

Level 2 Certificate in | **Recruitment Resourcing (QCF)**
Professional Recruitment Qualification

www.rec-irp.uk.com/certificate

Defining Recruitment Excellence
This qualification is awarded by the REC

Level 2 Certificate in Recruitment Resourcing (QCF)

Resourcers have now got their own qualification, this Level 2 Certificate in Recruitment Resourcing, was developed after significant industry consultation. It is designed to give the resourcer the knowledge they require to operate effectively, assess and manage candidates, establish an understanding of the industry and look at both internal processes and regulatory policies.

The IRP's resourcing qualification will increase your personal effectiveness by providing practical and authoritative learning that will add value to the service you provide to candidates. Successful students may wish to progress on to the Level 3 Certificate in Recruitment Practice to gain the full 360° recruitment practitioners qualification.

Study options for the new resourcer

Understanding that the workplace is busy and demanding, the IRP has developed the **Fast Track** classroom-based study or the **Distance Learning** course which you can study from the comfort of your own home. Choose from UK wide examination venues and the added benefit of flexible coursework, and dedicated Study Coaches. All this ensures you can achieve a balance between your studies, a demanding job and your home life.

“ The L2 Certificate in Recruitment Resourcing (QCF) was designed to provide all resourcers within the industry with a recognised qualification for their role. ”

For full details about the Certificate in Recruitment Resourcing, including results, course content, examinations, the course timetable, course dates and course fees, visit www.rec-irp.uk.com/CertRP



IRP Membership

All recruiters studying for IRP Qualifications are automatically entitled to student IRP Membership with full access to the member benefits and lifestyle package.

Expanding your knowledge

If you want the knowledge to build a successful career as a resourcer, the Level 2 Certificate in Recruitment Resourcing is the course for you. The seven units included in the Certificate are:

Core Unit Content

RPK 2-1

Understanding the recruitment industry

- Understand the recruitment market
- Understand the opportunities for advancement within the recruitment industry
- Understand how recruitment consultancies operate.

RPK 2-2

Understanding the preparation for the selection processes

- Understand the use of job descriptions and person specifications
- Understand how to write a job advertisement
- Understand the process of job posting
- Understand the process of checking a candidate's 'right to work' in the UK.

RPK 2-3

Understanding selection processes

- Understand assessment techniques in recruitment
- Understand the development and maintenance of consultative relationships with clients in the recruitment industry
- Understand how to build relationships with candidates.

RPK 2-4

Understanding the sales techniques and processes used by recruiters

- Understand the sales cycle used in recruitment
- Understand how to identify sales opportunities
- Understand how recruiters close the sale.

RPK 2-5

Understanding the legal, regulatory and ethical requirements when recruiting

- Understand an organisation's procedures for dealing with legal, regulatory and ethical requirements relating to the recruitment industry
- Understand the employment rights and responsibilities of the employee and employer.

RPK 2-6

Understanding building and maintaining relationships with candidates

- Understand how to build long term relationships with candidates
- Understand the importance of maintaining candidate loyalty.

RPK 2-7

Understanding the use of research in recruitment and selection

- Understand the research process
- Understand how to use research in the recruitment and selection process.

Further information

Course dates

Learners can start the Certificate studies whenever they choose and study at their own pace working towards examination dates outlined on

www.rec-irp.uk.com/qualifications

Examinations

Examinations are held in various locations around the UK. You will be asked to select your chosen examination date and location when you enrol for your chosen unit(s).

Course fees

The benefit of being able to choose your units and enrolment date at a time which suits you is that you only have to pay for the qualification on a unit-by-unit basis – therefore enabling you to spread the cost of your course. Fees are outlined on www.rec-irp.uk.com/qualifications

Multiple booking discounts

Employers purchasing five to nine units benefit from a 5% discount and purchases of ten or more units attract a 10% discount on the standard rates quoted.

Students enrolling for the whole Diploma of 8 units will only need to pay for 6 units, providing a substantial discount.

Overseas learners

We welcome learners from overseas. Please call us to discuss specific requirements and fees.

**For more information on other
REC qualifications log on to**

www.rec-irp.uk.com/qualifications

-
- Recruitment's biggest lobbying voice
 - The source of recruitment knowledge
 - Raising recruitment standards
 - Developing successful careers in recruitment
 - Exceeding members' expectations through business support

The Institute of Recruitment Professionals (IRP)

The IRP was founded by the Recruitment & Employment Confederation (REC), to ensure that individual recruiters are recognised as a member of a professional industry that is committed to upholding best practice, world-class recruitment standards and providing the best possible service to clients and candidates.

All IRP Members sign up to the IRP Code of Ethics and Professional Conduct which demonstrates their commitment to practising the very highest standards of principled and professional recruitment.


REC Institute of Recruitment Professionals
Dorset House
First Floor
27-45 Stamford Street
London SE1 9NT

T 020 7009 2155

F 020 7935 4112

E info@rec-irp.uk.com

www.rec-irp.uk.com

 follow us @RECIRP