



Diploma in Recruitment Practice

2010/2011

Give your career the
breakthrough it needs

Three great reasons to study for the Diploma:

- 93% of recruiters say they feel more confident in their job as a result of studying
- Gaining the Diploma shows your commitment to professionalism
- Having a qualification gives you added credibility with clients, candidates and other recruiters

Developing careers in recruitment

Diploma in Recruitment Practice 2010/2011

Why study for the Diploma in Recruitment Practice?

The Diploma in Recruitment Practice is the second in a four-tier qualification framework. It is the ideal qualification for recruitment consultancy staff, in-house recruiters who have recruitment experience or holders of the Certificate in Recruitment Practice.

Thousands of recruiters have achieved the Diploma giving them the right to use the letters DipRP and gain access to individual membership of the Institute of Recruitment Professionals (IRP).

The Diploma allows recruiters to build on fundamental skills and further develop their knowledge of recruiting, law and ethics as well as interviewing skills.

Studying whilst working requires dedication and commitment so the study options for the Diploma are flexible to accommodate individual student needs.

This qualification is split into four modules which can be taken in one academic year or over a number of years.

Diploma workshops and examinations are offered throughout the UK making access easy and affordable.

Successful students are awarded a result for each module at Pass, Merit or Distinction grade and those who achieve all four modules within a four year period are eligible to use the letters DipRP to indicate that they are professionally qualified.

The Diploma is accredited by Middlesex University Business School and holders can use the qualification to gain advanced entry onto the Recruitment Degree programme.

When clients are looking for ways of selecting which recruiters they trust their recruitment needs to – the Diploma is a great way of setting yourself apart from the competitors.

Exemptions for Certificate in Recruitment Practice holders

Students who have achieved the Certificate in Recruitment Practice qualification since 2006 are exempt from the Module 1 examination. A discounted price applies – see Course Fee section for details.

What's in it for me?

The employer:

- ▶ Gives a USP to your business.
- ▶ Motivates and inspires confidence in your team.
- ▶ Demonstrates your professionalism by having qualified staff.
- ▶ You're investing in the future of the business.

The student:

- ▶ Greater confidence in selling and providing recruitment services.
- ▶ Increased credibility from clients and candidates.
- ▶ Practical skills applied in the workplace.
- ▶ Demonstrates your professionalism with letters after your name.

90% say the qualification makes them more confident in dealing with UK legislation

I was the first to undertake the courses in my company and gained MIRP status and a promotion as a result.

Ros Bucknall
Admiral

Module 1

The Recruitment Process

You will learn:

- Job analysis and how this shapes the candidate resourcing strategy
- The design and use of effective job descriptions and person specifications
- The role of advertising in recruitment
- Pre-selection techniques
- Planning and conducting successful interviews
- The use of effective questioning techniques
- Techniques for accurate matching

This module is designed to develop your knowledge and how to add value to the recruitment process.

Module 3

Recruitment Business Project

A 5,000 word work-based project, linked to the syllabus, which encourages students to use theory and good practice to investigate a recruitment issue which will benefit them and their organisation.

Recent projects have included:

- The value of Job Descriptions and Person Specifications in the Recruitment Process
- Innovative ways to attract candidates in a niche market
- How to ensure my company recruits without discrimination
- Discussing the psychology of face-to-face interviews

The project enables you to investigate a business issue in depth and offer workable solutions.

Module 2

Recruitment Law and Ethics

You will learn:

- UK law relating to recruitment and selection
- Equality Act incorporating Age, Sex, Race, Disability and Religious discrimination
- Employment Agencies Act and Conduct Regulations
- Rehabilitation of Offenders, Asylum and Immigration and Police Acts
- Gangmasters Licensing Act

This module builds on the basic legislation to enable you to consult effectively with clients and candidates.

Module 4

Interviewing Skills

A practical interviewing examination which requires students to conduct an interview with a candidate while being assessed. This important assessment enables students to put knowledge of interview theory into practice.

This module enables you to demonstrate your ability to conduct an effective interview.

See overleaf for study options and prices.



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Ways to study:

Option 1 Distance Learning

This is a very popular approach with recruiters wanting a programme that enables them to balance their study, work and personal commitments.

While most choose to complete the qualification in one academic year, it is possible to choose to study between one and four of the modules, the only stipulation being that in order to achieve the Diploma all four modules are gained within a four year period.

Students are asked to commit to their chosen module(s) when enrolling on the programme.

Course dates

Start Date: Monday 13th September 2010

Workshop dates:

Workshop 1:

The Recruitment Process (Module 1)

London, Birmingham and Altrincham

Saturday 6th November 2010

Leeds, Bristol and Edinburgh

Saturday 13th November 2010

Workshop 2:

Recruitment Law and Ethics (Module 2)

London, Birmingham and Altrincham

Saturday 15th January 2011

Leeds, Bristol and Edinburgh

Saturday 22nd January 2011

Workshop 3:

Practical Interviewing Skills (Module 3)

London, Birmingham and Altrincham

Saturday 26th February 2011

Leeds, Bristol and Edinburgh

Saturday 5th March 2011

Workshop 4:

Revision (Modules 1 & 2)

London, Birmingham and Altrincham

Saturday 7th May 2011

Leeds, Bristol and Edinburgh

Saturday 14th May 2011

Examination Dates:

Practical interviewing exams (Module 4)

London Friday 18th March 2011

Leeds Friday 25th March 2011

Edinburgh Thursday 7th April 2011

Written examinations (Modules 1 & 2)

Tuesday 7th June 2011

London, Leeds, Altrincham (Manchester),
Bristol, Birmingham, Edinburgh, Channel
Islands & Isle of Man

Resit opportunities for Modules 1 and 2
will be available November each year –
London only

Project submission date:

Friday 29th April 2011

Option 2 In-Company and Bespoke programmes

We are experienced at delivering in-company programmes for organisations and larger groups of students wishing to study for the Diploma – these programmes are bespoke to the needs of the individual company. For further information please call us to discuss.

Course Fees

Full Diploma – Distance Learning (4 modules)

Members: £1,510 + VAT

Non Members: £2,065 + VAT

Full Diploma for CertRP holders (3 modules)*

Members: £1,225 + VAT

Module 1 – Distance Learning

Members: £355 + VAT

Non Members: £550 + VAT

Module 2 – Distance Learning

Members: £355 + VAT

Non Members: £550 + VAT

Module 3 – Distance Learning

Members: £410 + VAT

Non Members: £605 + VAT

Module 4 – Distance Learning

Members: £500 + VAT

Non Members: £645 + VAT

Non Members

Non Members wishing to benefit from the lower Member rate should call the Membership Team on **020 7009 2188** for guidance on joining the REC.

Multiple Bookings

Employers enrolling five or more students on the Diploma benefit from a discount of 5% on the published rates – please call us for further details.

Overseas Students

The REC welcomes enrolments from overseas students. Please call us to discuss specific requirements, dates and overseas fees.