



Level 3 Certificate in Recruitment Practice (CertRP)

Our most popular qualification, the Certificate in Recruitment Practice (CertRP) teaches consultants the fundamental knowledge and skills to succeed in recruitment. Every unit delivers essential information with a strong commercial edge.

Who is the qualification for?

The Certificate in Recruitment Practice is for those who have a small amount of experience. You will learn the fundamentals needed to work effectively, efficiently and ethically in the recruitment industry. This qualification is taught at Level 3, equivalent to A-Level standard.

The CertRP is ideal for those looking to enhance their professional skills in attracting talent, matching candidates with the right role, closing the sale and client relations.

How is the qualification taught?

Distance learning This allows you to study from the comfort of your own office or home. We provide all the learning materials and a study coach, who will guide you through the coursework and examination preparation. You will need to choose from one of the nine UK examination

venues. This option of study ensures you can achieve a balance between your studies, a demanding job and your home life.

Fast-track learning Our fast-track option requires less home learning – five weeks rather than 12. This is supported by workshops in one of four locations, which run over three days prior to the examination. N.B. the exam is sat on the afternoon of the third day.

Membership benefits Both study options result in student membership of the IRP during your training period, and then 12 months' complementary Membership (MIRP) upon completion of the course. Once qualified you become eligible to use the letters CertRP after your name.

If you want the skills to build a thriving career in recruitment, the Certificate in Recruitment Practice is your route to success.

The six units included in the CertRP are:

RECTC 3-1: Understanding sales for recruitment

RECTC 3-2: Understanding legal and ethical requirements in recruitment

RECTC 3-3: Understanding relationship management in recruitment

RECTC 3-4: Understanding recruitment operations

RECTC 3-5: Understanding the recruitment market

RECTC 3-6: Understanding the principles of assessing people

For full details
including results, course
content, examinations,
course timetable,
dates and fees, visit
[www.rec-irp.uk.com/
CertRP](http://www.rec-irp.uk.com/CertRP)

