

RECRUITMENT CONSULTANT (ANZSCO Code: 223112)

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 and Training.

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.

Alternative Titles:

- Employment Consultant

Specialisations:

- Casting Agent
- Literary Agent

Occupations not considered under this ANZSCO code:

- Human Resource Adviser
- Workplace Relations Adviser

These occupations are classified elsewhere in ANZSCO.

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Requirements for Skills Assessment

Recruitment Consultant is a 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 degree, in a field highly relevant to the nominated occupation. In addition to this, applicants must have undertaken at least one year of post-qualification employment at an appropriate skill level in the last five years which is highly relevant to the nominated occupation. If employment is not post-qualification, then five additional years of highly relevant employment are required.

If the degree is not in a highly relevant field, three years of employment at an appropriate skill level completed in the last five years in a field which is highly relevant to the nominated occupation is required. This is reduced to two years if there is an additional qualification at least at AQF Diploma level in a highly relevant field.

If employment is not post-qualification, then five additional years of relevant employment are required. This is in addition to one year of highly relevant employment within the past five years.

A positive assessment of both qualifications and employment is required for a positive Skills Assessment Outcome.

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Qualification

AQF Bachelor degree or higher degree*

Highly relevant major fields of study include:

- Human Resource Management/Strategy
- Organisational Development/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

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

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Employment context

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

An organisational chart may assist to clarify the focus and responsibility level of positions held, as well as the size of the organisation. This should include the company letterhead, an applicant's job position and those of her/his superiors and subordinates, and should also show each of the departments within the organisation.

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/>

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