

## Examination Re-Sit or Deferral Form

As a student who has previously studied for the Level 4 Diploma in Recruitment Management (QCF), but has not yet qualified, you are hereby invited to book onto the exam/project. Examinations/Projects re-sits/re-submissions are £148 + VAT\* each.

*Bookings close 6 weeks before the examination date*

### 1. Please list which unit(s) you will be re-sitting:

- ☐ RECTC 3-6  
☐ RECTC 4-1  
☐ RECTC 4-2  
☐ RECTC 4-3  
☐ RECTC 4-4 (optional)  
☐ RECTC 4-5 (optional)  
☐ RECTC 4-6  
☐ RECTC 4-7 (optional)  
☐ RECTC 4-8 (optional)  
☐ RECTC 4-9 (optional)  
☐ RECTC 4-10

### 2. Please see below to find out which date your unit(s) is running\*:

- ☐ 4 February 2021  
☐ 6 May 2021  
☐ 5 August 2021  
☐ 4 November 2021

L4 DipRM Mandatory units and exam dates					
		Available 2021 exam dates			
Unit	Title	4 Feb	6 May	5 Aug	4 Nov
RECTC 4-1	Principles of recruitment sales			✓ 12:30-13:30	✓ 11:00-12:00
RECTC 4-2	Principles of legal and ethical requirements in recruitment	✓ 14:00-16:00	✓ 14:00-16:00	✓ 14:00-16:00	✓ 14:00-16:00
RECTC 4-3	Principles of relationship management in recruitment	✓ 09:30-10:30			✓ 12:30-13:30
RECTC 4-6	Principles of recruitment resource strategies	✓ 11:00-12:00	✓ 09:30-10:30	✓ 11:00-12:00	
RECTC 4-10	Understanding recruitment contracts	✓ 12:30-13:30	✓ 11:00-12:00	✓ 09:30-10:30	
RECTC 3-6	Understanding the principles of assessing people*		✓ 12:00-13:00		✓ 09:30-10:00

L4 DipRM Optional units					
		Available 2021 exam dates			
Unit	Title	4 Feb	6 May	5 Aug	4 Nov
RECTC 4-4	Principles of business management for recruitment (project)	✓	✓	✓	✓
RECTC 4-5	Principles of business development and account management in recruitment	✓ 09:30-10:30	✓ 09:30-10:30	✓ 09:30-10:30	✓ 09:30-10:30
RECTC 4-7	Understanding finance in recruitment management	✓ 11:00-12:00	✓ 11:00-12:00	✓ 11:00-12:00	✓ 11:00-12:00
RECTC 4-8	Understanding people management in recruitment	✓ 12:30-13:30	✓ 12:30-13:30	✓ 12:30-13:30	✓ 12:30-13:30
RECTC 4-9	Principles of marketing in recruitment (project)	✓	✓	✓	✓

*Projects: please note that if you wish to submit a completely new project, then you will need to pay for the whole unit again (£435 + VAT).*

### 3. Student details (To be completed in BLOCK CAPITALS):

FULL NAME: \_\_\_\_\_

Member Number: \_\_\_\_\_

Date of birth: \_\_\_\_\_

*(Please ensure the above details match the ID you will be presenting at the examination)*

Company: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

*If you have any special/ medical requirements with regard to attendance of the examination, please contact us no less than 6 weeks of your examination date to discuss.*

**4. Payment details:**Exam only fee per each unit: **£148 + VAT\* = £ 177.60**I wish to pay the fee of £\_\_\_\_\_ by: ☐ Credit/Debit Card ☐ Cheque: payable to 'REC'

Cardholder's name: \_\_\_\_\_ Card number: \_\_\_\_\_

Exp. date: \_\_\_\_\_ Start date: \_\_\_\_\_ Issue number: \_\_\_\_\_ Security digits: \_\_\_\_\_

Billing Name: (please print) \_\_\_\_\_ Member Number: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

This form should be returned to the REC by post or email with payment.

Post: REC, IRP Qualifications, Dorset House, First Floor, 27 – 45 Stamford Street, London, SE19NT

Email: [info@rec-irp.uk.com](mailto:info@rec-irp.uk.com)**REC Examinations Re-sit/Deferral Terms & Conditions**

\*VAT of 20%

Full payment must be received with the booking in order to confirm.

Once payment has been received a receipted invoice will be sent. Confirmation and Joining instructions for the examination will be sent approximately two weeks prior to the examination date.

Should you cancel your examination booking no refund will be issued. Should you defer the examination date you will be liable to pay the full price of both dates.

These terms and conditions are fixed and final.

Please sign and date below to indicate you have read and accept these T&Cs:**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 ☐