

# Recruitment Consultant

ANZSCO: 223112

Group B

## About this document

- › The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- › Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education.
- › The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- › Integrity checks may be conducted to verify the qualification and employment claims made in an application.

## Job description

Recruitment Consultants interview applicants to determine their job requirements and suitability for particular jobs, and assist employers to find suitable staff.

### Occupations considered suitable under this ANZSCO code:

- › Employment Consultant
- › Casting Agent
- › Literary Agent

### Occupations not considered suitable under this ANZSCO code:

- › Human Resource Adviser
- › Workplace Relations Adviser

These occupations are classified elsewhere in ANZSCO.













## Recruitment Consultant is a VETASSESS Group B occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Bachelor degree or higher.

Applicants can fulfil the assessment criteria for this occupation in four different ways.

# Qualification and employment criteria

Applicants must have fulfilled at least one of the following four criteria (1– 4):

GROUP B		Criteria for a positive Skills Assessment			
Post-qualification Pathways					
	Minimum comparable Bachelor or higher degree AQF level*		With highly relevant major field of study	Additional highly relevant qualifications**	Highly relevant employment duration***
1	 +	 +	N/A	+  1 YEAR minimum	
2	 +	No highly relevant major	+  Minimum AQF Diploma level with highly relevant major	+  2 YEARS minimum	
3	 +	No highly relevant major	+ No additional highly relevant qualifications	+  3 YEARS minimum	
Pre-qualification Pathway					
	Highly relevant employment duration***		With or without highly relevant major field of study	+ 	Minimum comparable Bachelor or higher degree AQF level*
4	 +  Within last 5 years	+ 			

\* Bachelor degree or higher degree includes:

- AQF Master Degree or
- AQF Doctoral Degree

\*\* Additional qualifications in a highly relevant field of study include those comparable to the following levels:

- AQF Diploma
- AQF Advanced Diploma
- AQF Associate Degree or
- AQF Graduate Diploma

\*\*\* Highly relevant paid employment duration (20 hours or more per week)

**Pathways 1–3**

minimum years of post-qualification employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

**Pathway 4**

minimum 6 years of relevant employment required – Five years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

## Qualification

AQF Bachelor degree or higher degree. This includes qualifications assessed at AQF Bachelor, Master and Doctoral level.

Highly relevant major fields of study include:

- › Human Resource Management or Human Resource Strategy
- › Organisational Development or Organisational Psychology
- › Workforce Analytics
- › Diversity and Inclusion

Other fields of study may be considered on a case-by-case basis if the field of study is highly relevant to the subsequent employment. E.g. an applicant with an engineering background who is involved in the recruitment of engineering professionals.

## Employment Tasks

Highly relevant tasks include, but are not limited to:

- › receiving and recording job vacancy information from employers such as details about job description, wages and conditions of employment
- › providing information on current job vacancies in the organisation to employers and job seekers
- › arranging for advertising of job vacancies, interviewing and testing of applicants, and selection of staff

## Employment Information

Common roles held by Recruitment Consultants include:

- › Recruitment Consultant (working within a recruitment agency). A Recruitment Consultant working within a recruitment agency requires expertise in marketing, compliance, sales, HR technology, customer service and human resource management.
- › Talent Acquisition Specialist (working within a non-agency environment/internally within an organisation).

## Supporting Material for Assessment

Applicants nominating this occupation may submit an organisational chart as this may assist to clarify the focus and responsibility level of positions held, as well as the size of the organisation.

An organisational chart should include:

- › The company letterhead
- › Your job position and those of your superiors and subordinates
- › All positions reporting to your immediate supervisor and to your direct subordinates.

If you are unable to obtain an organisational chart from your employer, please provide a statutory declaration outlining the organisational structure and the reasons why you cannot provide this information.

## Professional Membership

Applicants may also provide evidence of the following certification:

AHRI (Australia) <https://www.ahri.com.au/hr-certification/>

CIPD (UK) <https://www.cipd.co.uk/>

IHRP (Singapore) <http://ihrp.sg/>

Whilst HR certification from these professional bodies will not substitute for a formal qualification, having the certification may be seen as a positive indicator.



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