

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 \_\_\_\_\_

### 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 address     Company address

### 3. Distance Learning Courses

### OR 4. Fast Track Courses

We recommend 12 weeks of preparatory studying before the examination for distance learning.

For all fee information, please see our website [www.rec-irp.uk.com](http://www.rec-irp.uk.com)

#### Distance Learning Courses commencing

12 November 2018 (examination on 7 February 2019)

4 February 2019 (examination on 2 May 2019)

13 May 2019 (examination on 8 August 2019)

12 August 2019 (examination on 7 November 2019)

Please indicate the preferred exam centre

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Belfast    | <input type="checkbox"/> London      |
| <input type="checkbox"/> Birmingham | <input type="checkbox"/> Manchester  |
| <input type="checkbox"/> Bristol    | <input type="checkbox"/> Nottingham  |
| <input type="checkbox"/> Edinburgh  | <input type="checkbox"/> Southampton |
| <input type="checkbox"/> Leeds      |                                      |

We recommend 5 weeks of preparatory studying before the examination for fast track.

#### Fast Track Courses commencing

5 - 7 February 2019

30 April - 2 May 2019

6 - 8 August 2019

5 - 7 November 2019

Please indicate the preferred exam centre

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| <input type="checkbox"/> Birmingham | <input type="checkbox"/> London |
| <input type="checkbox"/> Bristol    |                                 |
| <input type="checkbox"/> Edinburgh  | <input type="checkbox"/> Leeds  |

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](http://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, Institute of Recruitment Professionals, Learning  
Dorset House, First Floor, 27-45 Stamford Street, London, SE1 9NT**

Or email to: [info@rec-irp.com](mailto:info@rec-irp.com)

t: 020 7009 2155 f: 020 7935 4112

[www.rec-irp.uk.com/qualifications](http://www.rec-irp.uk.com/qualifications)