

DEFINING RECRUITMENT EXCELLENCE

IRP | **Qualifications**
Defining Recruitment Excellence



Have the confidence to succeed - get IRP qualified

When you are just about to submit that all important tender to the client you've been cultivating, or you find a candidate that you know has the perfect skill set for that hard to fill role, how can you ensure that your clients and candidates sit up and pay you the attention you deserve?

GET QUALIFIED through the Institute of Recruitment Professionals (IRP)

With over 5,500 members throughout the UK, the IRP's core purpose is 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.

As a specialist learning provider, with over fifty years combined experience in Recruitment Practice and fully endorsed by the Awarding Body - the Recruitment and Employment Confederation (REC), IRP Qualifications combine innovative thinking with industry best practice, offering a practical suite of tailor-made qualifications that will set you apart.

Whether you are an experienced recruiter looking to gain a qualification, someone entering the profession who wants to progress their learning, or you are considering recruitment as a career, we have a qualification that will suit you.

You already have the knowledge and ability - now set yourself apart and define recruitment excellence by gaining an IRP Recruitment Qualification.



Your stairway to success... Certificate, Diploma, Masters

Regardless of how long you have been in the recruitment profession, IRP Qualifications are specifically designed to provide a simple route to success - whether you are considering the entry level Certificate, the professional level Diploma, or the Masters in Recruitment Practice, there is a qualification to suit you.

Masters in Recruitment Practice

Delivered in conjunction with Middlesex University Business School, the Masters in Recruitment Practice will help the elite of the recruitment industry to reach the pinnacle of their development.



Diploma in Recruitment Practice

The IRP's professional level qualification providing a broader perspective on the recruitment industry, sales, business and management - ideal for those experienced professionals looking for the next step in their career.



Certificate in Recruitment Practice

The IRP's entry level qualification providing the fundamentals needed to work effectively, efficiently and ethically in the industry - ideal for professionals new to the recruitment industry.



Certificate in Recruitment Practice - Entry Level

“ *The Certificate increased my confidence in advising clients and understanding the business and recruitment market - especially the sales and buying process.* ”

The entry level Certificate in Recruitment Practice is ideal for new and potential recruiters. This completely updated qualification will increase personal effectiveness by providing practical and authoritative learning that will add value to the service you provide to clients and candidates.

Qualifications with a commercial edge

With content based on extensive industry feedback, the new Certificate will enable consultants to build knowledge and skills around the fundamentals of recruitment. Every unit delivers essential information with a strong commercial edge.

Do it your way – flexible study options for busy professionals

Everybody prefers different ways to study, which is why the Certificate fits around your life, not the other way around. Choose from **Fast Track** classroom based study, **Distance Learning** from the comfort of your own home, or there's even an **Instant Access** option for those with more experience.

Choose from a wide range of dates, UK wide examination venues and the added benefit of flexible coursework, webinars, and dedicated Study Coaches. All this ensures you can achieve a balance between

your studies, a demanding job and your home life.

Successfully qualified Certificate students become eligible for Associate Membership of the REC's Institute of Recruitment Professionals (AIRP).



Expanding your knowledge

If you want the skills to build a thriving career in recruitment, the Certificate in Recruitment Practice is your route to success. The six units included in the Certificate are:

Core Units	Unit Title
1	Build and Sustain Relationships
2	Sell Recruitment Services
3	Manage the Recruitment Process
4	Essential Legislation and Operational Processes
5	Market the Recruitment Business
6	Manage Yourself for Success

For full details about the Certificate in Recruitment Practice, including exemptions, results, course content, examinations, the course timetable, course dates and course fees, visit www.rec-irp.uk.com/CertRP.



Diploma in Recruitment Practice - Professional Level

“ *This is an excellent qualification that brings together existing knowledge and additional information to allow you to see where you need to improve and what your strengths are as a recruiter.* ”

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

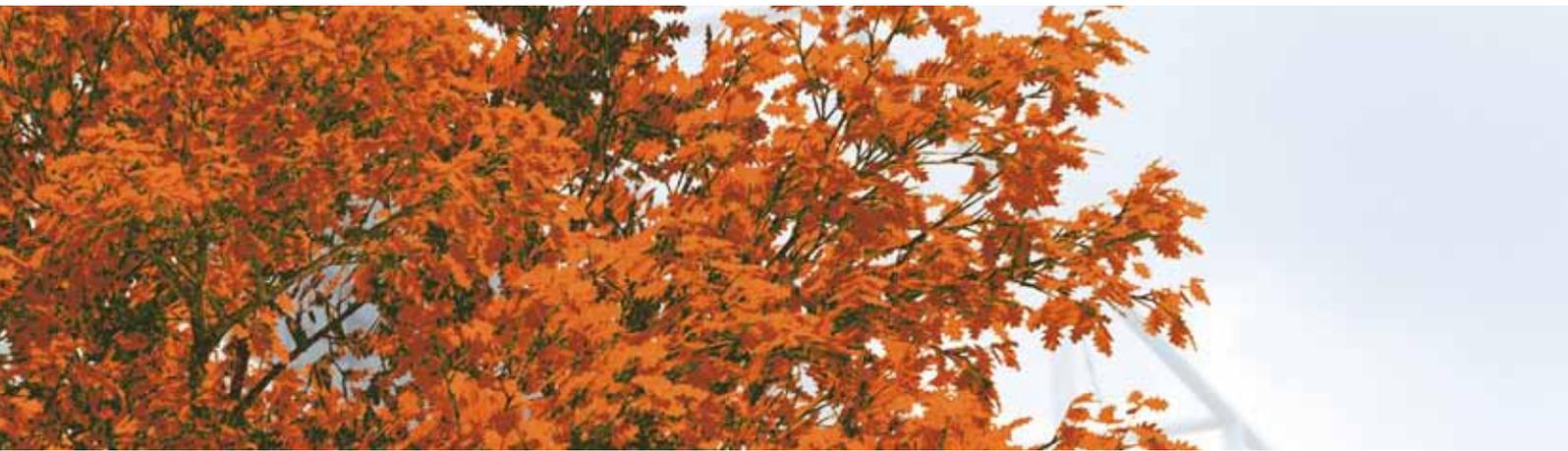
Professional study for experienced recruiters

If you've mastered the basics but want to 'raise your game', the Diploma will provide the commercial skills you need to develop your career, underpinned by best practice and the highest ethical standards.

Choose when and how you study for maximum flexibility

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

Holders of the Diploma become eligible to use the letters DipRP and once qualified are entitled to Membership of the REC's Institute of Recruitment Professionals (MIRP) at full membership.



Shape your own Diploma, Unit by Unit

The Diploma is comprised four core Units plus two optional Units from a choice of five, helping experienced recruiters build in-depth knowledge and skills.

Core Units	Unit Title	Optional Units (choose any two of the following five units)	Unit Title
1	Build and Develop Networks and Relationships	5	Business Development and Marketing
2	Advanced Recruitment Sales	6	Manage People
3	Manage the Recruitment Process*	7	Manage Operational Processes
4	Law and Ethics in Recruitment	8	Manage Finance and Resources
		9	Recruitment Business Planning

* Unit 3 is common across both the Certificate in Recruitment Practice and the Diploma qualification, therefore giving new Certificate holders an exemption at Diploma level.

For full details regarding the Diploma in Recruitment Practice, including exemptions, support, results, Unit content, assessment, examinations, exam timetables and course fees visit www.rec-irp.uk.com/DipRP.



Masters in Recruitment Practice

Delivered in partnership with Middlesex University Business School, the Masters in Recruitment Practice (MA) is designed for the elite of the recruitment industry, helping you to reach the pinnacle of your career.

Using the Work Based Learning framework for which Middlesex is internationally renowned, the Masters offers you flexible learning opportunities that enable you to reflect upon and critically evaluate your work and maximise your potential.

“ *The Recruitment and Employment Confederation has been working closely with Middlesex University Business School for a number of years. Their flexible and adaptable approach to learning in the work environment has resulted in a portfolio of relevant and realistic qualifications for recruiters and I am in no doubt of the benefit this has had on attracting, retaining and improving standards in the industry.* ”

Judith Armatage, Director of Professional Development, REC

For full details regarding the Masters in Recruitment Practice visit www.rec-irp.uk.com/Masters.



Advance your career with an IRP qualification

An IRP qualification will provide you with:

Increased competence and confidence

Comprehensive learning materials written by recruiters for recruiters, to enhance knowledge and skills.

Employer recognition

Practical content developed alongside employers and senior industry professionals to ensure relevance in the workplace.

Differentiation

Being a qualified recruiter sends a clear message about the quality and professionalism of the service you provide and enables you to stand out from the crowd.

Increased business acumen

All IRP qualifications are designed to help you improve the way you offer business solutions and will enable you to win long term clients and maintain your reputation amongst your candidates.

IRP Membership

Upon enrolling on the Certificate or the Diploma, you will automatically receive 12 months student membership of the IRP and will be eligible upon success to use the letters CertRP or DipRP.



Invest in your future

Isn't it time you took your career to a new level with IRP qualifications?

To find out more about IRP qualifications:

Call **020 7009 2144**

Email **info@rec-irp.uk.com**

Visit **www.rec-irp.uk.com/qualifications**

“ *Research shows that qualifications significantly improve people's earnings potential. Today, over a third of recruiters hold a degree; and more and more recruiters are investing in recognised industry qualifications that will help fast-track their career in an increasingly competitive environment.* **”**

Roger Tweedy, Director of Research, REC



Interested in joining the Institute of Recruitment Professionals?

By becoming a member of IRP you will build relationships, improve your skills, gain access to the most up-to-date recruitment knowledge and learn from some of the best in the field. In today's competitive marketplace, an affiliation with a professional association like IRP shows employers that you are serious about your career. It also affords you a professional identity that reinforces your credibility among your peers and demonstrates to clients and candidates that you are:

- Dedicated to best practice and results
- Serious about your professional and personal development
- Committed to adhere to the trade body's Code of Ethics & Professional Conduct

IRP Membership Levels

There are four Levels of IRP Membership:

Student:

Student Membership is available to any individuals currently studying one of the IRP's recruitment qualifications (Certificate and Diploma in Recruitment Practice).

Associate:

There are two ways in which you can obtain AIRP status:

- Holding the Entry level Certificate in Recruitment Practice qualification or
- Three years industry experience.

Member:

There are two ways in which you can obtain MIRP status:

- Holding the Professional level Diploma in Recruitment Practice qualification or
- Five years industry experience.

Fellow:

There are two ways in which you can obtain FIRP status:

- 10 years industry experience (three years of which must be at a strategic level) or
- Seven years industry experience (three years of which must be at a strategic level) and hold the Diploma in Recruitment Practice

All Fellows will be required to attend an interview with an appointed IRP leader (selected IRP Regional Directors, member of the REC Council, Executive Director of the REC, etc).

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

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 practicing the very highest standards of principled and professional recruitment.

The Recruitment and Employment Confederation (REC)

The Recruitment and Employment Confederation (REC) is the professional body dedicated to representing the interests of the recruitment industry in Parliament, Whitehall, the European Commission and to press and opinion formers.

The REC represents 3,750 Corporate Members, with more than 7,700 branches, and 5,550 Individual Members within the Institute of Recruitment Professionals (IRP). The REC is committed to raising standards and highlighting excellence throughout the recruitment industry.

Contact us today to find out more about becoming a Member of the IRP or the REC:

Call **020 7009 2144**

Email **info@rec-irp.uk.com**

Visit **www.rec-irp.uk.com**

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