

Professional Discussion

Guidance for Apprentice on Professional Discussion (PD)

Apprentice Standard - Recruitment Resourcer

The PD is a structured interview between you and the Independent End-point Assessor (IEA); it is made up of a series of questions and is an opportunity for you to demonstrate your competence within the knowledge, skills and behaviours in Business Development, Candidate Management and Compliance, as outlined in the assessment plan.

You will need to demonstrate your knowledge, skills and behaviours, in an integrated manner, to enable the IEA to make a holistic judgement about how well you meet or exceed the standard learning outcomes.

The IEA will manage the process carefully to allow you to prove your competence; however, they will not lead the conversation, as this could affect the validity of the outcome.

The PD will be recorded, to evidence how the points relating to the standard have been covered. It will be conducted using either telephone or virtual meeting room (Smartroom), whichever is the most appropriate for you as the apprentice. Should your PD be conducted via Smartroom you will receive an email prior to the assessment date asking you to test the Smartroom link to confirm it will work on the computer you will be conducting the PD on.

The PD is a remote assessment, therefore will need to take place in a suitable environment; both you and the IEA must be in a quiet room, free from distractions and should last between 45 - 60 minutes.

Timescales

The provider will agree and book the PD for you via ePASS; the date will be between 3- and 8-weeks post gateway confirmation.

Supervision and verification arrangements

The IEA will need to ensure that you are the correct person undertaking the assessment. If the PD is to take place via a virtual meeting room, you will be required to show your identification prior to the assessment starting or if via telephone, your manager will be required to join the call at the beginning of the assessment to verify your identity.

Skillsfirst will accept the following as proof of the apprentices' identity:

- ✓ A valid passport.
- ✓ A signed UK photo card driving licence.
- ✓ Employee ID card.

The IEA will certify they have seen ID before proceeding with the PD, and confirm correct spelling of name in readiness for certification.

Format of evidence

Assessment Method	Weighting	Duration	Available Marks	To achieve a Pass
Professional Discussion	70%	45 - 60 minutes	100	The apprentice must gain at least 40%*

**NB. You must achieve a minimum of 55% overall for a pass (the RPA and PD combined).*

Example Questions
<ul style="list-style-type: none"> ✓ Explain your approach to the candidate selection process. ✓ What methods or practices would you use to identify new business leads? ✓ How would you progress new client opportunities? ✓ Explain how you would monitor applications. ✓ Identify what pre-employment and compliance checks you undertake on candidates and why they are important. ✓ Give me an example of where you have acted with tenacity and have shown resilience. ✓ Tell me when you have had to prioritise your workload. What was the situation and what did you do? ✓ How would you initiate, build and maintain relationships with candidates? ✓ Explain why it is important to keep the recruitment database up to date. ✓ How would you identify new client opportunities?

Things to consider (hints and tips):

You need to:

- ✓ Give real-life examples of how you have applied knowledge and understanding whilst carrying out your job role.
- ✓ Be confident, assertive and persuasive communicator, to build a picture of your performance.
- ✓ Take the opportunity to gain the highest grade possible
- ✓ Give a work-related example of when given regular clear written and verbal communication
- ✓ Have an understanding of your organisation's commercial priorities (targets, vision, aim etc)
- ✓ Show an understanding of the different recruitment models (Temp/Perm/Contract etc)
- ✓ Provide examples where you have reflected on your performance and made changes

You will be given feedback from the IEA after the PD has taken place however you will not be given a grade until moderation is complete. We aim to complete moderation 10 working days after the assessment has taken place.

Good luck with your assessment