employers have confidence that the apprentice has reached the expected performance standard
- apprentices are sufficiently secure in their knowledge and skills, so that they could demonstrate their competence in different contexts, for example, a different workplace

Assessment Outcomes

The assessment outcomes group and summarise the knowledge and skills that must be demonstrated in assessments. All assessment outcomes must be assessed.

Table 1: Assessment outcomes

Table 1 sets out the assessment outcomes and the mapped knowledge and skill statements. All assessment outcomes must be assessed. Knowledge and skills statements listed in the mandatory statements column must be assessed in every version of the assessment that is made available.

Knowledge and skills statements which offer opportunities to develop functional English and maths are identified with an asterisk.

Assessment Outcome	Mapped statements	Mandatory statements
AO1: Stakeholder relationships and lead generation Develops and maintains relationships with candidates, clients, hiring managers and other stakeholders, using communication, influencing, negotiation and service review activities to identify opportunities, progress recruitment requirements, generate and convert leads, manage expectations, handle complaints, and improve recruitment services and outcomes.	K1, K3, K14*, K15*, K16*, K17*, K25 S1*, S3*, S11*, S12*, S13*, S22*	K3, K14 S1, S3, S11, S12
AO2: Recruitment planning and talent attraction Plans and coordinates recruitment activity by analysing stakeholder requirements, labour market conditions, and organisational priorities. Uses sourcing, marketing, networking, and campaign management approaches to attract talent, build candidate pipelines, and support workforce requirements.	K4*, K5, K7, K8*, K10*, K12*, K13* S2*, S5*, S6*	K4, K10, K12 S2, S6
AO3: Candidate assessment and placement Manages candidates through the recruitment lifecycle from application through assessment, selection, placement, onboarding, and aftercare. Assesses suitability against role requirements, supports candidate experiences, and matches individuals to opportunities that meet stakeholder needs.	K9*, K11*, K18* S7*, S8*, S9*, S10*, S14	K9 S7, S10, S14
AO4: Compliance, ethical practice and inclusive recruitment Applies legislation, regulation, organisational policies, and ethical recruitment principles throughout recruitment activities. Promotes and monitors the impact of equity, diversity, and inclusion, manages information appropriately, supports sustainable and greener working practices, and challenges and escalates non-compliance and poor practice when identified.	K6, K23, K24 S4, S15*, S16*, S18, S19	K6 S4, S15

Assessment Outcome	Mapped statements	Mandatory statements
AO5: Commercial awareness and organisational performance Supports organisational growth and business objectives by identifying market opportunities, managing resources within budget requirements, monitoring performance, evaluating recruitment effectiveness, identifying future trends, and implementing improvements to recruitment services and processes.	K2, K19, K20, K21*, K22* S17*, S20*, S21*	K22 S21

Assessment requirements

Assessment organisations must set apprenticeship assessments. Assessment organisations should consider how technology and digital tools can support innovation and efficiency.

Assessment organisations must design apprenticeship assessments to include a **question and answer**.

Any additional assessment, or assessments, must be selected from the following list of methods, to ensure the assessment outcomes are met in full. Assessments available in the list may be used more than once:

- **presentation**
- **showcase**
- **professional discussion**
- **portfolio**
- **interview**
- **project**
- **written assessment**

Apprentices may be assessed at any appropriate point during their apprenticeship programme.

Assessments may be designed to allow a centre or training provider to mark assessments. The assessment organisation is responsible for ensuring all assessments are sufficiently reliable and valid, and for the accuracy of any centre or training provider marking.

Performance descriptors

Performance descriptors describe the level of performance required to achieve a pass or distinction grade. Assessment organisations must design assessments that align with these descriptions.

Performance Category	Pass	Distinction
Applied Knowledge	Applies sound application of factual, procedural, and theoretical recruitment knowledge in a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine.	Applies thorough application of factual, procedural, and theoretical recruitment knowledge in a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine.
Applied Skills	Selects and applies skills, methods, and procedures consistently in a broad range of varied work activities and a variety of contexts, most of which are complex and non-routine. Solves well defined problems, which may be complex and non-routine, with sound judgement.	Integrates recruitment skills, methods, and procedures proactively and resourcefully in a broad range of varied work activities and a variety of contexts, most of which are complex and non-routine. Solves well defined problems, which may be complex and non-routine, that improve outcomes.
Regulatory and Procedural Awareness	Interprets and evaluates recruitment legislation, regulation, and guidance relevant to the role, with minimal noncritical errors, and with some depth of insight and adaptability.	Applies evaluation of recruitment legislation, regulation, and guidance relevant to the role, with minimal noncritical errors, and with greater depth of insight and adaptability.
Communication and Collaboration	Participates effectively in team environments and applies effective communication and customer service approaches, supporting daily recruitment operations.	Communicates clearly and confidently in team environments, adapting communication and customer service approaches, supporting effective daily recruitment operations.

Information Use and Decision Making	Interprets and evaluates recruitment information relevant to the role, from a variety of sources, supporting decisions and actions with sound judgement.	Applies evaluation of recruitment information from a variety of sources, relevant to the role, with insight, supporting conclusions that improve outcomes.
Responsibility and Autonomy	Takes responsibility for initiating and completing recruitment tasks and procedures including, where relevant, taking responsibility for supervising or guiding others. Exercises responsibility, autonomy and judgement within limited parameters.	Takes responsibility for initiating and completing recruitment tasks and procedures with confident autonomy and sound judgement within limited parameters. Proactively manages own work, confidently, recognising when to refer issues beyond their responsibility.

Professional recognition

This apprenticeship aligns with the professional body recognition detailed in the occupational standard.

Please contact the relevant professional body for further information.