

# IRP CAREER ROUTEWAY

## PERSONAL DEVELOPMENT PROSPECTUS 2017

*Recruitment as a Career of Choice*



# INTRODUCTION

OUR IRP MEMBERSHIP, RESOURCES AND TRAINING ARE DESIGNED TO HELP RECRUITERS AT ALL LEVELS BUILD THE BEST RECRUITMENT INDUSTRY AND REACH THEIR PROFESSIONAL POTENTIAL.

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We know that our industry transforms lives, and the IRP truly believes that recruitment is a career of choice benefitting individuals and businesses alike.

So whether you are just starting out, running a fast growing business, looking for a change in direction or just wanting to cement your experience, the IRP provides you with the very best platform from which to leap forward.

Get yourself on the right professional track and build your programme of learning today. Use the IRP career routeway of qualifications and training to ensure a successful career in recruitment.



*Richard Charnock,  
Head of the IRP and Qualifications*

*View all our  
qualifications  
from page 10*

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# THE IRP AND WHAT'S IN IT FOR YOU

**THE INSTITUTE OF RECRUITMENT PROFESSIONALS (IRP) IS THE REPRESENTATIVE BODY FOR INDIVIDUAL RECRUITMENT PROFESSIONALS.**

Founded by the Recruitment & Employment Confederation (REC) in 2009, the IRP represents over 9,500 individual members and can trace its history back to LEAF, which was founded in 1932. The IRP helps recruiters from private, public and in-house sectors to demonstrate their commitment to best practice, world-class recruitment standards and the best possible services to clients and candidates.

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All IRP members must abide by the IRP Code of Ethics and Professional Conduct, which contains six key standards. Many of the REC's corporate members are also IRP Advocates, providing their staff with IRP membership and sponsoring them through the IRP Qualifications or further learning to help progress their career.

From our online legal guide and IRP Legal bulletin, to our Professional Guides and opportunities to share best practice with your peers, the IRP is here to guide the way through your career in recruitment.

*For more information  
call the IRP team on  
020 7009 2155  
or email  
[info@rec-irp.uk.com](mailto:info@rec-irp.uk.com)*

IRP members  
can save up to

**£1,200**

with IRP Lifestyle

"IRP membership is like a badge of honour. It also highlights the length of time you've worked in the industry and represents what level you are. If I decided to undertake any additional professional recruitment training then I would certainly choose the IRP"

**6,000**

IRP members use our  
IRP Professional Guides

**100%**

of IRP members  
sign up to the Code of  
Ethics ensuring their  
reputation and  
credibility

Join an online  
community of more than

**12,000**  
recruiters

**80%**

of IRP members use the  
IRP Legal bulletin

More than

**1,000**  
examinations

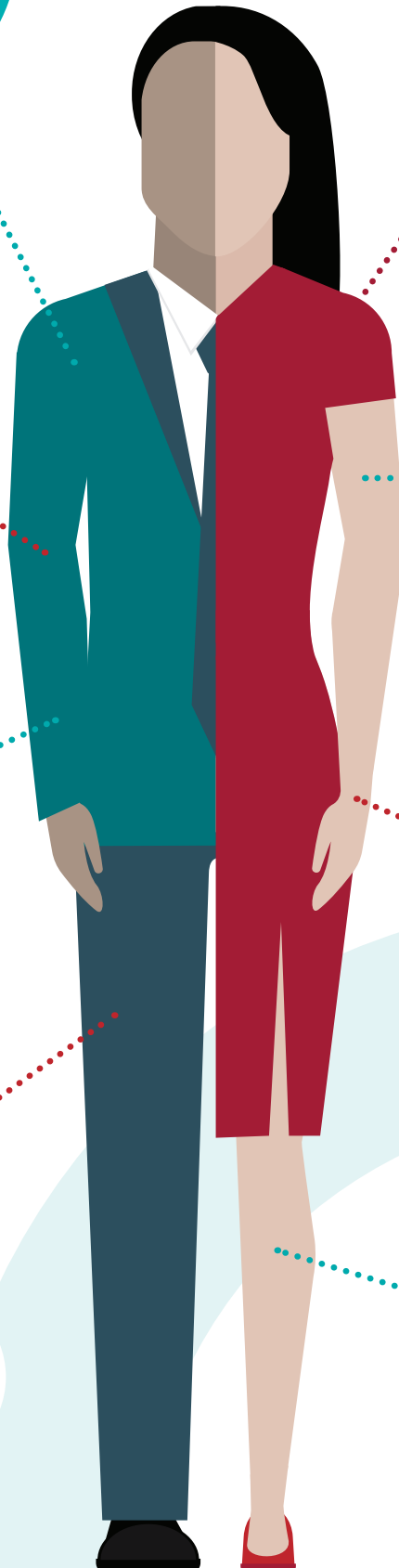
for IRP qualifications  
take place each  
year...

...when  
will you sit  
yours?

IRP members  
downloaded more than

**30,000**

documents from our  
website in 2016



# RECRUITMENT; YOUR CAREER OF CHOICE

RECRUITMENT IS A DYNAMIC, FAST-PACED AND HIGHLY COMPETITIVE INDUSTRY WHICH OFFERS EXCITING CAREER OPPORTUNITIES TO THE RIGHT PEOPLE.

IN THE UK, THE INDUSTRY DELIVERS £35.1 BILLION OF VALUE TO THE ECONOMY.\*

There are over 100,000 people working within the industry, generally on five levels: recruitment resourcer, senior recruitment consultant, recruitment manager, and recruitment team leader or director.

Recruitment consultancies attract candidates on behalf of their clients, matching them to specific criteria on a temporary, contract or permanent basis. They operate in virtually all sectors of the employment market.

The industry is made up of a number of publicly listed companies, which operate internationally, as well as many small independent companies providing locally recognised knowledge and expertise.

Over 100,000 people already work in recruitment



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There are 9,565 recruitment agencies operating in the UK

## What does a recruitment consultant do?

A consultant is the vital link between candidates and clients. They will often advise on strategic as well as operational requirements. The role involves attracting business from client companies using sales, business development and marketing techniques, then building relationships with them to become a trusted recruitment advisor. You'll develop a network of candidates through similar means, and become their trusted advisor as well.

Confidence is an important attribute for a recruitment consultant and the sense of satisfaction felt from placing the right candidate in the right job can be significant and often motivates recruiters to succeed.

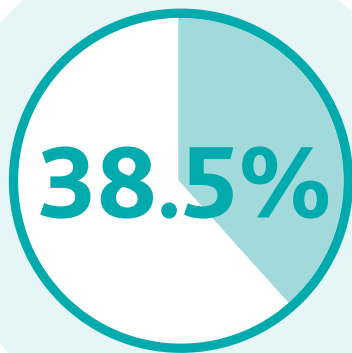
*"I want to change people's perceptions about recruiters. We do great work, we change people's lives for the better, we truly make a difference. To pass that knowledge on to others is something that makes me get up every day. I love it, always have!"*

\*Recruitment Industry Trends 2015/16

## What opportunities are there for career progression?

Opportunities vary depending on the size and structure of the organisation you are in or hoping to join. A recruitment consultant will generally enter the industry as a trainee consultant or resourcer, working in a branch with a relatively small team. From here, a consultant can progress to senior consultant and then to branch manager. The IRP is here to support you throughout your career, with industry updates, networking, our qualifications and continuing professional development.

**38.5% of recruiters have been working in recruitment for up to ten years**



## How is the industry changing?

Previously, the industry saw a high turnover of staff. It was more of a stop-gap than a career choice. But now, we are seeing that turnover decrease. 38.5% of recruiters have been working in the industry for up to ten years. While the number working in recruitment grows, people are staying longer and viewing it as a genuine career choice.

**The recruitment industry delivers £35.1 billion of value to the economy**



**In 2014/15, recruiters helped 634,000 people find a new permanent job**

### If you are looking to join the industry – ask yourself the questions below:

Do you want to join an industry that has high earning potential from day one?

What about one that works at a fast pace but still remains exciting?

And one that has a career path, structured qualifications, continuing professional development and provides professional recognition for an individual?

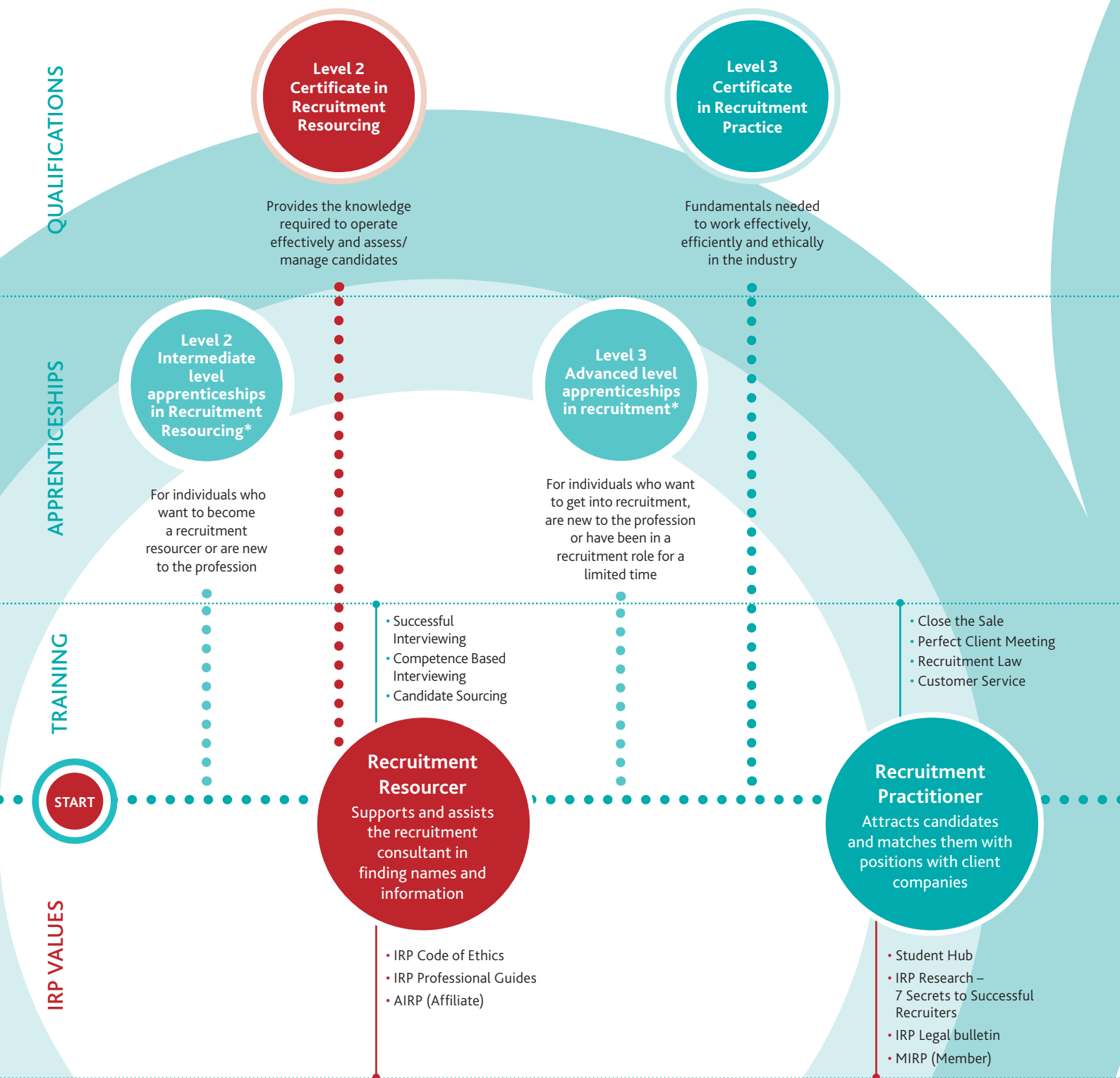
How about an industry that creates daily challenges where the best will achieve?

**If you have answered yes, recruitment is for you.**

**It is a career of choice, and one that comes with multiple rewards.**

For more information including standard job specifications and recruiter video profiles, visit [www.rec-irp.uk.com/careerinrecruitment](http://www.rec-irp.uk.com/careerinrecruitment)

# YOUR ROUTEWAY TO A SUCCESSFUL CAREER IN RECRUITMENT



## IRP CONTINUING PROFESSIONAL DEVELOPMENT

An online portal designed to allow IRP members to easily demonstrate their professional development and/or identify areas for development



**Level 4  
Diploma in  
Recruitment  
Management**

Provides the knowledge required for experienced recruiters and team leaders to progress and manage the recruitment function

**Level 5  
Diploma in  
Recruitment  
Leadership**

The IRP's degree standard qualification provides the knowledge and skills for senior management and leadership within the recruitment industry

**Level 4  
Higher  
apprenticeships  
in recruitment\***

For individuals who have experience in the sector, or recruitment consultants who want to develop further in the role

- Consultative Sales
- Successful Account Management

- Management Essentials
- Developing & Winning Big Business

- Advanced Management Skills
- Employment Law

**Senior  
Recruitment  
Practitioner**

Has developed a specialisation within a domain of expertise often responsible for completion of projects

- IRP online legal guide
- MIRP (Member)
- IRP member webinars

**Recruitment  
Manager/Team  
Leader**

Oversees the work of other recruiters/consultants/organisations

- FIRP (Fellow)
- IRP Research – 7 Secrets of Successful Recruitment Managers

**Recruitment  
Director**

A person in charge of an activity department/organisation

- IRP Advocacy
- I Love Recruitment blog
- FIRP (Fellow)

**Mentor**

An experienced and trusted adviser

- Honorary Fellowship



# LEVEL 2 CERTIFICATE IN RECRUITMENT RESOURCING

Visit  
[rec-irp.uk.com/CertRR](http://rec-irp.uk.com/CertRR)  
for full details

The Level 2 Certificate in Recruitment Resourcing (CertRR) is designed to give resourcers 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 offers two study options for the completion of the Level 2 CertRR.  
The 12 week distance learning option or the five week workshop (fast track) option.

The distance learning course allows you to study from the comfort of your own office or home. The IRP provides all the learning materials and a study coach, who will guide you through the coursework and examination preparation over the 12 weeks. You will need to choose from one of the nine UK wide examination venues. This option ensures you can achieve a balance between your studies, a demanding job and your home life.

Understanding that the workplace is busy and demanding, the IRP has developed an option for the Level 2 CertRR that requires less home learning, only five weeks rather than 12. This fast track option 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.

Both of the IRP run options for the Level 2 CertRR result in the learner receiving student membership of the IRP during their training period, and then 12 months complementary Affiliate membership (AIRP) upon completion of the course. Once qualified they become eligible to use the letters CertRR.

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**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:

- RPK 2-1:** Understanding the recruitment industry
- RPK 2-2:** Understanding the preparation for the selection processes
- RPK 2-3:** Understanding selection processes
- RPK 2-4:** Understanding sales techniques and processes used by recruiters
- RPK 2-5:** Understanding the legal, regulatory and ethical requirements when recruiting
- RPK 2-6:** Understanding building and maintaining relationships with candidates
- RPK 2-7:** Understanding the use of research in recruitment and selection

For full details about the Level 2 Certificate in Recruitment Resourcing, including results, course content, examinations, the course timetable, course dates and course fees, visit [www.rec-irp.uk.com/CertRR](http://www.rec-irp.uk.com/CertRR)

Prices from  
**£629 + VAT per person**  
or **£929 + VAT**  
per person for the  
fast track option

# LEVEL 3 CERTIFICATE IN RECRUITMENT PRACTICE

Visit  
[rec-irp.uk.com/CertRP](http://rec-irp.uk.com/CertRP)  
for full details

The Level 3 Certificate in Recruitment Practice (CertRP) is designed specifically for 360 degree recruiters. Created with content based on extensive industry feedback, the Level 3 CertRP will enable consultants to build knowledge and skills around the fundamentals of recruitment.

*"It has given me techniques and knowledge that help me every day. My colleagues and I still refer back to the content quite regularly – there's a lot more to recruitment than what you first assume"*

Every unit delivers essential information with a strong commercial edge.

Everybody prefers different ways to study, which is why the CertRP fits around your life, not the other way around. Similarly to the Level 2 CertRR, the IRP offers two study options for the completion of this qualification. The 12 week distance learning option or the five week workshop (fast track) option.

The IRP's most popular distance learning course allows you to study from the comfort of your own office or home. The IRP provides all the learning materials and a study coach, who will guide you through the coursework and examination preparation over 12 weeks. You will need to choose from one of the nine UK wide examination venues.

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

The IRP's fast track option requires less home learning, only five weeks rather than 12. This option 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.

Both of the IRP run options for the Level 3 Certificate in Recruitment Practice result in the learner receiving student membership of the IRP during their training period, and then 12 months complementary membership (MIRP) upon completion of the course. Once qualified they become eligible to use the letters CertRP.

If you want the skills to build a thriving career in recruitment, the Level 3 Certificate in Recruitment Practice is your route to success.

The six units included in the Certificate 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 about the Level 3 Certificate in Recruitment Practice, including results, course content, examinations, the course timetable, course dates and course fees, visit [www.rec-irp.uk.com/CertRP](http://www.rec-irp.uk.com/CertRP)

Prices from  
£629 + VAT per person  
or £929 + VAT  
per person for the  
fast track option

# LEVEL 4 DIPLOMA IN RECRUITMENT MANAGEMENT

Visit  
[rec-irp.uk.com/DipRM](http://rec-irp.uk.com/DipRM)  
for full details

Experienced recruiters, team leaders and managers who want to develop their sales and recruitment knowledge will find the Level 4 Diploma in Recruitment Management (DipRM) provides progressive industry-specific learning. Building on the fundamentals, this professional level qualification provides a broader perspective to give you a competitive edge.

On-demand enrolment with the ability to choose when you take your assessments makes the Level 4 Diploma extremely adaptable and easy to fit around work commitments. Units can be completed at any time within a four year period to offer maximum flexibility.

The Level 4 Diploma comprises six core units plus two optional units from a choice of five, helping experienced recruiters build in-depth knowledge and skills. Alternatively, enrol on one unit and fill the skills gap you may discover. Whilst we recommend completion of the Level 4 Diploma in full, each unit is assessed and awarded independently.

Enrolling on the Level 4 Diploma in Recruitment Management results in the learner receiving complementary student membership of the IRP during their training period. Once qualified, holders of the Level 4 Diploma become eligible to use the letters DipRM and are entitled to Membership or Fellowship of the IRP (MIRP or FIRP), depending on industry experience.

For full details about the Level 4 Diploma in Recruitment Management, including exemptions, support, results, unit content, examinations, exam timetables and course fees, visit [www.rec-irp.uk.com/DipRM](http://www.rec-irp.uk.com/DipRM)

## Mandatory Units:

- RECTC 4-1:** Principles of recruitment sales
- RECTC 4-2:** Principles of legal and ethical requirements in recruitment
- RECTC 4-3:** Principles of relationship management in recruitment
- RECTC 4-6:** Principles of recruitment resource strategies
- RECTC 4-10:** Understanding recruitment contracts
- RECTC 3-6:** Understanding the principles of assessing people\*

## Optional Units:

- RECTC 4-4:** Principles of business management for recruitment
- RECTC 4-5:** Principles of business development and account management in recruitment
- RECTC 4-7:** Understanding finance in recruitment management
- RECTC 4-8:** Understanding people management in recruitment
- RECTC 4-9:** Principles of marketing in recruitment

\*Unit 3-6 is common across both the Level 3 Certificate in Recruitment Practice and the Level 4 Diploma in Recruitment Management qualification, therefore L3 CertRP holders have an exemption at L4 DipRM.

Price from  
£2,430 + VAT  
for complete course or  
from £435 + VAT  
per unit

# LEVEL 5 DIPLOMA IN RECRUITMENT LEADERSHIP

Visit  
[rec-irp.uk.com/DipRL](http://rec-irp.uk.com/DipRL)  
for full details

Designed for and we believe ideal for senior managers and directors within a recruitment function, the Level 5 Diploma in Recruitment Leadership (DipRL) is a strategic level qualification. It provides practical learning that will add value to the service you provide to clients and candidates, as well as the knowledge to establish improved processes and efficiencies within your own business.

On-demand enrolment makes the Level 5 Diploma easy to fit around work and personal commitments with four examination points each year. Once enrolled, you will join a cohort and work together through the mandatory units. Your cohort will get together three times in year one of the course to engage in full day workshops that are designed to help the learning journey through the mandatory units below.

Once you have completed the mandatory units you can go on to choose your optional units to fully qualify. Throughout this learning journey you will be guided by the IRP learning materials and an IRP study coach, who will also facilitate the workshops for you.

Once qualified, holders of the Level 5 Diploma become eligible to use the letters DipRL and are entitled to Membership (MIRP) or Fellowship (FIRP) level of the IRP, depending on industry experience.

Students must complete a minimum of eight or nine units, all the mandatory units and one or two from the optional units depending on those units chosen, to be awarded the qualification. The units are assessed through a combination of examinations, projects and case studies.

For full details about the Level 5 Diploma in Recruitment Leadership, including exemptions, support, results, unit content, examinations, exam timetables and course fees, visit [www.rec-irp.uk.com/DipRL](http://www.rec-irp.uk.com/DipRL)

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## Mandatory Units:

- RECTC5-1: Strategic business planning for recruitment
- RECTC5-2: Leading people and teams in recruitment
- RECTC5-3: Recruitment resource strategies
- RECTC5-4: Financial management in recruitment
- RECTC5-5: Client and stakeholder relationship management
- RECTC4-2: Principles of legal and ethical requirements in recruitment\*
- RECTC4-10: Understanding recruitment contracts\*

## Optional Units:

- RECTC5-6: Business governance
- RECTC5-7: International business considerations
- RECTC5-8: Recruitment bids and tenders
- RECTC5-9: Strategic business development
- RECTC5-10: Design Recruitment Processes
- RECTC5-11: Organisational Development
- RECTC5-12: Advanced marketing for recruitment

Price from  
£4,500 + VAT  
for complete course or  
from £675 + VAT  
per unit

\*Units RECTC4-2 and RECTC4-10 are common across both the Level 4 Diploma in Recruitment Management and the Level 5 Diploma in Recruitment Leadership qualification, therefore holders of these units are exempt from these mandatory units.



# APPRENTICESHIPS IN RECRUITMENT

THE WORLD OF APPRENTICESHIPS IS CHANGING. THE INTRODUCTION OF THE APPRENTICESHIP LEVY IN 2017 AND THE DEVELOPMENT OF “NEW” APPRENTICESHIPS THROUGH THE TRAILBLAZER APPRENTICESHIP PROGRAMME ARE GOING TO RESULT IN A CHANGE IN BOTH THE STYLE OF APPRENTICESHIPS AND THE NUMBER OF APPRENTICESHIPS UNDERTAKEN. THERE HAS NEVER BEEN A BETTER TIME TO INVEST IN THE FUTURE OF RECRUITMENT WITH APPRENTICESHIPS.

## The Apprenticeship Levy

The Apprenticeship Levy comes into effect in April 2017 and requires every company to pay a 0.5% levy on their UK payroll. Each company or group of companies is given a £15,000 allowance, which therefore excludes all companies with a payroll of less than £3,000,000.

Companies above that threshold will then pay 0.5% of their payroll each month.

The Government will then add 10% to a company's levy payments which can be used to pay for the funding of apprentices.

At the time of print, this levy funding was eligible for all apprentices regardless of age and previous qualifications.

Further details on Apprenticeship Levy commitments and advice can be sought through the IRP at [www.rec-irp.uk.com/apprenticeships](http://www.rec-irp.uk.com/apprenticeships) or by contacting [info@rec-irp.uk.com](mailto:info@rec-irp.uk.com).

For full details about Apprenticeships in recruitment, visit [www.rec-irp.uk.com/apprenticeships](http://www.rec-irp.uk.com/apprenticeships). Or contact one of our approved Apprenticeship providers at [www.rec-irp.uk.com/apprenticeships](http://www.rec-irp.uk.com/apprenticeships).

Until April 2017 the existing apprenticeship frameworks and funding are remaining unchanged, with the recruitment apprenticeships designed to operate at three levels:



**Intermediate level apprenticeships in recruitment resourcing (level 2)**

**Our Level 2 is aimed at individuals who:**

- want to become a recruitment resourcer
- are new to the profession.



**Advanced level apprenticeships in recruitment (level 3)**

**Our Level 3 is aimed at individuals who:**

- want to get into recruitment
- are new to the profession
- have been in a recruitment role for a limited time and want to build up their experience.



**Higher apprenticeships in recruitment (level 4)**

**Our Level 4 is aimed at individuals who:**

- have experience in the sector
- are currently recruitment consultants who want to further develop in that role.



This apprenticeship contains the knowledge based Level 2 Certificate in Recruitment Resourcing, the competency based NVQ level 2 Certificate in Recruitment Resourcing qualification, a module on employee rights and responsibilities as well as functional skills including Maths, English and ICT.

It is envisaged that the apprentice will take 12 to 18 months to complete the apprenticeship in recruitment resourcing.

This apprenticeship contains the knowledge based Level 3 Certificate in Recruitment Practice at level 3, the competency based NVQ level 3 Diploma in Recruitment qualification, a module on employee rights and responsibilities as well as functional skills including Maths, English and ICT.

It is envisaged that the apprentice will take 12 to 18 months to complete the advanced apprenticeship in recruitment.

This apprenticeship contains the knowledge based Level 4 Diploma in Recruitment Management, the competency based NVQ level 4 Diploma in Recruitment qualification, a module on employee rights and responsibilities as well as functional skills including Maths, English and ICT.

It is envisaged that the apprentice will take 24 to 30 months to complete the higher apprenticeship in recruitment.



Post April 2017 the new apprenticeship standards and funding will come into effect.

The new trailblazer apprenticeships offer a unique chance to invest in the future of our industry and are designed to inspire the next generation of recruitment leaders.

The new recruitment apprenticeships are designed to operate at two levels:

### **Recruitment Resourcer Apprenticeship (level 2)**

Designed through the trailblazer development programme with a comprehensive employer panel representing a cross-section of the industry, the recruitment resourcer apprenticeship standard looks specifically at those individuals who are more candidate orientated, but may be employed in any organisation that requires a recruitment function.

Typical responsibilities for a recruitment resourcer are:

- 1. Research, identify, attract and shortlist candidates for the recruitment process to fulfil the requirements of the business brief**
- 2. Identify new business opportunities through a variety of means and refer these opportunities to a recruiter**
- 3. Meet all procedures and carry out relevant processes to ensure industry codes of ethics and relevant legislation are adhered to**

### **Recruitment Resourcer Apprenticeship (level 2)**

This apprenticeship still contains the knowledge based Level 2 Certificate in Recruitment Resourcing, the competency based NVQ level 2 Certificate in Recruitment Resourcing qualification, a module on employee rights and responsibilities as well as functional skills including Maths, English and ICT. The apprentices will also be required to complete the end point assessment which is likely to take the form of a professional discussion.

Learners who complete these qualifications will also be eligible for IRP membership.

*"An apprenticeship is a fantastic way to get a qualification, work experience and a career behind you. I feel I am now settled for life and am extremely grateful for being given this opportunity to prove myself."*



*"Being new to the recruitment industry after 25 years in manufacturing, I thought an apprenticeship would be a good way for me pick up how the industry works more quickly than just with on the job training."*

## Recruitment Consultant Apprenticeship (level 3)

### Recruitment Consultant Apprenticeship (level 3)

Designed by an employer panel representing a cross-section of the industry, the Recruitment Consultant Apprenticeship Standard is suitable for all individuals wishing to gain the knowledge, skills and behaviours of a successful recruiter.

As an overview, the typical responsibilities for a recruitment consultant are:

1. Identifying, qualifying and securing client recruitment opportunities in line with corporate and personal goals
2. Identifying, assessing and placing suitable candidates to meet client requirements in order to achieve revenue in line with corporate and personal goals
3. Developing and managing client/candidate relationships to ensure high levels of customer satisfaction and quality standards
4. Meeting all procedures and carrying out relevant processes to ensure industry codes of ethics and relevant legislation are adhered to

This apprenticeship still contains the knowledge based Level 3 Certificate in Recruitment Practice, the competency based NVQ level 3 Diploma in Recruitment qualification, a module on employee rights and responsibilities as well as functional skills including Maths, English and ICT. The apprentices will also be required to complete the end point assessment which is likely to take the form of a professional discussion.

A career as a recruitment consultant can appeal to those individuals who possess an entrepreneurial outlook. It provides the opportunity for reward and high earning potential. Many opportunities arise in the recruitment sector for personal and professional development, such as team leader and/or managerial roles.

This apprenticeship provides successful learners with routes for progression into a number of more senior roles within the industry. Successful learners may choose to progress on to a higher level qualification or vocationally related programmes.

Learners who complete the qualifications above will also be eligible for IRP membership.



# IRP CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

**CONTINUING PROFESSIONAL DEVELOPMENT (CPD) IS THE MEANS BY WHICH INSTITUTES CAN MEASURE WHETHER MEMBERS MAINTAIN THEIR KNOWLEDGE AND SKILLS RELATED TO THEIR PROFESSIONAL LIVES.**

The IRP CPD scheme has been designed to allow IRP members to easily demonstrate their professional development and/or identify areas for development. Through our online portal, members complete a multiple choice evaluation about their role and through this, identify areas for development. This will provide a record of achievement outside of the structured qualification levels.

Visit  
[rec-irp.uk.com/CPD](http://rec-irp.uk.com/CPD)  
for full details

*“Undertaking the IRP CPD was a great “refresher” tool for me – it was really helpful not just to me, but to the rest of the team too...it wasn’t easy and kept me on my toes”*

Each evaluation contains 30 questions randomly selected from 12 categories. Members are designated questions dependent on their membership level and the market they work in, whether that be temporary and contractors, permanent recruitment, in-house recruitment or a combination of temporary and permanent.

Upon completion of the evaluation the member receives, through their CPD account, a report that details all of the questions they answered incorrectly. Each incorrectly answered question also points the member to where they can find the information to research the correct answer. Each member has three attempts to complete the evaluation and to pass they will need to achieve 70%.

Members are requested to complete an evaluation each year, which will demonstrate that they maintain their knowledge of the recruitment industry. The evaluation is designed to not take more than 30 minutes to complete. However, it is designed to identify changes that have come about within the industry over the past 12 months.

Organisations who are advocates of the IRP will also be able to see how their staff are performing, and any trends which may emerge. This will help to identify where their strengths lie, and any potential areas for improvement.

The IRP CPD scheme is free, simple to use, and is a great way to benchmark professional knowledge and skills against others at the same IRP membership level.



Visit  
[rec-irp.uk.com/training](http://rec-irp.uk.com/training)  
for more information

# RECRUITMENT BUSINESS ACADEMY

The Recruitment Business Academy (RBA) is one of the most respected and widely recognised training providers in the recruitment industry. We make our aim very clear: to understand you and your business and provide the right support in the way you need it.

Whether you are looking for a short sharp session on how to improve your sales or want to upskill your team and improve staff retention, the RBA can provide it, you just choose how.

We can come to you and deliver a specific course at your offices, you can join us at one of our UK training locations, or we can provide a course tailored to your needs, ideal if you have a number of staff to train as this can provide huge savings on the open programme price.

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Our comprehensive training programme is specifically designed to build essential recruitment industry skills, knowledge and performance. Our programmes are broken into four key skills and knowledge sets:

## Sales & Marketing

- Consultative Sales
- Business Development Planning
- Perfect Client Meeting
- Progressive Sales
- Developing and Winning Big Business
- Close the Sale
- Telephone Sales

## Operational Essentials

- Candidate Sourcing and Management
- Competence Based Interviewing
- Essential Skills for Permanent Recruiters
- Essential Skills for Temporary Recruiters
- Introduction to Recruitment Practice
- Start up your own agency
- Successful Interviewing

## Recruitment Law

- Recruitment Law: Understanding the Essentials
- Recruitment Law: Managing PAYE Temporary Workers
- Recruitment Law: Supplying Limited Company Contractors

## Management

- Balancing Act
- Management Essentials
- Advanced Management Skills



Visit [rec.uk.com/incompanytraining](https://rec.uk.com/incompanytraining) for more information

# IN-COMPANY QUALIFICATIONS AND TRAINING

In-company training is when we bring our courses to you. Simply pick the qualification or training course, location and date and we will run the programme for your team. You can either choose one of our existing training courses to be delivered at your premises, or we can work with you to create a bespoke programme.

This option is perfect if you have a number of staff who need qualifications or training, or you require very specific learning outcomes.

The location and delivery dates are flexible and arranged around your business needs, and you can cover a wide range of topics that help meet your requirements if you operate in a niche market, or specialist area.

We will provide a dedicated trainer to deliver the whole programme. Experts in the recruitment field, they understand your business needs and speak your language!

In general, the cost per head is lower, adding to the savings you can make on travel and expenses.

# INVEST IN YOUR FUTURE

## ISN'T IT TIME YOU TOOK YOUR CAREER TO A NEW LEVEL WITH IRP MEMBERSHIP?

<b>Student</b>	12 months FREE upon enrolment on an IRP qualification
<b>Affiliate (AIRP)</b>	£90 (inc VAT) Operating in the recruitment industry in a recruitment role
<b>Member (MIRP)</b>	£120 (inc VAT) Level 3 Certificate in Recruitment Practice or 10 years industry experience
<b>Fellow (FIRP)</b>	£130 (inc VAT) Level 3 Certificate in Recruitment Practice and 10 years' experience, Level 4 Diploma in Recruitment Management and 7 years' experience, Level 5 Diploma in Recruitment Leadership and 5 years' experience or 15 years industry experience.

To find out more at [www.rec-irp.uk.com](http://www.rec-irp.uk.com), call 020 7009 2155 or email [info@rec-irp.uk.com](mailto:info@rec-irp.uk.com)

## IRP QUALIFICATIONS KEY COURSE DATES

Course	Level 2 CertRR – Distance Learning	Level 2 CertRR – With workshop	Level 3 CertRP – Distance Learning
<b>Start date</b>	7 November 2016	19 December 2016	7 November 2016
	6 February 2017	27 March 2017	6 February 2017
	15 May 2017	3 July 2017	15 May 2017
	18 September 2017	6 November 2017	18 September 2017
	6 November 2017	18 December 2017	6 November 2017
<b>Fast track workshop dates</b>	N/A	31 Jan, 1, 2 Feb	N/A
	N/A	2, 3, 4 May 2017	N/A
	N/A	8, 9, 10 August 2017	N/A
	N/A	12, 13, 14 Dec 2017	N/A
	N/A	30, 31 Jan, 1 Feb 2018	N/A
<b>Exam date</b>	2 February 2017	2 February 2017	2 February 2017
	4 May 2017	4 May 2017	4 May 2017
	10 August 2017	10 August 2017	10 August 2017
	14 December 2017	14 December 2017	14 December 2017
	1 February 2018	1 February 2018	1 February 2018
<b>Result issue date</b>	17 March 2017	17 March 2017	17 March 2017
	16 June 2017	16 June 2017	16 June 2017
	22 September 2017	22 September 2017	22 September 2017
	26 January 2018	26 January 2018	26 January 2018
	16 March 2018	16 March 2018	16 March 2018

# IRP QUALIFICATIONS KEY COURSE DATES AND COSTS

## Level 2 Certificate in Recruitment Resourcing

Distance Learning £629 + VAT per person

Fast Track £929 + VAT per person

## Level 3 Certificate in Recruitment Practice

Distance Learning £629 + VAT per person

Fast Track £929 + VAT per person

## Level 4 Diploma in Recruitment Management

Distance Learning £2,430 + VAT per person

Or

Distance Learning £435 + VAT per unit

## Level 5 Diploma in Recruitment Leadership

Distance Learning £4,500 + VAT per person

Visit  
[rec-irp.uk.com](http://rec-irp.uk.com)  
 or call  
**020 7009 2155**  
 to find out more

*For all the IRP trained qualifications above, examinations are conducted in nine regional centres across the UK.*

Level 3 CertRP – With workshop	Level 4 DipRM – Distance Learning	Level 5 DipRL – Distance Learning
19 December 2016	Open enrolments	Open enrolments
27 March 2017	Open enrolments	Open enrolments
3 July 2017	Open enrolments	Open enrolments
6 November 2017	Open enrolments	Open enrolments
18 December 2017	Open enrolments	Open enrolments
31 Jan, 1, 2 Feb	N/A	N/A
2, 3, 4 May 2017	N/A	N/A
8, 9, 10 August 2017	N/A	N/A
12, 13, 14 Dec 2017	N/A	N/A
30, 31 Jan, 1 Feb 2018	N/A	N/A
2 February 2017	2 February 2017	2 February 2017
4 May 2017	4 May 2017	4 May 2017
10 August 2017	10 August 2017	10 August 2017
14 December 2017	14 December 2017	14 December 2017
1 February 2018	1 February 2018	1 February 2018
17 March 2017	17 March 2017	17 March 2017
16 June 2017	16 June 2017	16 June 2017
22 September 2017	22 September 2017	22 September 2017
26 January 2018	26 January 2018	26 January 2018
16 March 2018	16 March 2018	16 March 2018



Advancing the recruitment profession

The Institute of Recruitment Professionals

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## THE RECRUITMENT & EMPLOYMENT CONFEDERATION (REC)

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

Jobs transform lives, which is why we are building the best recruitment industry in the world. As the professional body for recruitment we're determined to make businesses more successful by helping them secure the people they need.

We are absolutely passionate and totally committed in this pursuit for recruiters, employers, and the people they hire.

Find out more about the Recruitment & Employment Confederation at [www.rec.uk.com](http://www.rec.uk.com)

## 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.

Contact us today to find out more about becoming a member of the IRP.

Call **020 7009 2155**

Email [info@rec-irp.uk.com](mailto:info@rec-irp.uk.com)  
[www.rec-irp.uk.com](http://www.rec-irp.uk.com)