

apprenticeship FRAMEWORK

Recruitment (Wales)

IMPORTANT NOTIFICATION FOR ALL APPRENTICESHIP STARTS FROM 14 OCTOBER 2016

Modifications to SASW came into effect on 14 October 2016. These changes relate to the **Essential Skills and Employer Rights and Responsibilities** requirements of a framework and they **ONLY** apply to new Apprenticeship starts on, or after, 14th October. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

For more details of the changes and how they will affect new apprenticeship starts, please read the following preface page to the framework document. NB: Please check the "Revising a Framework" section for information on any additional changes that may have been made to this framework.

Latest framework version?

Please use this link to see if this is the latest issued version of this framework:

afo.sscalliance.org/frameworkslibrary/index.cfm?id=FR02054

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CHANGES TO REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 14TH OCTOBER 2016

These changes relate to the Essential Skills and Employer Rights and Responsibilities requirements of a framework and they ONLY apply to new Apprenticeship starts on, or after, 14th October 2016. Apprenticeship starts before this date must continue to meet the 2013 SASW requirements for Essential Skills and Employer Rights and Responsibilities.

Alternatives for Essential Skill qualifications

Foundation apprenticeships (Level 2): Where Essential Skills qualifications are specified in a foundation apprenticeship framework (Level 2), the apprenticeship framework must specify as a Welsh certificate requirement, the acceptance of one of the following recognised proxy qualifications.

For Communication:

- a. GCSE or iGCSE qualification in English language or literature to at least grade G (Level 1 equivalent); or
- b. O Level qualification in English language or literature to at least grade E; or
- c. A/AS Level qualification in English language or literature to at least grade E; or
- d. SCQF Level 4 – Communication Core Skills (Oral communication and written communication); or
- e. SQA National 4 English; or
- f. Functional Skills or Key Skills literacy qualifications in English provided the proxy qualification(s) attained are at Level 1 or above.

For Application of Number:

- a. GCSE or iGCSE qualification in Mathematics to at least grade G (Level 1 equivalent); or
- b. O Level qualification in Mathematics to at least grade E; or
- c. A/AS Level qualification in Mathematics to at least grade E; or
- d. SCQF Level 4 – Numeracy Core Skill (Graphical Information and using number); or
- e. SQA National 4 Mathematics ; or
- f. Functional Skills or Key Skills numeracy qualifications in Mathematics provided the proxy qualification(s) attained are at Level 1 or above.

Apprenticeships (Level 3): Where Essential Skills qualifications are specified in an apprenticeship framework (Level 3), the apprenticeship framework must specify as a Welsh certificate requirement, the acceptance of one of the following recognised proxy qualifications.

For Communication:

- a. GCSE or iGCSE qualification in English language or literature to at least grade C (Level 2 equivalent); or
- b. O Level Qualification in English language or literature to at least grade C; or
- c. A/AS Level qualification in English or literature to at least grade E; or
- d. SCQF Level 5 – Communication Core Skills (Oral communication and written communication); or
- e. SQA National 5 English; or
- f. Functional Skills or Key Skills literacy qualifications in English provided the proxy qualification(s) attained is at Level 2 or above.

For Application of Number:

- a. GCSE or iGCSE qualification in Mathematics to at least grade C (Level 2 equivalent); or
- b. O Level Qualification in Mathematics to at least grade C; or
- c. A/AS Level qualification in Mathematics to at least grade E; or
- d. SCQF Level 5 – Numeracy Core Skill (Graphical information and using number); or
- e. SQA National 5 Mathematics; or
- f. Functional Skills or Key Skills numeracy qualifications in Mathematics provided the proxy qualification(s) attained are at Level 2 or above.

Higher Apprenticeships (Levels 4-7): Essential Skills requirements are as for an apprenticeship frameworks at Level 3.

CHANGES TO REQUIREMENTS FOR APPRENTICESHIP STARTS FROM 14TH OCTOBER 2016

Employer Rights and Responsibilities (ERR)

The final modification to SASW is to Employer Rights and Responsibilities (ERR) which is no longer compulsory in frameworks. Please refer to the Employer Rights and Responsibilities section within the framework document to confirm specific requirements.

Additional Information

It should be noted that SASW has also been modified to reflect existing improvements to Essential Skills Wales Qualifications. These improvements to ESW qualifications were signalled by the revised names:

- Essential Skills Wales Communication is now Essential Communication Skills (still 6 credits in size)
- Essential Skills Wales Application of Number Skills is now Essential Application of Number Skills (still 6 credits in size)
- Essential Skills Wales Information Communication Technology Skills is now Essential Digital Literacy Skills (still 6 credits in size)

Whilst there have been some amendments to the content of ESW qualifications, the most significant change has been to the assessment methodology for these qualifications.

From 1 January 2016, all new starts have had to follow the revised Essential Skill qualifications.

The updated version of SASW, and guidance documents, can be accessed here:

<http://gov.wales/topics/educationandskills/skillsandtraining/apprenticeships/providers/?lang=en&dgd>

Over the coming months, the Essential Skills section within AFO will be amended to reflect the SASW modifications and all current frameworks will be updated and reissued to incorporate these changes. In the meantime, if you are in any doubt as to the requirements of any framework then please contact the relevant Issuing Authority.

Recruitment (Wales)

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Framework summary

Recruitment

Apprenticeship in Recruitment

Pathways for this framework at level 3 include:

Pathway 1: Recruitment

Competence qualifications available to this pathway:

C1 - Level 3 NVQ Diploma in Recruitment (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 3 Certificate in Recruitment Practice (QCF)

K2 - Level 3 Certificate in Principles of Recruitment (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Recruitment

Higher Apprenticeship in Recruitment

Pathways for this framework at level 4 include:

Pathway 1: Recruitment

Competence qualifications available to this pathway:

C1 - Level 4 NVQ Diploma in Recruitment (QCF)

Knowledge qualifications available to this pathway:

K1 - Level 4 Diploma in Recruitment Practice (QCF)

K2 - Level 4 Diploma in Principles of Recruitment Practice (QCF)

Combined qualifications available to this pathway:

N/A

This pathway also contains information on:

- Employee rights and responsibilities
- Essential skills

Framework information

Information on the Publishing Authority for this framework:

Skills CFA

The Apprenticeship sector for occupations in business and administration, customer service, enterprise and business support, human resources and recruitment, industrial relations, leadership and management, marketing and sales (also includes contact centres and third sector).

Issue number: 1	This framework includes:
Framework ID: FR02054	Level 3 Level 4
Date this framework is to be reviewed by: 31/12/2015	This framework is for use in: Wales

Short description

This framework is designed to meet the skills needs of employers of all sizes across the public, private and not-for-profit sectors. It will attract new talent into the Recruitment sector and will help to up-skill the workforce to meet employer skills priorities and to further professionalise the sector. Apprentices will work in job roles such as trainee recruitment consultants, junior recruitment consultants, resourcers or account representatives. Higher apprentices will work in job roles such as account manager, consultant or senior, lead or principal consultant.

Contact information

Proposer of this framework

This apprenticeship has been developed by Skills CFA, in partnership with the recruitment industry itself. We have consulted with a wide range of in-house and external recruitment professionals throughout the development of the apprenticeship and its qualifications, through expert panels, working groups and online consultations.

The apprenticeship has been developed with the support and help of the Recruitment Employment Confederation (REC), who first began discussing the idea of a Recruitment Apprenticeship with Skills CFA in 2010. REC, and later the Institute of Recruiters (IOR), has provided the expertise and contact with the recruitment industry used to develop the apprenticeship, ensuring its content reflects the needs of the recruitment industry.

Developer of this framework

Name: Matthew Street
Organisation: Skills CFA
Organisation type: Standard Setting Body
Job title: Interim Head of Development
Phone: 020 7091 9620
Email: apprenticeships@skillscfa.org
Postal address: Skills CFA
6 Graphite Square
Vauxhall Walk
London
Website: <http://www.skillscfa.org/>

Issuing Authority's contact details

Issued by: Skills CFA
Issuer contact name: Matthew Street
Issuer phone: 020 7091 9620
Issuer email: apprenticeships@skillscfa.org

Purpose of this framework

Summary of the purpose of the framework

The UK recruitment and staffing market is currently worth £24.7 billion (2010/11). The industry employs over 90,000 individuals and is growing rapidly, with a 13% increase in employee numbers in 2010/11. Each year, the recruitment industry is responsible for placing an estimated 1.1 – 1.5 million individuals in jobs, emphasising its importance to the success of the overall economy.

The British economy is shifting towards a 'knowledge economy' within which business success depends largely on factors such as staff skills and how well staff fit particular roles. Increasingly, a business competes not just in terms of the quality of its products and the delivery of its services but also in the ability of its employees. The recent growth of the recruitment sector can be attributed to a few key developments - the greater focus on talent, the increasingly varied methods of recruitment, and the economic drive for efficiency.

Against this background, recruitment apprenticeships have been designed to equip recruitment professionals with a skill set that will enable them to adapt and grow within the recruitment sector, either within recruitment agencies or within in-house recruitment teams. It is predicted that recruitment practices will continue to change, emphasising the need for relevant and flexible recruitment apprenticeships.

Skills CFA and the Recruitment Employment Confederation (REC) conducted a survey of employers in 2012 the results of which suggested that there was a high demand for an Apprenticeship and a Higher Apprenticeship. The survey also highlighted a number of issues within the sector, as follows:

- High staff turnover
- Poor reputation as an industry
- Lack of existing accredited qualifications, recognised development opportunities and progression routes
- Difficulty in recruiting effective staff
- Difficulty in releasing staff for long periods of training
- High use of graduates within the profession, despite the fact that recruitment job roles do not require graduate specific skills, either in level or in subject area

The Apprenticeship and Higher Apprenticeship will contribute towards resolving these issues in a number of ways:

- provide a structured development programme for new and existing recruitment staff.
- investment in skills and qualifications is known to improve staff retention and staff loyalty, consequently lowering the rate of staff turnover.

- the development of regulated qualifications and apprenticeships will increase the overall number of existing accredited qualifications, thus providing enhanced validated professional development opportunities, which may in turn improve the reputation of the recruitment sector.
- participation in apprenticeships will ensure that recruitment staff develop effective competence and skill sets, enabling them to efficiently fulfil their job role. As much of the learning within an apprenticeship is completed whilst working, employers will not need to release staff for prolonged periods, which again will help with the uptake of the apprenticeship.
- the on-the-job focus on learning suits the industry and will provide a more fit-for-purpose apprenticeship framework than those currently used within the recruitment sector. Although current apprenticeship frameworks (e.g. Business and Administration, Sales and Customer Service) are beneficial for those working within the recruitment sector, they are not specifically tailored towards recruitment and therefore do not cover the sector-specific needs of the sector.
- recruitment apprentices will have subject specific qualifications and high level skills, and an increase in the number of recruitment apprentices will potentially minimise the existing reliance on graduates. The development of a recognised progression and entry route into and through the industry as an alternative to the current graduate entry route will seek to further professionalise the industry.
- the availability of a recruitment higher apprenticeship will formally recognise the value of recruitment, laying firm foundations for the next generation of competent recruitment professionals.

The Apprenticeship and HIgher Apprenticeship will also contribute to meeting the skills priorities for Wales by:

- providing flexible access to a high quality Level 3 and 4 skills programme, as a real alternative to academic qualifications, for those who prefer this style of learning and achievement;
- incorporating skills to improve the levels of general literacy, numeracy and ICT in Wales;
- using technical and competence qualifications, valued by employers, to help their businesses grow;
- developing apprentice's employability skills, making them more attractive to all employers whichever career they choose;
- providing a career pathway into jobs and training at higher levels, to provide the skills which the economy needs to grow.

Aims and objectives of this framework (Wales)

To provide employers of all sizes and across the public, private and not-for-profit sectors in Wales with a high quality, nationally recognised programme which will attract new talent into recruitment and up-skill the existing workforce to meet employer skills priorities and to further

professionalise the sector.

The main objectives are to:

1. Build a competent recruitment workforce, providing organisations of all sizes across all sectors with the staff needed to increase productivity and efficiency
2. Tap into the skills and talents of a diverse population by providing flexible entry routes into a career in recruitment
3. Equip individuals with the skills, knowledge and experience needed to undertake recruitment roles in a range of business settings
4. Provide apprentices with an opportunity to develop the skills, knowledge and experience they will need to progress to higher level roles with additional responsibilities and onto further and higher education, if they wish to do so.

Entry conditions for this framework

There are no mandatory entry requirements for this Apprenticeship framework. However employers are looking to attract apprentices who have a strong interest in a career in recruitment. They expect applicants to demonstrate a "can do" attitude and have at least basic numeracy, literacy and communication skills on which the Apprenticeship will build. Entrants will come from a diverse range of backgrounds and will have a range of experience, age, personal achievements and, in some cases, prior qualifications and awards which may count towards achievement of an Apprenticeship.

Examples may include learners who have:

- held a position of responsibility at school or college
- undertaken work experience, voluntary work or a work placement
- completed the Duke of Edinburgh Award or similar awards
- achieved QCF Awards, Certificates or Diplomas
- achieved GCSEs or A levels
- achieved a Welsh Baccaulaureate Principal Learning Qualification
- completed a Foundation Apprenticeships, for example in Sales/Telesales, Marketing, Customer Service or Business Administration.

Apprentices who are undertaking the Recruitment Apprenticeship are likely to have some prior experience in a target-focused role such as sales, marketing, customer service and/or recruitment, although this is not a formal requirement.

Apprentices who are undertaking the Higher Apprenticeship in Recruitment are expected to have significant experience of working in a recruitment role to ensure they have the suitable foundations on which to further develop their knowledge and skills.

Initial Assessment

Initial assessment must be used to ensure that applicants have a fair opportunity to demonstrate their ability. Learning programmes can then be tailored to meet a range of abilities and to recognise prior knowledge and experience. Note that, where apprentices have accredited prior learning, it is expected that they will be offered training which helps them to develop new skills and learning at a higher level.

RULES TO AVOID REPEATING QUALIFICATIONS

Refer to the on and off the job training section for guidance about prior attainment and achievement. In the meantime, this is a short summary:

Processes exist to make sure that applicants with prior knowledge, qualifications and

experience are not disadvantaged by having to repeat learning. Training providers and awarding organisations will be able to advise on the current rules for accrediting prior learning and recognising prior experience.

1. Essential Skills Wales.

If applicants already have GCSEs in English, Maths and/or Information and Communications Technology (ICT) they still have to do the Essential Skills Wales at the relevant level as these are new qualifications and proxies do not exist.

Up to the 31 August 2011, if applicants already have achieved Key Skills at the relevant level, they will not have to do the relevant Essential Skills Wales as these count as proxies for Essential Skills Wales.

2. Knowledge qualifications.

If applicants already have one of the Level 2 knowledge qualifications before they started their Apprenticeship, (see knowledge qualifications page in this framework) they can count this and do not have to redo the qualification, providing that they have achieved this qualification within 5 years of applying for the Apprenticeship certificate. For example, they may have already achieved the knowledge element as part of the Welsh Baccalaureate. The hours they spent gaining this qualification will also count towards the minimum hours required for this framework.

3. Competence qualifications.

If applicants already have the Level 2 competence qualification for the Apprenticeship they do not have to repeat this qualification, however, this qualification must have been achieved within 5 years of the start of the Apprenticeship and they will still have to demonstrate competence in the workplace.

4. Prior experience.

Applicants already working in the sector will be able to have their prior experience recognised by the Awarding Organisation and this will count towards the competence and the knowledge qualifications in this framework.

Level 3

Title for this framework at level 3

Apprenticeship in Recruitment

Pathways for this framework at level 3

Pathway 1: Recruitment

Level 3, Pathway 1: Recruitment

Description of this pathway

Recruitment - Minimum of 85 credits

Total minimum credit value for this pathway: 85 credits

- 41 credits for competence qualification
- 26 credits for knowledge qualification
- 18 credits for transferable skills
 - 6 credits for Communication
 - 6 credits for Application of Numbers
 - 6 credits for IT

Entry requirements for this pathway in addition to the framework entry requirements

There are no entry requirements for this pathway in addition to the general framework entry requirements.

Job title(s)	Job role(s)
Trainee/ Junior recruitment consultant	Identifying client recruitment requirements, pre-selecting candidates, assessing candidates, matching and presenting candidates to employers, attracting, briefing and supporting candidates, administering recruitment processes, developing working relationships with colleagues
In-house Resourcer	Identifying company recruitment requirements, pre-selecting candidates, assessing candidates, matching and presenting candidates to managers, attracting and briefing candidates, administering recruitment processes, developing working relationships with colleagues
Account representative	Identifying client recruitment requirements, pre-selecting candidates, assessing candidates, matching and presenting candidates to the client, attracting, briefing and supporting candidates, administering recruitment processes, developing working relationships with clients

Qualifications

Competence qualifications available to this pathway

C1 - Level 3 NVQ Diploma in Recruitment (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/8562/9	Recruitment Employment Confederation	41	188-260	N/A
C1b	600/8282/3	Skillsfirst	41	188-260	N/A

Knowledge qualifications available to this pathway

K1 - Level 3 Certificate in Recruitment Practice (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/8386/4	Recruitment Employment Confederation	26	100	N/A

K2 - Level 3 Certificate in Principles of Recruitment (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/8281/1	Skillsfirst	26	100	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

Apprentices must complete one competence qualification and one knowledge qualification from those listed within this pathway.

K1a and K2a provide the underpinning knowledge and understanding for qualifications C1a-b.

Learners are free to undertake the competence qualification with one awarding organisation and the knowledge qualification with another awarding organisation if they wish to do so.

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

Progression routes into and from this pathway

Progression routes into the Apprenticeship in Recruitment

Progression into this Apprenticeship may be from a wide number of routes due to the varying backgrounds and past academic and work related experiences of apprentices. Such routes will include having achieved:

- a Foundation Apprenticeship in areas such as Sales/Telesales, Marketing, Customer Service or Business Administration
- QCF Awards, Certificates or Diplomas in areas such as Sales/Telesales, Marketing, Customer Service or Business Administration
- achieved a Welsh Baccalaureate Principal Learning Qualification at Foundation or Higher level
- GCSEs or A levels

Learners may also progress into the Apprenticeship without prior qualifications.

Most learners progressing into the Recruitment Apprenticeship have some prior experience in a target-focused role such as sales, marketing, customer service and/or recruitment, although this is not a formal requirement.

Progression routes from the Apprenticeship in Recruitment

Apprentices, with support and opportunities in the workplace, can progress onto:

- the Higher Apprenticeship in Recruitment
- further or higher education to undertake recruitment, business, sales, management or other qualifications, including Foundation Degrees
- a range of recruitment, sales, business, management and other undergraduate programmes

- a range of Professional Qualifications at level 4 and above

With additional training, apprentices may be able to progress in their careers to more senior recruitment roles including Lead/Senior/Principal Consultant or Account Manager.

UCAS points for this pathway: N/A

Employee rights and responsibilities

Delivery and assessment of ERR

The Employee Rights and Responsibilities component of the apprenticeship can be achieved through either:

1. A QCF ERR Qualification/Unit:

- The Level 2 Award in Employee Rights and Responsibilities (QCF) (for a full list of Awarding Bodies offering this qualification please see the Apprenticeship FAQ on our website: <http://www.skillsca.org/faq.html>)
- Understanding employment responsibilities and rights in health, social care or children and young people (R/602/2954)
- Understand employment responsibilities and rights (D/602/4769)

2. ERR Workbook

The CFA ERR workbook, available from the CFA website (www.skillsca.org)

The workbook has been designed to enable apprentices to work their way through a series of questions and activities which will bring the ERR to life, making the learning more meaningful and long lasting and enhance the employability skills of the apprentice.

The ERR workbook covers the following national outcomes:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and Health & Safety, together with the responsibilities and duties of employers
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity training must be an integral part of the apprentice's learning programme
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme
4. Understands the role played by their occupation within their organisation and industry
5. Has an informed view of the types of career pathways that are open to them
6. Knows the types of representative bodies and understands their relevance to their industry and organisation, and their main roles and responsibilities
7. Knows where and how to get information and advice on their industry, occupation training and career
8. Can describe and work within their organisation's principles and codes of practice
9. Recognises and can form a view on issues of public concern that affect their organisation and industry

Evidence of achievement of ERR

Training providers and learners will be required to sign a declaration when claiming the Apprenticeship certificate, indicating that the ERR outcomes have been successfully achieved through either of the activities detailed above. If using the ERR workbook, a declaration sheet is included at the back of the ERR workbook and must also be signed and returned to the CFA when claiming the Apprenticeship certificate.

Those who complete the ERR qualification or ERR unit can use the qualification certificate to claim their apprenticeship. For those undertaking a unit, the qualification certificate must explicitly state the achieved unit.

Level 4

Title for this framework at level 4

Higher Apprenticeship in Recruitment

Pathways for this framework at level 4

Pathway 1: Recruitment

Level 4, Pathway 1: Recruitment

Description of this pathway

Recruitment - Minimum of 125 credits

Total minimum credit value for this pathway: 125 credits

- 63 credits for competence qualification
- 44 credits for knowledge qualification
- 18 credits for transferable skills
 - 6 credits for Communication
 - 6 credits for Application of Numbers
 - 6 credits for IT

Entry requirements for this pathway in addition to the framework entry requirements

There are no entry requirements for this pathway in addition to the general framework entry requirements.

Job title(s)	Job role(s)
Recruitment consultant	Advising clients on strategic recruitment planning, identifying client recruitment requirements, planning the recruitment process, pre-selecting candidates, assessing candidates, building relationships with clients, attracting, coaching and supporting candidates
Senior/ Principal/ Lead Consultant	As above, but with additional responsibilities such as managing sales team performance or managing budgets
Account manager	As above, but with additional emphasis on strategic recruitment planning, relationship building and business development

Qualifications

Competence qualifications available to this pathway

C1 - Level 4 NVQ Diploma in Recruitment (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
C1a	600/8563/0	Recruitment Employment Confederation	63	309-351	N/A
C1b	600/8288/4	Skillsfirst	63	309-351	N/A

Knowledge qualifications available to this pathway

K1 - Level 4 Diploma in Recruitment Practice (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K1a	600/8564/2	Recruitment Employment Confederation	44	135	N/A

K2 - Level 4 Diploma in Principles of Recruitment Practice (QCF)					
No.	Ref no.	Awarding organisation	Credit value	Guided learning hours	UCAS points value
K2a	600/8289/6	Skillsfirst	44	135	N/A

Combined qualifications available to this pathway

N/A

Relationship between competence and knowledge qualifications

Apprentices must complete one competence qualification and one knowledge qualification from those listed within this pathway.

K1a and K2a provide the underpinning knowledge and understanding for qualifications C1a-b.

Learners are free to undertake the competence qualification with one awarding organisation and the knowledge qualification with another awarding organisation if they wish to do so.

Transferable skills (Wales)

Essential skills (Wales)

	Minimum level	Credit value
Communication	2	6
Application of numbers	2	6
IT	2	6

Progression routes into and from this pathway

Progression into the Recruitment Higher Apprenticeship

Progression into this Higher Apprenticeship may be from a wide number of routes due to the varying backgrounds and past academic and work related experiences of apprentices. Such routes might include having achieved:

- an Apprenticeship in Recruitment
- QCF Awards, Certificates or Diplomas in areas such as Sales/Telesales, Marketing, Customer Service or Business Administration
- GCSEs or A levels
- achieved a Welsh Bacculaureate Principal Learning Qualification at Foundation or Higher level
- an existing recruitment qualification, such as the REC's Certificate in Recruitment Practice.

Learners may also progress into the Higher Apprenticeship without prior qualifications. However, apprentices who are undertaking the Higher Apprenticeship in Recruitment are expected to have significant experience of working in a recruitment role to ensure they have the suitable foundations on which to further develop their knowledge and skills.

Progression from the Recruitment Higher Apprenticeship

Higher apprentices, with support and opportunities in the workplace, can progress onto:

- higher education to undertake recruitment, management, business or other qualifications, including Degrees
- further employment opportunities within their current job role/alternative job roles
- a range of professional qualifications

With additional training, higher apprentices may be able to progress in their careers into more

senior recruitment roles, including management roles.

UCAS points for this pathway: N/A

Employee rights and responsibilities

Delivery and assessment of ERR

The Employee Rights and Responsibilities component of the apprenticeship can be achieved through either:

1. A QCF ERR Qualification/Unit:

- The Level 2 Award in Employee Rights and Responsibilities (QCF) (for a full list of Awarding Bodies offering this qualification please see the Apprenticeship FAQ on our website: <http://www.skillsca.org/faq.html>)
- Understanding employment responsibilities and rights in health, social care or children and young people (R/602/2954)
- Understand employment responsibilities and rights (D/602/4769)

2. Recorded professional discussion/presentation/project

3. ERR Workbook

The CFA ERR workbook, available from the CFA website (www.skillsca.org)

The following ERR national outcomes must be covered within the Higher Apprenticeship and are all contained within the ERR workbook:

1. Knows and understands the range of employer and employee statutory rights and responsibilities under Employment Law and that employment rights can be affected by other legislation as well. This should cover the apprentice's rights and responsibilities under the Disability Discrimination Act, other relevant equalities legislation and Health & Safety, together with the responsibilities and duties of employers
2. Knows and understands the procedures and documentation in their organisation which recognise and protect their relationship with their employer. Health & Safety and Equality & Diversity training must be an integral part of the apprentice's learning programme
3. Knows and understands the range of sources of information and advice available to them on their employment rights and responsibilities. Details of Access to Work and Additional Learning Support must be included in the programme
4. Understands the role played by their occupation within their organisation and industry
5. Has an informed view of the types of career pathways that are open to them
6. Knows the types of representative bodies and understands their relevance to their industry and organisation, and their main roles and responsibilities
7. Knows where and how to get information and advice on their industry, occupation, training and career
8. Can describe and work within their organisation's principles and codes of practice
9. Recognises and can form a view on issues of public concern that affect their organisation

and industry

Evidence of achievement of ERR

If a learner has completed the ERR workbook, training providers and learners will be required to sign a declaration when claiming the Apprenticeship certificate indicating that the ERR workbook has been satisfactorily completed and that the ERR requirements have been met. This declaration is included at the back of the ERR workbook and must be signed and returned to the CFA when claiming the Apprenticeship certificate.

If a learner has completed the ERR national outcomes through professional discussion, a presentation or project, training providers will be required to complete the Higher Apprenticeship ERR checklist and return this with the Apprenticeship Certificate Request Form, available from the CFA website (www.skillsca.org).

Those who complete the ERR qualification or unit can use the qualification certificate to claim their apprenticeship. For those undertaking a unit, the qualification certificate must explicitly state the achieved unit.

The remaining sections apply to all levels and pathways within this framework.

How equality and diversity will be met

This Apprenticeship framework provides an open, clear and fit-for-purpose entry route into the recruitment profession and supports recognised progression routes through the sector.

As the UK workforce and customer base becomes more diverse, the recruitment industry needs to reflect that diversity and manage it effectively. This requires not only sensitivity to issues such as ethnicity, culture, gender and disability, but an awareness of the potential for different and more creative approaches that diversity in general brings.

Apprenticeships are seen as a vital route to encourage and facilitate a diverse set of individuals entering into recruitment. Entry conditions into this framework do not discriminate against any individuals, with the framework being open and accessible to all potential apprentices. Mentoring is also promoted within the Apprenticeship to provide additional support and increase the chances of apprentices completing the framework. Training providers and employers must also comply with the Equality Act 2010 to ensure that applicants are not discriminated against in terms of entry to and promotion within, the Industry, using the protected characteristics of:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion or Belief
8. Gender
9. Sexual orientation

Skills CFA continues to monitor take up and achievement of all Apprenticeships through its Advisory Groups and continue to take steps to address any barriers to take up and achievement as part of its Qualification Strategy.

On and off the job training (Wales)

Summary of on- and off-the-job training

Level 3 Recruitment Apprenticeship

The minimum training hours for the Recruitment Apprenticeship is 488 hours. It is expected that the Apprenticeship will last a minimum of 18 months, but a flexible approach to learning is encouraged for learners who have prior learning or experience.

Regardless of how long the Apprenticeship takes, the minimum 488 hours of training must be met.

Level 4 Recruitment Higher Apprenticeship

The minimum training hours for the Recruitment Higher Apprenticeship is 644 hours. It is expected that the Apprenticeship will last a minimum of 24 months, but a flexible approach to learning is encouraged for learners who have prior learning or experience.

Regardless of how long the Apprenticeship takes, the minimum 644 hours of training must be met.

Training Hours can be attached to both the accredited and un-accredited parts of the Apprenticeship, and will include, for example, inductions, the ERR workbook, reviews, training, the qualifications, career discussions, Essential Skills Wales and any other activities which help the apprentice gather the required skills and underpinning knowledge needed within their job role.

It is recommended that a plan is developed at the outset of the Apprenticeship programme to determine how the Training Hours requirements will be met.

Off-the-job training

Level 3 Recruitment Apprenticeship

The total off-the-job training hours for the Recruitment Apprenticeship is 180 hours, made up as follows:

- 60 hours for Essential Skills Wales (20 hours per Skill)
- 100 hours (minimum) for the knowledge based qualification
- 20 hours for activities including inductions and the ERR national outcomes

Level 4 Recruitment Higher Apprenticeship

The total off-the-job training hours for the Recruitment Higher Apprenticeship is 215 hours, made up as follows:

- 60 hours for Essential Skills Wales (20 hours per Skill)
- 135 hours (minimum) for the knowledge based qualification
- 20 hours for activities including inductions and the ERR national outcomes

How this requirement will be met

Training hours delivered under an Apprenticeship agreement may vary depending on the previous experience and attainment of the apprentice.

The amount of off-the-job training required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of off-the-job hours for this framework can be verified for Apprenticeship certification.

Previous attainment

Where a learner enters an Apprenticeship agreement having previously attained parts or all of the relevant qualifications, this prior learning needs to be recognised using either QCF credit transfer for achievements within the QCF; or through recording certificated learning outside of the QCF, for example Principal Learning qualifications.

For apprentices who have already achieved the relevant qualifications, they must have been certificated within five years of applying for the Apprenticeship Certificate.

Previous experience

Where a learner enters an Apprenticeship agreement with previous work-related experience, this prior learning needs to be recognised [see QCF Guidance on Claiming Credit for further details]. To count towards Apprenticeship certification, previous experience must be recorded using the appropriate Awarding Organisation's CQFW 'Recognition of Prior Learning' (RPL) procedures and the hours recorded may then count towards the off-the-job hours required to complete the Apprenticeship.

For apprentices with prior uncertificated learning experience, the off-the-job learning must have been acquired within five years of application for the Apprenticeship Certificate or have been continuously employed in the relevant job role in the industry for three years duration.

Off-the-job training needs to:

- be planned, reviewed and evaluated jointly between the apprentice and a tutor, teacher,

- mentor or manager;
- allow access as and when required by the apprentice either to a tutor, teacher, mentor or manager;
- be delivered during contracted working hours;
- be delivered through one or more of the following methods: individual and group teaching, e-learning, distance learning, coaching; mentoring, feedback and assessment; collaborative/networked learning with peers, guided study and induction.

Off-the-job training must be formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records. This evidence needs to be checked and signed by the assessor and employer.

Evidence of off the job hours

When claiming the Apprenticeship certificate, training providers will be required to sign a declaration as part of the Apprenticeship Certificate application form, stating that the total training hours have been met by the learner. Certificate application forms can be downloaded from www.skillsca.org.

On-the-job training

Level 3 Recruitment Apprenticeship

The total on-the-job training hours for the Recruitment Apprenticeship is 308 hours, made up as follows:

- 120 hours for Essential Skills Wales (40 hours per Skill)
- 188 hours (minimum) for the competence based qualification

Level 4 Recruitment Higher Apprenticeship

The total on-the-job training hours for the Recruitment Higher Apprenticeship is 429 hours, made up as follows:

- 120 hours for Essential Skills Wales (40 hours per Skill)
- 309 hours (minimum) for the competence based qualification

How this requirement will be met

On-the job training is defined as skills, knowledge and competence gained within normal work duties.

These hours may vary depending on previous experience and attainment of the apprentice. Where a learner enters an Apprenticeship agreement having previously attained or acquired the appropriate competencies or knowledge, this prior learning needs to be recognised and

documented using the relevant QCF credit transfer, QCF exemption or RPL procedures (as off-the-job above). The amount of on-the-job training required to complete the Apprenticeship under the Apprenticeship agreement may then be reduced accordingly, provided the total number of on-the-job hours for this framework can be verified for Apprenticeship certification.

Apprentices who commence training under a new Apprenticeship agreement with a new employer may bring a range of prior experience with them. When an apprentice can claim 25% or more hours towards the on-the-job framework total through prior learning acquired from previous full-time education, employment or other vocational programmes, then the apprentice's learning programme should include 'customisation'.

Training providers are encouraged to identify additional on-the-job training programmes that customise the learning to the new workplace. Customisation programmes may include:

- selecting appropriate additional Unit(s) from QCF qualifications, or relevant units recognised as Quality Assured Lifelong Learning [QALL] through a CQFW recognised body
- following Essential Skills at a level higher than that specified in the framework
- including one or more Wider Key Skills or other competency-based qualifications/units relevant to the workplace.

For apprentices who have already achieved the relevant qualifications, they must have been certificated within 5 years from the date of application for the Apprenticeship/Higher Apprenticeship Certificate or have been continuously employed in the industry for three years.

On-the-job learning must be formally recorded, either in a diary, workbook, portfolio, or be verified by attendance records. This evidence needs to be checked and signed by the learner and assessor.

Evidence of on the job training hours

When claiming the Apprenticeship certificate, training providers will be required to sign a declaration as part of the Apprenticeship Certificate application form, stating that the total training hours have been met by the learner.

Certificate application forms can be downloaded from www.skillsca.org.

Wider key skills assessment and recognition (Wales)

Improving own learning and performance

The Wider Key Skills are already covered within the core elements of the Apprenticeship qualifications. No additional Wider Key Skills delivery is required.

Working with others

The Wider Key Skills are already covered within the core elements of the Apprenticeship qualifications. No additional Wider Key Skills delivery is required.

Problem solving

The Wider Key Skills are already covered within the core elements of the Apprenticeship qualifications. No additional Wider Key Skills delivery is required.

Additional employer requirements

There are no additional employer requirements.

apprenticeship
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www.afo.sscalliance.org