

Please complete this form using **BLOCK CAPITALS**

Defining Recruitment Excellence

1. Learner Details

Mr/Mrs/Ms/Miss/Other _____

Forename(s) _____

Surname _____

(Please ensure the above details match the names on the ID document you will provide at the exam centre)

Male Female Date of birth _____

Home address _____

Postcode _____

Home tel Code Number _____

Are you an IRP member or have you previously been an IRP member? Yes No

Membership number: _____

3. I wish to start on

For all fee information, please see our website www.rec-irp.uk.com
Please enter your chosen exam dates for each of the following units (if final submission is a project instead this is indicated). Selected units must be completed within 12 months or learners will need to re-enrol.

Examination Dates

RECTC5-1: Strategic business planning for recruitment

6 February 2020

RECTC5-2: Leading people and teams in recruitment

6 August 2020

RECTC5-3: Recruitment resource strategies

6 August 2020

RECTC5-4: Financial management in recruitment

6 February 2020

RECTC5-5: Client and stakeholder relationship management

5 November 2020

RECTC4-2: Principles of legal and ethical requirements in recruitment*

6 Feb 2020 7 May 2020 6 Aug 2020 5 Nov 2020

RECTC4-10: Understanding recruitment contracts*

6 Feb 2020 7 May 2020 6 Aug 2020

Optional Units (choose one or more)

RECTC5-6: Business governance 6 Feb 2020 6 Aug 2020

RECTC5-7: International business considerations (project)

RECTC5-8: Recruitment bids and tenders (project)

RECTC5-9: Strategic business development (project)

RECTC5-10: Design recruitment processes (project)

RECTC5-11: Organisational development(project)

RECTC5-12: Advanced marketing for recruitment (project)

All the above projects are assessed when completed. Please note that the mandatory units must be completed before any optional units.

2. Employer Details

Company name _____

Job title _____

Company address _____

(ie where you are located)

Postcode _____

Work tel Code Number _____

Mobile number Code Number _____

Email address _____

(Please ensure this email address goes directly to the learner)

Is your current employer a corporate member of the REC?

Yes No

Membership number: _____

Please send the course pack to

Home Company

4. Examinations

Please indicate your exam centre**:

Belfast London

Birmingham Manchester

Bristol Nottingham

Edinburgh Southampton

Leeds

Selected units must be completed within 12 months or learners will need to re-enrol.

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

**If you wish to take your exam at a different centre than those above please contact us for other options.

For office use only:

Study Coach _____

Membership Number _____

Terms of Business – Employer

If the employer is paying the course fee, the person authorising the enrolment **MUST** complete the following section.

I, the undersigned, understand that full payment must be received with the enrolment and that once the course materials have been despatched and/or the course has commenced, that refunds/transfers cannot be granted.

All cancellations must be in writing. If a cancellation is received in writing before the course has commenced a refund may be applied for. Any successful refund will only be paid to the original payer and is not transferable.

Signature _____ Name (please print) _____

Position _____ Company name _____

The IRP is an equal opportunities provider, please contact us on 0207 009 2155 for more information.

Terms of Business – Learner

I, the undersigned, understand that full payment must be received with the enrolment and that I hereby make an application to become a Student Member of the IRP and agree to abide by the IRP Code of Ethics and Professional Conduct both in letter and spirit. Once the course materials have been despatched and/or the course has commenced, then I understand that refunds/transfers cannot be granted. If the exam is not taken at the end of the course but at a later date, a fee will apply.

Signature _____ Date _____

Employers often request that we send them their employees' results. We do not automatically do this but will send your results to your employer if they request that we do so. If you consent to your employer receiving your results please tick here

Payment Details

Please note that the payment is required with the enrolment form. Payment can be made by any of the methods listed below. Please tick as appropriate.

Total amount (including VAT) £ _____ (for all fee information, please see our website: www.rec-irp.uk.com)

Fee paid by Learner Employer

Cheque enclosed (please make cheques payable to 'REC')

Card details:

Visa Mastercard / Access Switch / Delta – Issue Number (Switch) _____

Name on card _____ Card number _____

Billing address _____

Valid from / / Expiry date / / Card security code (last 3 numbers on the back) _____

A receipt of invoice will be posted to the fee payer within 7 days of payment processing.

Please return this form to:

REC, IRP Learning

Dorset House, First Floor, 27-45 Stamford Street, London, SE1 9NT

Or email to: **info@rec-irp.uk.com**

t: **020 7009 2155** f: **020 7935 4112**

www.rec-irp.uk.com/qualifications