

Apprenticeships in recruitment

Building the future of recruitment

Institute of Recruitment Professionals (IRP)
www.rec-irp.uk.com/apprenticeships



What are apprenticeships?

Apprenticeships are structured training programmes undertaken in the workplace. They combine on and off the job learning and development, allowing the apprentice to earn and learn, and a business to develop and grow.

Recruitment apprenticeships are open to anyone. Most commonly they are used to develop new employees but they can be used with your existing staff. Thousands of individuals have used apprenticeships to kick start their career. The new recruitment apprenticeship provides you with an opportunity to hire locally, and offer unparalleled benefits to candidates, including:

- ✓ Learning, working, earning
- ✓ On the job training
- ✓ Achieving recognised technical and vocational qualifications
- ✓ Student membership of the IRP
- ✓ Developing loyalty

For many businesses funding will also be available, so read on for more information.



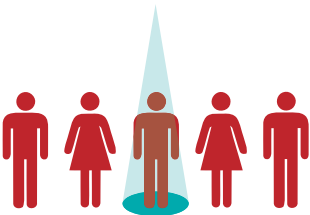
Apprentices earn, on average, over **£100,000 more** throughout their lifetime than other employees



Almost **100,000 people** already work in recruitment



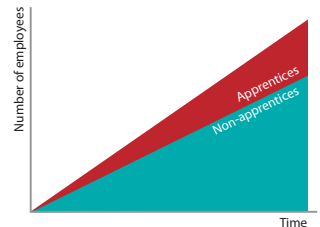
The recruitment industry in 2012/3 is worth **over £26.5 Billion**



One in five employers are hiring more apprentices to help them through the tough economic climate



Earn while you learn
a minimum of **£170 per week**



74% said that apprentices tended to be more loyal, remaining at their company longer than non-apprentices

Our programme

Recruitment is a dynamic, fast-paced and highly competitive industry which can offer exciting career opportunities to the right candidates.

People who are keen to learn and have the right personal attributes will always be welcomed into recruitment, but the challenge you face as an employer is finding the right talent, and then keeping it.

The new apprenticeships in recruitment have been designed with your needs in mind. Built to develop loyalty and effectiveness – there has never been a better opportunity to grow your business, gain new talent and start to make real plans for the longer term.

The recruitment apprenticeships are designed to operate at three levels:

Intermediate level apprenticeships in recruitment resourcing (level 2)

Our level two is aimed at individuals who:

- want to become a recruitment resourcer
- are new to the profession.

This apprenticeship contains the knowledge based Level 2 Certificate in Recruitment Resourcing, the competency based NVQ level 2 Certificate in Recruitment Resourcing qualification, a module on employee rights and responsibilities as well as functional skills including Maths, English and ICT.

It is envisaged that the apprentice will take 12 to 18 months to complete the apprenticeship in recruitment.

Advanced level apprenticeships in recruitment (level 3)

Our level three is aimed at individuals who:

- want to get into recruitment
- are new to the profession
- have been in a recruitment role for a limited time and want to build up their experience.

This apprenticeship contains the knowledge based Certificate in Recruitment Practice at level 3, the competency based NVQ level 3 Diploma in Recruitment qualification, a module on employee rights and responsibilities as well as functional skills including Maths, English and ICT.

It is envisaged that the apprentice will take 12 to 18 months to complete the apprenticeship in recruitment.

Higher apprenticeships in recruitment (level 4)

Our level four is aimed at individuals who:

- have experience in the sector
- are currently recruitment consultants who want to further develop in that role.

This apprenticeship contains the knowledge based Diploma in Recruitment Management at level 4, the competency based NVQ level 4 Diploma in Recruitment qualification, a module on employee rights and responsibilities as well as functional skills including Maths, English and ICT.

It is envisaged that the apprentice will take 24 to 30 months to complete the apprenticeship in recruitment.

5 key facts about apprenticeships in recruitment

1. Apprenticeships in recruitment have been designed specifically for our industry and contain tailored learning outcomes in line with the National Occupational Standards.
2. Funding may be available to individuals meeting set criteria from the Skills Funding Agency (SFA).
3. Free student membership of the Institute of Recruitment Professionals (IRP) is available for all apprentices whilst studying on the scheme.
4. Structured support is available throughout the apprenticeships and there are optional units in both apprenticeships to suit your part of the industry.
5. Apprentices have between 12 and 30 months to complete their programme.



77% of employers believe apprenticeships make their organisation more competitive



81% say apprenticeships provide higher overall productivity



81% of customers would prefer to use a company which employs apprentices



88% of employers who employ apprentices believe that Apprenticeships lead to a more motivated and satisfied workforce

Turn over for information on funding and registering your interest

Funding

Funding may be available to help with the training in England. The main funding route is through the Skills Funding Agency. The amount of funding available will depend on your geographical location, as well as the age and the prior academic achievement of the apprenticeship candidate as well as the size of the employer.

Funding levels for apprentices in England through the National Apprenticeship Service normally are:

Age 16 – 18	Up to 100% of the cost of the training is funded
Age 19 – 24	Up to 50% of the cost of the training is funded
Age 25+	Contribution for specified places

Separate funding arrangements apply in Wales, Scotland and Northern Ireland.

Grants of up to £1,500 are also available to eligible small and medium-sized companies who take on 16 to 24 year-old apprentices.

Funding is awarded to cover training costs only; employers must pay an apprentice's salary.

Funding is awarded directly to the organisation that provides and supports the apprenticeship training. In most cases, this will be paid to a training provider.

For more information on how to apply visit www.rec-irp.uk.com/apprenticeships

Next steps

So why wait to become an Apprentice?

Visit www.rec-irp.uk.com/apprenticeshipsFAQ

to download the frequently asked questions or simply contact one of our approved Apprenticeship providers, details can be found at www.rec-irp.uk.com/apprenticeships



For more information visit
www.rec-irp.uk.com/apprenticeships
or scan this QR code:



- Recruitment's biggest lobbying voice
- The source of recruitment knowledge
- Raising recruitment standards
- Developing successful careers in recruitment
- Exceeding members' expectations through business support

The Institute of Recruitment Professionals (IRP)

The IRP was founded by the Recruitment & Employment Confederation (REC), to ensure that individual recruiters are recognised as a member of a professional industry that is committed to upholding best practice, world-class recruitment standards and providing the best possible service to clients and candidates.

All IRP Members sign up to the IRP Code of Ethics and Professional Conduct which demonstrates their commitment to practicing the very highest standards of principled and professional recruitment.

The Recruitment & Employment Confederation (REC)

The Recruitment & Employment Confederation (REC) is the professional body for the recruitment industry. The REC represents 3,349 corporate members who have branches across all regions of the UK. In addition, the REC represents 5,759 individual members within the Institute of Recruitment Professionals (IRP). All members must abide by a code of professional practice. Above all, the REC is committed to raising standards and highlighting excellence throughout the recruitment industry.

Contact us today:
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