

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 under this ANZSCO code:

- Human Resource Adviser
- Workplace Relations Adviser

These occupations are classified elsewhere in ANZSCO.

Qualification

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

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

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.

