



The British Institute of Recruiters



Linked to our Professional Specialisms Pathway providing career advancement and progression opportunities.



RECRUITER

This apprenticeship develops confident, capable recruiters who can identify, engage, and secure the right talent for any organisation. Blending practical learning with real-world simulations, it builds both the professional judgement and people skills needed to thrive in recruitment. Apprentices learn to manage relationships, influence hiring decisions, and deliver an exceptional candidate and client experience - strengthening the talent capability of every business.

For Individuals

Early-career recruitment professionals or those looking to move into talent acquisition roles.

Key Benefits

- Gain hands-on experience across the full recruitment lifecycle
- Build confidence handling interviews, negotiations, and client relationships
- Learn to use recruitment data and technology to improve performance

For Employers

Recruitment agencies, HR teams, and internal talent functions seeking to build high-performing, confident recruiters who can deliver quality hires consistently.

Key Benefits

- Develop recruiters who represent your brand professionally
- Improve candidate experience and hiring outcomes
- Reduce costs and errors through better process, judgement, and communication



Level 3



12+ months

Approximate on-programme training (does not include EPA period)



£0 to £350

Maximum cost for non-levy employers and micro-businesses



£7,000

Maximum cost/funding for levy employers

Knowledge

- Types of stakeholders and stakeholder recruitments
- Types of recruitment organisation
- Recruitment processes and models
- Regulations, legislation and codes of practice
- External influences on the recruitment market
- Methods of assessing the labour market and candidates
- Candidate sourcing technique
- Recruitment campaigns and the use of networking and marketing tools in recruitment activities
- Develop, maintain and improve relationships with stakeholders
- Negotiating and influencing techniques
- Communication
- Ethical and sustainable recruitment strategies
- Principles and policies of equity, diversity and inclusion in the workplace

Skills

- Convert leads into new candidates, placements, or clients
- Source vacancies in line with stakeholder requirements
- Stakeholder relationships
- Interpret and apply regulation and legislation
- Manage recruitment campaigns
- Process, review and progress candidate applications
- Communicate information
- Place candidates into roles that match their skills and stakeholder requirements
- Challenge poor practice and non-compliance with the recruitment process and escalate where appropriate
- Identify future changes in the sector
- Identify and apply sustainable and greener methods of working
- Identify and maximise opportunities to support the organisation's business strategy
- Manage resources within budget

Behaviours

- Acts professionally, ethically and with integrity
- Supports an inclusive culture, treating colleagues, candidates, and external stakeholders fairly and with respect
- Takes accountability and ownership of their tasks and workload
- Seeks learning opportunities and continuous professional development
- Works flexibly and adapts to changing circumstances

Modules are delivered holistically through-out the programme.

