Advancing the recruitment profession

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.

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
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.

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
“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”

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

80% of IRP members use the IRP Legal bulletin

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

More than 1,000 examinations for IRP qualifications take place each year...

6,000 IRP members use our IRP Professional Guides

IRP members can save up to £1,200 with IRP Lifestyle

IRP Career Routeway 2017
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.

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

There are 9,565 recruitment agencies operating in the UK

Over 100,000 people already work in recruitment

9,565

IRP Career Routeway 2017
In 2014/15, recruiters helped 634,000 people find a new permanent job.

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.

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.
YOUR ROUTEWAY TO A SUCCESSFUL CAREER IN RECRUITMENT

**QUALIFICATIONS**
- Level 2 Certificate in Recruitment Resourcing
  - Provides the knowledge required to operate effectively and assess/manage candidates
- Level 3 Certificate in Recruitment Practice
  - Fundamentals needed to work effectively, efficiently and ethically in the industry

**APPRENTICESHIPS**
- Level 2 Intermediate level apprenticeships in Recruitment Resourcing*
  - For individuals who want to become a recruitment resourcer or are new to the profession
- Level 3 Advanced level apprenticeships in recruitment*
  - For individuals who want to get into recruitment, are new to the profession or have been in a recruitment role for a limited time

**TRAINING**
- Recruitment Resourcer
  - Supports and assists the recruitment consultant in finding names and information
  - IRP Code of Ethics
  - IRP Professional Guides
  - AIPR (Affiliate)
- Recruitment Practitioner
  - Attracts candidates and matches them with positions with client companies
  - Close the Sale
  - Perfect Client Meeting
  - Recruitment Law
  - Customer Service

**VENT**
- Student Hub
- IRP Research – 7 Secrets to Successful Recruiters
- IRP Legal bulletin
- MIRP (Member)

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

*Available until April 2017.
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

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

Recruitment Manager/Team Leader
Oversees the work of other recruiters/consultants/organisations

Recruitment Director
A person in charge of an activity department/organisation

Mentor
An experienced and trusted adviser

Consultative Sales
Successful Account Management
Management Essentials
Developing & Winning Big Business
Advanced Management Skills
Employment Law

IRP online legal guide
MIRP (Member)
IRP member webinars
FIRP (Fellow)
IRP Research – 7 Secrets of Successful Recruitment Managers
IRP Advocacy
I Love Recruitment blog
FIRP (Fellow)
Honorary Fellowship

Level 4 Diploma in Recruitment Management
Level 5 Diploma in Recruitment Leadership
Senior Recruitment Practitioner
Recruitment Manager/Team Leader
Recruitment Director
Mentor

IRP Career Routeway 2017
LEVEL 2 CERTIFICATE IN RECRUITMENT RESOURCING

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.

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.
LEVEL 3 CERTIFICATE IN RECRUITMENT PRACTICE

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. 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

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

“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”
LEVEL 4 DIPLOMA IN RECRUITMENT MANAGEMENT

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

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

Visit rec-irp.uk.com/DipRM for full details
LEVEL 5 DIPLOMA IN RECRUITMENT LEADERSHIP

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)

**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

*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.

Price from £4,500 + VAT for complete course or from £675 + VAT per unit
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 or by contacting info@rec-irp.uk.com.

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

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.

### 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.

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.

### 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 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

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.”*
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.
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.
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.
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.

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
- 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
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.
### IRP Qualifications Key Course Dates

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

---

**Student**
- 12 months FREE upon enrolment on an IRP qualification

**Affiliate (AIRP)**
- £90 (inc VAT) Operating in the recruitment industry in a recruitment role

**Member (MIRP)**
- £120 (inc VAT) Level 3 Certificate in Recruitment Practice or 10 years industry experience

**Fellow (FIRP)**
- £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 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

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

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

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

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
www.rec-irp.uk.com