

Professional Discussion Mapping Document

VTCT Skills Level 3 Recruiter

All columns of this mapping document are to be completed prior to the gateway stage and submitted with the portfolio of evidence for each apprentice. Please refer to the 'End-point Assessment Guidebook' and the 'Professional Discussion Apprentice Guidance Document' when completing this 'Professional Discussion Mapping Document'.

Please note: It is a requirement of the training provider to submit all the evidence electronically, via the 'Documents tab' on the Apprentice's dashboard within the epaPRO system. This must be in a scanned format, allowing the evidence package to be viewed remotely. VTCT Skills will not accept a link to an apprentice's individual e-portfolio.

Evidence Number	KSBs:	Knowledge, Skills and Behaviours Criteria:	Type of Evidence Submitted:	Reference Number:
Example:				
1	K2	Relevant regulation and legislation requirements, and their impact on their team, the individual, their role and the organisation.	Workplace policies and procedures	1.1
2	S3	Manage and set goals and accountabilities for individuals and teams.	Team brief/minutes of meetings	1.2
	K3	Stakeholder requirements, for example consultation, salary benchmarking, market trends analysis, competitor analysis, sourcing candidates and or job roles.		
	K15	Sales and marketing activities that support stakeholder requirements.		
	K16	Negotiating and influencing techniques.		
	K17	Methods for communicating information and interacting with candidates and other stakeholders to facilitate understanding, for example face-to-face or online meetings, emails, reports, and presentations.		
	S11	Communicate information through different media, for example face-to-face or online meetings, emails, reports, and presentations.		

Evidence Number	KSBs:	Knowledge, Skills and Behaviours Criteria:	Type of Evidence Submitted:	Reference Number:
	K25	The complaint handling process for their organisation.		
	S22	Respond to stakeholder complaints and escalate where appropriate.		
	B1	Acts professionally, ethically and with integrity.		
	K2	Different types of recruitment organisations, including their own organisation's brand and service offering.		
	K5	Recruitment models, including permanent, temporary, fixed term, managed service provider (MSP) contracts, and recruitment process outsourcing (RPO) contracts.		
	S1	Identify, progress, and convert leads into new candidates, placements, or clients.		
	K8	Principles of assessing labour market conditions, including identifying shortages for specific roles and demand for candidates with transferrable skills to move from the legacy carbon economy into green economy jobs.		
	K20	The organisation's resource strategy and goals, and how this impacts their role.		
	S20	Identify and maximise opportunities to support the organisation's business strategy, for example growing client or candidate pipelines.		
	K7	External influences on the recruitment market, including social, economic, legislative, political, and technology.		
	S17	Identify future changes in the sector that may impact the organisation, for example technology advances.		
	K6	Regulations, legislation, and codes of practice that impact their role and the organisation, and the implications of non-compliance, including data protection, the Employment Agencies Act and the Equality Act		

Evidence Number	KSBs:	Knowledge, Skills and Behaviours Criteria:	Type of Evidence Submitted:	Reference Number:
	S4	Interpret and apply regulation and legislation, share best practice, and advise stakeholders on their application.		
	S16	Challenge poor practice and non-compliance with the recruitment process and escalate where appropriate.		
	K24	Principles and policies of equity, diversity and inclusion in the workplace, and their impact on the organisation and recruitment activities.		
	S18	Interpret policies to support and promote the delivery of equity, diversity, and inclusion in the workplace, and monitor their impact on recruitment activities.		
	B2	Supports an inclusive culture, treating colleagues and stakeholders fairly and with respect.		
	K11	Principles and techniques of candidate assessment, including assessing transferable skills to fulfil stakeholder requirements, for example to identify candidates with skills that could transfer into new green economy jobs.		
	S14	Place candidates into roles that match their skills and stakeholder requirements.		
	B5	Works flexibly and adapts to changing circumstances.		
	K9	Methods used for assessing candidates, for example planning and facilitating assessment centres, interview panels, informal telephone conversations, and how to support the candidate experience, including those requiring reasonable adjustments.		
	S7	Process, review, and progress candidate applications.		
	S8	Create and present diverse short lists of candidates to stakeholders.		
	S9	Inform and advise candidates on the outcome of their application at the individual stages of the recruitment process, including those that have been unsuccessful.		

Declaration of Authenticity

The work submitted for the portfolio of evidence must be the Apprentice's own work. Should this evidence be copied from someone else or plagiarised in any other way, the Apprentice's End-point Assessment result may be void.

Apprentice Declaration

I confirm that all of the evidence submitted to VTCT Skills for my portfolio of evidence is my own work.

Apprentice name:	
Apprentice signature:	
Date:	

Training Provider/Employer Declaration

The following declaration can be provided by the training provider or the employer.

I have authenticated the Apprentice's work, and I am satisfied that to the best of my knowledge, the work submitted is solely that of the Apprentice.

Training provider/employer name:	
Training provider/employer signature:	
Date:	

Document History

Version	Issue Date	Changes	Role
V1	18/2/25	First published	Qualification Development Manager