

Learning Calendar 2018



Your recruitment qualifications and learning

Recruitment is a career of choice with a range of regulated qualifications that cater to whatever stage your team's careers are at.



Level 2 Certificate in Recruitment Resourcing

The Level 2 Certificate in Recruitment Resourcing has been developed to provide your new recruitment and in-house resourcers with an industry-recognised qualification at level 2.

Distance learning

Start date	Exam
6 Nov 2017	1 Feb 2018
5 Feb 2018	3 May 2018
14 May 2018	9 Aug 2018
6 Aug 2018	1 Nov 2018

Fast Track

Course date	Exam
30 Jan, 31 Jan and 1 Feb 2018	1 Feb 2018
1 May, 2 May, 3 May 2018	3 May 2018
7 Aug, 8 Aug, 9 Aug 2018	9 Aug 2018
30 Oct, 31 Oct and 1 Nov 2018	1 Nov 2018

PRICES: Distance learning: **£649.00** Fast track: **£949.00**



Level 3 Certificate in Recruitment Practice

The Level 3 Certificate in Recruitment Practice is the standard for your new and potential recruiters. It is designed to build knowledge and skills around the fundamentals of recruitment practice, drawing on extensive industry feedback.

Distance learning

Start date	Exam
6 Nov 2017	1 Feb 2018
5 Feb 2018	3 May 2018
14 May 2018	9 Aug 2018
6 Aug 2018	1 Nov 2018

Fast Track

Course date	Exam
30 Jan, 31 Jan and 1 Feb 2018	1 Feb 2018
1 May, 2 May, 3 May 2018	3 May 2018
7 Aug, 8 Aug, 9 Aug 2018	9 Aug 2018
30 Oct, 31 Oct and 1 Nov 2018	1 Nov 2018

PRICES: Distance learning: **£649.00** Fast track: **£949.00**

*All prices exclude VAT



Level 4 Diploma in Recruitment Management

The Level 4 Diploma in Recruitment Management provides your experienced recruiters and new managers with a qualification to develop their management and leadership expertise.

Distance learning

Start date	Exam
6 Nov 2017	1 Feb 2018
5 Feb 2018	3 May 2018
14 May 2018	9 Aug 2018
6 Aug 2018	1 Nov 2018

PRICES: £435.00 per unit £2,430 in full



Level 5 Diploma in Recruitment Leadership

The Level 5 Diploma in Recruitment Leadership is a degree-level qualification for your senior managers and directors. It's a strategic-level qualification about the recruitment function, focusing on business planning, financing, and strategy.

Distance learning

Start date	Exam
6 Nov 2017	1 Feb 2018
5 Feb 2018	3 May 2018
14 May 2018	9 Aug 2018
6 Aug 2018	1 Nov 2018

PRICE: £4,500



Learn more about our qualifications, including enrolment dates at www.rec-irp.uk.com/qualifications

*All prices exclude VAT

IRP learning

Recruitment apprenticeships

You can recruit, train, and grow the best recruitment talent through a funded apprenticeship programme.

The REC is the recognised awarding body for the qualifications that make up these apprenticeships and has approved training providers nationwide.



“The whole apprenticeship experience went really well. I’ve been mentored and supported the entire time and been given exposure to all areas of the business. My recruitment knowledge has really grown over the past year and that’s really helped my confidence.”

Mehreen Ayub, Admiral Recruitment



Find out more at www.rec.uk.com/apprenticeships

Recruitment learning

The IRP offers a range of open learning courses, tailor-made for today’s recruiters.

From recruitment-essential skills, legal-specific learning to management and leadership programmes – there is a learning programme for everyone.

In-company learning

With in-company training, we bring our courses to you. You pick the location and date and we will run the programme for your team. You can either choose one of our existing courses to be delivered on 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.



Contact your account manager on **020 7009 2100** to find out more about our training and learning options.

TOP TIPS

Each and every learning delegate qualifies for a lifelong learner discount, saving **20% on all future bookings** on top of your member discount.



Introduction to Recruitment Practice

£749 (member) £999 (non-member)

This two-day course is the perfect introduction to the world of recruitment. It covers working with clients and candidates, successful selling, key legislation, and running a profitable desk.

Month	Date	Location
January	17-18	Manchester
February	7-8	London
April	18-19	Newcastle
April	24-25	London
May	30-31	London
June	20-21	Birmingham
July	4-5	Leeds
July	17-18	London
September	25-26	London
October	17-18	Glasgow
October	23-24	Exeter
November	14-15	London

Successful Interviewing

£399 (member) £649 (non-member)

Successful interviewing teaches you how to plan, structure, and conduct an interview with both clients and candidates.

Month	Date	Location
January	16	London
January	24	Newcastle
April	26	Bristol
May	17	London
June	7	Birmingham
June	20	Belfast
July	24	Leeds
September	12	London
October	16	Manchester
November	13	London



Visit www.rec.uk.com/training or call 020 7009 2100 to book.

*All prices exclude VAT

Essential skills for permanent recruiters

£399 (member) £649 (non-member)

This course covers the practical skills a recruiter needs to run a permanent desk. It teaches long-term recruitment processes, developing client relationships, and attracting quality candidates.

Month	Date	Location
January	18	London
February	20	Birmingham
March	6	London
March	8	Leeds
May	9	Bristol
June	5	Manchester
June	26	Newcastle
September	6	Leeds
September	18	Birmingham
September	19	London
November	8	London
December	5	Manchester

Essential skills for temporary recruiters

£399 (member) £649 (non-member)

This course is perfect for recruiters who want to specialise in temporary recruitment. It teaches placements, attracting quality candidates, writing job descriptions, and building client relationships.

Month	Date	Location
February	6	London
February	21	Bristol
March	27	Leeds
April	24	Manchester
April	26	London
May	1	Birmingham
June	19	Belfast
June	28	London
September	4	Leeds
September	20	London
October	2	Newcastle
October	18	Manchester
October	31	Birmingham
November	21	London



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*All prices exclude VAT

Candidate sourcing and management

£399 (member) £649 (non-member)

This programme gives you the skills needed to get the most from your database, improving candidate attraction and referral rates.

Month	Date	Location
January	25	London
May	24	London
September	5	Leeds
November	27	London

Competence-based interviewing

£399 (member) £649 (non-member)

This programme teaches recruiters how to conduct a competency-based interview, explaining the interview model and how it can fit to any recruitment scenario.

Month	Date	Location
May	2	London
May	22	London
October	11	London

Start up your own agency

£1,295 (members and non-members)

Our three-day 'Start up your own agency' programme gives you everything you need to set up a viable recruitment business. This intensive course teaches the fundamentals of recruitment processes, recruitment law, and business set-up.

Month	Date	Location
January-February	30-1	London
March	13-15	London
March	20-22	Manchester
May	1-3	London
June	5-7	London
July	3-5	London
July	24-26	Birmingham
August	7-9	Belfast
September	4-6	London
October	2-4	London
October-November	30-1	London
December	11-13	London



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*All prices exclude VAT

Develop and win big business

£399 (member) £649 (non-member)

This course teaches how to properly target customers that can provide volume, high margins and high revenue.

Month	Date	Location
April	18	London
October	16	London

Telephone sales

£399 (member) £649 (non-member)

The telephone is key for any recruiter – but how many know how to use it well? This course will develop your telesales skills, ensuring you can build relationships with confidence.

Month	Date	Location
January	16	Manchester
January	23	London
February	20	Exeter
March	6	Leeds
March	28	London
April	17	Birmingham
May	3	Glasgow

May	23	Glasgow
June	5	London
June	19	Newcastle
June	21	Belfast
July	10	Manchester
July	18	London
September	4	Bristol
September	11	London
October	2	Leeds
October	30	Birmingham
November	20	London
November	27	Edinburgh



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*All prices exclude VAT



Business development planning

£399 (member) £649 (non-member)

This programme teaches the fundamentals of developing effective business plans, including how to research target groups, positive selling behaviours and strategies, and how to evaluate the outcomes.

Month	Date	Location
January	17	London
February	7	Birmingham
February	28	Manchester
March	1	London
March	27	Exeter
May	10	Newcastle
May	15	London
June	12	Edinburgh
June	27	London
September	12	Birmingham
September	18	London
October	11	Manchester
October	16	Glasgow
November	6	London
November	21	Bristol
December	4	Leeds

Social strategy and branding

£399 (member) £649 (non-member)

Social recruitment is always changing, making it hard to master. This course is for experienced recruiters, leaders, and business owners who are eager to build an effective social brand.

Month	Date	Location
February	22	London
May	23	Leeds
July	18	Manchester
September	20	London
November	7	London



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Successful account management

£399 (member) £649 (non-member)

This programme teaches how to identify and qualify key decision-makers, carry out effective research, and develop greater understanding of client needs.

Month	Date	Location
January	18	London
February	22	Leeds
March	27	London
May	1	Exeter
July	17	London
September	13	Manchester
October	9	London
November	22	Birmingham

Perfect client meeting

£399 (member) £649 (non-member)

This course teaches the basic rules around running a successful client meeting.

Month	Date	Location
February	8	Manchester
March	29	London

June	12	Newcastle
September	11	London
October	10	Leeds
November	29	Birmingham
December	4	London



Did you know
that you can
take advantage
of discounts for
multiple bookings?



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Consultative selling

£399 (member) £649 (non-member)

This advanced course is ideal for experienced sales people who want to master consultative sales.

Month	Date	Location
March	20	London
June	19	Birmingham
October	4	Belfast
October	10	London
November	28	Manchester

Customer service for recruiters

£399 (member) £649 (non-member)

Customer service is critical for successful recruiting. This course is designed to develop essential customer service skills and apply them with both clients and candidates.

Month	Date	Location
January	30	London
March	8	London
May	16	London
July	4	London
September	27	London
November	7	London

LinkedIn masterclass

£399 (member) £649 (non-member)

This interactive workshop teaches you how to develop a credible and attractive LinkedIn profile, designed to appeal to candidates and win big business.

Month	Date	Location
February	7	London
February	21	London
May	22	Leeds
July	17	London
July	19	Manchester
September	11	Birmingham
September	19	London
November	6	London
November	22	London



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Balancing act

£749 (member) £999 (non-member)

Finding a balance between managing a team and hitting your targets can be tough. This course covers team leadership, performance management, and delegation.

Month	Date	Location
January	23-24	Manchester
March	6-7	London
April	25-26	Birmingham
May	15-16	Edinburgh
July	10-11	London
September	18-19	Leeds
November	27-28	London

Advanced management skills

£749 (member) £999 (non-member)

This course teaches the concepts of strategic management and how to develop an organisational culture with focus and goals.

Month	Date	Location
February	7-8	Leeds
June	5-6	Birmingham
September	25-26	Manchester
October	17-18	London

Management essentials

£749 (member) £999 (non-member)

This course is an introduction to the role and duties of an effective manager within a fast-moving commercial environment.

Month	Date	Location
February	21-22	Manchester
March	7-8	London
March	21-22	Birmingham
June	13-14	London
June	20-21	Leeds
July	11-12	Newcastle
September	12-13	London
October	2-3	Belfast
October	3-4	Birmingham
November	6-7	Manchester
November	21-22	Glasgow
December	5-6	London



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Recruitment law: understanding the essentials

£399 (member) £649 (non-member)

This course covers the essential legislation that everyone working in recruitment needs to know.

Month	Date	Location
January	23	Bristol
February	1	London
March	15	London
March	22	Manchester
March	29	Glasgow
April	19	London
May	3	London
June	7	London
June	14	Leeds
July	5	London
July	26	Birmingham
August	9	Belfast
September	6	London
October	4	London
October	25	Manchester
November	1	London

November	15	Leeds
December	6	Birmingham
December	13	London

Recruitment law: managing PAYE temp workers

£399 (member) £649 (non-member)

This course will enable you to differentiate between employees, workers, and the genuinely self-employed.

Month	Date	Location
March	14	London
July	3	London
October	3	London

General Data Protection Regulations (GDPR) for recruiters

£399 (member) £649 (non-member)

New for 2018.

Month	Date	Location
March	27	London
July	12	London
November	13	London



Visit www.rec.uk.com/training or call 020 7009 2100 to book.

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Recruitment law: supplying limited company contractors

£249 (member) £349 (non-member)

This half-day course teaches about the different types of limited company contractors and the obligation each has to businesses, hirers, and tax.

Month	Date	Location
January	31	London
March	21	Manchester
March	28	Newcastle
June	13	Leeds
July	25	Birmingham
September	5	London
October	9	Bristol
October	31	London
November	14	Leeds
December	5	Birmingham

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Visit www.rec.uk.com/in-company for more



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Notes

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.



020 7009 2155



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rec-irp.uk.com