



# Recruitment Training and Qualifications 2020



# Introduction from Neil Carberry, CEO

It's a time of big changes in our jobs market – and in how recruitment works. New technology, new expectations, new industries. Lots of opportunity, but also some economic uncertainty.

In this environment, brilliant recruiters set themselves apart. Not just with outstanding processes – but with the ethics, advice and customer service that identifies them as a skilled professional.

**At the REC, we celebrate the dedication you bring to recruitment, as its value to our economy and status as a career of choice is increasingly widely appreciated. Whether in-house or in agency, pursuing your personal development through the REC gives you a hallmark of quality and a network that is second to none – taking your career to the next level.**

So join us in 2020 – invest in your career progression and the difference you will make. To clients. To candidates. To your firm. And to yourself.



Neil Carberry  
Chief Executive, REC

# Contents

<b>Professional Qualifications</b>	<b>4</b>
How qualifications will help you progress through your career	6
Level 2 Certificate in Recruitment Resourcing (CertRR)	8
Level 3 Certificate in Recruitment Practice (CertRP)	10
Level 3 Certificate in In-House Recruitment (CertIHR)	12
Level 4 Diploma in Recruitment Management (DipRM)	14
Level 5 Diploma in Recruitment Leadership (DipRL)	16
<b>Recruitment Training Courses</b>	<b>18</b>
<b>Recruitment Essentials</b>	<b>20</b>
Introduction to Recruitment Practice	20
Candidate Sourcing and Management	20
Interviewing Skills	20
Essential Skills for Permanent Recruiters	21
Essentials Skills for Temporary Recruiters	21
<b>Recruitment Sales and Marketing</b>	<b>22</b>
Perfect Client Meeting	22
Develop and Win: Tender and Large Contracts	22
Telephone Sales	23
Business Development Planning	23
Consultative Sales	24
Successful Account Management	24
LinkedIn Masterclass	25
Social Strategy and Branding	25
<b>Recruitment Law</b>	<b>26</b>
Recruitment Law: Understanding the Essentials including GDPR	26
Recruitment Law: Understanding the Essentials Enhanced	26
Recruitment Law: IR35 and Supplying Limited Company Contractors	27
Recruitment Law: Managing PAYE Temporary Workers	27
<b>Recruitment Management and Leadership</b>	<b>28</b>
Advanced Management Skills	28
Balancing Act	28
Management Essentials	29
<b>In-company Training and Mentoring</b>	<b>30</b>

## Professional Qualifications

To succeed in any profession, you must have the relevant knowledge and the right skillset. The recruitment qualifications we provide will help you progress in your career, win more clients, and ensure your candidates get the best service our industry can provide. Whether you're just starting out, progressing to management, or considering a career change, REC qualifications can help you take the next step.

### Professional Qualifications

Successfully passing any REC qualification allows you to officially add post-nominal letters after your name: CertRR, CertRP, CertIHR, DipRM or DipRL, depending on the level taken. Update your LinkedIn profile; include it in your email signature and business cards. Make it clear that you're a true professional who is serious about best recruitment practice.

### Complimentary Membership

You will get complimentary REC professional membership from the moment you enrol on any REC qualification, throughout its duration and for an additional 12 months after completing the course. So on top of your post-nominal qualification lettering, you'll have the privilege of adding AREC, MREC or FREC after your name depending on your years of experience in recruitment or level of qualification – offering yet more proof of your commitment to brilliant recruitment.



# How qualifications will help you progress through your career



## Level 2 CertRR

Certificate in  
Recruitment Resourcing

Learn crucial knowledge and gain a fundamental understanding of the recruitment industry, including internal processes and regulatory policies.

- Learn how to assess and manage candidates
- Establish your understanding of the industry
- Learn best practice internal processes
- Understand relevant regulatory policies
- Equivalent to GCSE grades A\*-C. (i.e. 9-5 under the new grading system)

### Who the L2 CertRR is for:

- School- or college-leavers, and those who have less than one year of experience in recruitment
- Those who want to gain the knowledge to build a successful career as a resourcer

### Distance Learning £649

Study at home, in the office or anywhere with an internet connection. This course is popular with those seeking to work and study at the same time.

- We provide every student with a dedicated study coach, who will guide you through the coursework and examination preparation.
- We will send you all the learning materials once you've enrolled.
- We recommend 12 weeks of preparatory studying for distance learning.
- You have a choice of nine UK-wide examination venues to complete your exam.

### Fast Track £949

Qualify in as few as five weeks

- You could get qualified in less than half the time required for long-distance study.
- Attend a three-day intensive workshop, with the examination on the third day.
- Choose from one of five UK-wide locations at which to attend the workshop.

Distance Learning Course Start Dates	Fast Track Workshop Dates	Exam Dates
14 November 2019	4-6 February 2020	6 February 2020
13 February 2020	5-7 May 2020	7 May 2020
14 May 2020	4-6 August 2020	6 August 2020
13 August 2020	3-5 November 2020	5 November 2020

### Post-nominal letters – CertRR

Successfully passing this qualification will give you the right to add the letters CertRR after your name. Update your LinkedIn profile, include it in your email signature and business cards, and make it clear that you're a true professional who is serious about best recruitment practice.

### Complimentary Affiliate level REC professional membership – AREC

You will get complimentary membership from the moment you enrol on the course and throughout its duration. You will also continue to reap all the benefits of membership for an additional 12 months after completing the course. So on top of your post-nominal qualification letters, CertRR, you will also have the privilege of adding AREC after your name – offering yet more proof of your commitment to brilliant recruitment.

### Units

- RPK 2-1 Understanding the recruitment industry
- RPK 2-2 Understanding the preparation for the selection processes
- RPK 2-3 Understanding selection processes
- RPK 2-4 Understanding sales techniques and processes used by recruiters
- RPK 2-5 Understanding the legal, regulatory and ethical requirements when recruiting
- RPK 2-6 Understanding building and maintaining relationships with candidates
- RPK 2-7 Understanding the use of research in recruitment and selection

## Level 3 CertRP

Certificate in  
Recruitment Practice

Our most popular qualification, the Certificate in Recruitment Practice helps recruiters who already have more than one year of experience in the recruitment industry. Gain deeper insights on working effectively, efficiently and ethically.

- Teaches consultants the fundamental knowledge needed to succeed in recruitment and work effectively, efficiently and ethically
- Gain a strong commercial edge
- Build a thriving career in recruitment
- Begin your route to success

### Who the L3 CertRP is for:

- Those with at least one year of experience in recruitment
- The course is equivalent to A-Level standard
- Enhance your professional skills
- The course covers: attracting talent, matching candidates with the right role, closing the sale and client relations

### Distance Learning £649

Study at home, in the office or anywhere with an internet connection. This course is popular with those seeking to work and study at the same time.

- We provide every student with a dedicated study coach, who will guide you through the coursework and examination preparation.
- We will send you all the learning materials once you've enrolled.
- We recommend 12 weeks of preparatory studying for distance learning.
- You have a choice of nine UK-wide examination venues to complete your exam.

### Fast Track £949

Qualify in as few as five weeks

- You could get qualified in less than half the time required for long-distance study.
- Attend a three-day intensive workshop, with the examination on the third day.
- Choose from one of five UK-wide locations at which to attend the workshop.

Distance Learning Course Start Dates	Fast Track Workshop Dates	Exam Dates
14 November 2019	4-6 February 2020	6 February 2020
13 February 2020	5-7 May 2020	7 May 2020
14 May 2020	4-6 August 2020	6 August 2020
13 August 2020	3-5 November 2020	5 November 2020

### Post-nominal letters – CertRP

Successfully passing this qualification will give you the right to add the letters CertRP after your name. Update your LinkedIn profile, include it in your email signature and business cards, and make it clear that you're a true professional who is serious about best recruitment practice.

### Complimentary Member level REC professional membership – MREC

You will get complimentary membership from the moment you enrol on the course and throughout its duration. You will also continue to reap all the benefits of membership for an additional 12 months after completing the course. So on top of your post-nominal qualification letters, CertRP, you will also have the privilege of adding MREC after your name – offering yet more proof of your commitment to brilliant recruitment.

### Units

- RECTC 3-1 Understanding sales for recruitment
- RECTC 3-2 Understanding legal and ethical requirements in recruitment
- RECTC 3-3 Understanding relationship management in recruitment
- RECTC 3-4 Understanding recruitment operations
- RECTC 3-5 Understanding the recruitment market
- RECTC 3-6 Understanding the principles of assessing people

## Level 3 CertIHR

Certificate in  
In-House Recruitment

The Certificate in In-House Recruitment (CertIHR) is aimed at in-house resourcers who have some experience and want to deepen their knowledge of recruitment best practices.

You learn:

- Legislative and best practice processes
- To expand your knowledge base
- Skills in candidate and relationship management
- Legal and ethical responsibilities of an in-house recruiter

### Who the L3 CertIHR is for:

Designed specifically for in-house recruiters, this qualification is ideal for anyone working in an in-house environment looking to enhance their skills in candidate and relationship management, alongside

learning about their legal and ethical responsibilities.

- This qualification is taught at Level 3, equivalent to A-Level standard.

### Distance Learning £649

Study at home, in the office or anywhere with an internet connection. This course is popular with those seeking to work and study at the same time.

- We provide every student with a dedicated study coach, who will guide you through the coursework and examination preparation.
- We will send you all the learning materials once you've enrolled.
- We recommend 12 weeks of preparatory studying for distance learning.
- You have a choice of nine UK-wide examination venues to complete your exam.

### Fast Track £949

Qualify in as few as five weeks

- You could get qualified in less than half the time required for long-distance study.
- Attend a three-day intensive workshop, with the examination on the third day.
- Choose from one of five UK-wide locations at which to attend the workshop.

Distance Learning Course Start Dates	Fast Track Workshop Dates	Exam Dates
14 November 2019	4-6 February 2020	6 February 2020
13 February 2020	5-7 May 2020	7 May 2020
14 May 2020	4-6 August 2020	6 August 2020
13 August 2020	3-5 November 2020	5 November 2020

### Post-nominal letters – CertIHR

Successfully passing this qualification will give you the right to add the letters CertIHR after your name. Update your LinkedIn profile, include it in your email signature and business cards, and make it clear that you're a true professional who is serious about best recruitment practice.

### Complimentary Member level REC professional membership – MREC

You will get complimentary membership from the moment you enrol on the course and throughout its duration. You will also continue to reap all the benefits of membership for an additional 12 months after completing the course. So on top of your post-nominal qualification letters, CertIHR, you will also have the privilege of adding MREC after your name – offering yet more proof of your commitment to brilliant recruitment.

### Units

- RECIHRTC 3-1 Understanding the legal and ethical responsibilities for in-house recruitment
- RECIHRTC 3-2 Understanding personal development and performance
- RECIHRTC 3-3 Understanding relationship management for in-house recruiters
- RECIHRTC 3-4 Understanding the candidate experience
- RECIHRTC 3-5 Understanding candidate selection
- RECIHRTC 3-6 Understanding candidate sourcing

## Level 4 DipRM

Diploma in Recruitment Management

**The Diploma in Recruitment Management (DipRM) is for experienced recruitment professionals who are ready to progress to a management position. This course offers a broader perspective on the recruitment industry, sales, business and management. The DipRM is a degree-level qualification for strategic managers and directors within a recruitment function.**

You will learn how to add value to the service you provide to clients and candidates, and enhance your personal and professional effectiveness.

Designed to develop team leadership skills, the DipRM provides progressive, industry-specific learning. Building on the fundamentals, this professional-level qualification provides a broader perspective to give you a competitive edge.

### Who the L4 DipRM is for:

The Diploma in Recruitment Management is for experienced recruitment professionals who want to progress to a management position. This course offers a broader perspective on the recruitment industry, sales, business and management. This qualification is taught at Level 4, which is equivalent to undergraduate level.

### Distance Learning £435 per module (£2,430 for full course)

- On-demand enrolment means you can choose when you take your assessments.
- Units can be completed at any time within four years.
- Study at home, in the office, or anywhere with an internet connection.
- We provide every student with a dedicated study coach, who will guide you through the coursework and examination preparation.
- We will send you all the learning materials once you've enrolled.
- We recommend 12 weeks of preparatory studying for distance learning.
- You have a choice of nine UK-wide examination venues to complete your exam.

### Post-nominal letters – DipRM

Successfully passing this qualification will give you the right to add the letters DipRM after your name. Update your LinkedIn profile, include it in your email signatures and business cards, and make it clear that you're a true professional who is serious about best recruitment practice.

### Complimentary Member / Fellow level REC professional membership – MREC / FREC

You will get complimentary membership from the moment you enrol on the course and throughout its duration. You will also continue to reap all the benefits of membership for an additional 12 months after completing the course. So on top of your post-nominal qualification letters, DipRM, you will also have the privilege of adding MREC or FREC after your name (depending on how many years of experience you have in the recruitment industry) – offering yet more proof of your commitment to brilliant recruitment and adding kudos to your name.

The DipRM comprises six core units plus two optional units from a choice of five, helping experienced recruiters build in-depth knowledge and skills. Alternatively, you can enrol on one unit at a time to fill specific skills gaps. While we recommend completion of the DipRM in full, each unit is assessed and awarded independently.

### Mandatory units and exam dates

		Available 2020 exam dates			
Unit	Title	6 Feb	7 May	6 Aug	5 Nov
RECTC 4-1	Principles of recruitment sales			✓	✓
RECTC 4-2	Principles of legal and ethical requirements in recruitment	✓	✓	✓	✓
RECTC 4-3	Principles of relationship management in recruitment	✓			✓
RECTC 4-6	Principles of recruitment resource strategies	✓	✓	✓	
RECTC 4-10	Understanding recruitment contracts	✓	✓	✓	
RECTC 3-6	Understanding the principles of assessing people*		✓		✓

### Optional units

		Available 2020 exam dates (or project submission) dates			
Unit	Title	6 Feb	7 May	6 Aug	5 Nov
RECTC 4-4	Principles of business management for recruitment (project)	✓	✓	✓	✓
RECTC 4-5	Principles of business development and account management in recruitment	✓	✓	✓	✓
RECTC 4-7	Understanding finance in recruitment management	✓	✓	✓	✓
RECTC 4-8	Understanding people management in recruitment	✓	✓	✓	✓
RECTC 4-9	Principles of marketing in recruitment (project)	✓	✓	✓	✓



\*Unit 3-6 is common across both the Level 3 Certificate in Recruitment Practice and the Level 4 Diploma in Recruitment Management qualification; therefore L3 CertRP holders are not required to take this unit as part of the L4 DipRM.

## Level 5 DipRL

Diploma in  
Recruitment Leadership

**The Diploma in Recruitment Leadership (DipRL) is a degree-level qualification for strategic managers, directors and CEOs with expert-level experience and knowledge in recruitment.**

You will learn how to add value to the service you provide to clients and candidates, and enhance your personal and professional effectiveness. Gain an advanced understanding of professional practice, including business strategy and planning, leading teams, financial management, stakeholder relationship management, and understanding contracts – all underpinned by reference to the REC's Professional Code of Conduct.

### Who the L5 DipRL is for:

Senior managers and directors looking to enhance their leadership skills will gain from this qualification. The DipRL provides practical learning that will add value to the service you provide to clients and candidates, as well as the knowledge to establish improved processes and efficiencies within your own business.

### Distance Learning **£675 per module** (£4,500 for full course)

- On-demand enrolment means you can start the course any time.
- Study at home, in the office or anywhere with an internet connection.
- We provide every student with a dedicated study coach, who will guide you through the coursework and examination preparation.
- We will send you all the learning materials once you've enrolled.
- We recommend 12 weeks of preparatory studying for distance learning.
- You have a choice of nine UK-wide examination venues to complete your exam.
- Once enrolled, you will join a cohort and work together through the mandatory units, meeting three times in year one of the course to engage in full-day workshops, hosted by your dedicated study coach.
- There are four examination points per year.
- Completing the mandatory units enables you to choose your optional units to fully qualify.

### Post-nominal letters – DipRL

Successfully passing this qualification will give you the right to add the letters DipRL after your name. Update your LinkedIn profile, include it in your email signature and business cards, and make it clear that you're a true professional who is serious about best recruitment practice.

### Complimentary Member / Fellow level REC professional membership – MREC / FREC

You will get complimentary membership from the moment you enrol on the course and throughout its duration. You will also continue to reap all the benefits of membership for an additional 12 months after completing the course. So on top of your post-nominal qualification letters, DipRL, you will also have the privilege of adding MREC or FREC after your name (depending on how many years of experience you have in the recruitment industry) – offering yet more proof of your commitment to brilliant recruitment and adding kudos to your name.

Students must complete a minimum of eight or nine units – all the mandatory units plus one or two from the optional units, depending on the units chosen – to be awarded the qualification. The units are assessed through a combination of examinations, projects and case studies.

Mandatory units and exam dates					
		Available 2020 exam dates			
Unit	Title	6 Feb	7 May	6 Aug	5 Nov
RECTC 5-1	Strategic business planning for recruitment	✓			
RECTC 5-2	Leading people and teams in recruitment			✓	
RECTC 5-3	Recruitment resource strategies			✓	
RECTC 5-4	Financial management in recruitment	✓			
RECTC 5-5	Client and stakeholder relationship management				✓
RECTC 4-2	Principles of legal and ethical requirements in recruitment*	✓	✓	✓	✓
RECTC 4-10	Understanding recruitment contracts*	✓	✓	✓	

Optional units					
		Available 2020 exam dates (or project submission) dates			
Unit	Title	6 Feb	7 May	6 Aug	5 Nov
RECTC 5-6	Business governance	✓		✓	
RECTC 5-7	International business considerations (project)	✓	✓	✓	✓
RECTC 5-8	Recruitment bids and tenders (project)	✓	✓	✓	✓
RECTC 5-9	Strategic business development (project)	✓	✓	✓	✓
RECTC 5-10	Design recruitment processes (project)	✓	✓	✓	✓
RECTC 5-11	Organisational development (project)	✓	✓	✓	✓
RECTC 5-12	Advanced marketing for recruitment (project)	✓	✓	✓	✓



\*Units RECTC4-2 and RECTC4-10 are common across both the Level 4 Diploma in Recruitment Management and the Level 4 Diploma in Recruitment Leadership qualifications, therefore holders of these units are exempt from these mandatory units.



## Recruitment Training Courses

We offer a range of half- and full-day courses throughout the UK that are tailored to the needs of recruiters. Each of these courses can also be delivered in-company, at your offices, wherever, whenever, and can be tailored to the needs of recruiters within your organisation.

# Recruitment Essentials

## Introduction to Recruitment Practice

£999 for non-members | £749 for members

Two days

- Develop successful client and candidate relationships
- Learn successful recruitment selling
- Study legislation and laws that affect recruitment
- Understand how the industry works

## Where and When

<b>Birmingham</b>	6 May 2020
<b>Bristol</b>	17 March 2020
<b>Glasgow</b>	2 September 2020
<b>Leeds</b>	15 September 2020
<b>London</b>	25 February 2020
<b>London</b>	21 April 2020
<b>London</b>	9 June 2020
<b>London</b>	30 June 2020
<b>London</b>	13 October 2020
<b>London</b>	10 November 2020

## Candidate Sourcing and Management

£649 for non-members | £399 for members

One day

- Suitable for in-house and agency recruiters
- Improve candidate attraction and referral rates
- Insights on using social media, online job advertising
- Communication skills to help build and retain professional relationships

## Where and When

<b>Bristol</b>	24 September 2020
<b>London</b>	18 February 2020
<b>London</b>	23 June 2020
<b>London</b>	17 November 2020
<b>Newcastle</b>	21 April 2020

## Interviewing Skills

£649 for non-members | £399 for members

One day

- Suitable for in-house and agency recruiters
- Plan, structure and conduct an interview with candidates and clients, whether face-to-face or over the phone
- Develop the skills needed to match the right talent with the right roles
- Increase successful placements and build candidate loyalty
- Boost your performance, smash your targets and get results

## Where and When

<b>Leeds</b>	27 October 2020
<b>London</b>	11 February 2020
<b>London</b>	31 March 2020
<b>London</b>	1 July 2020
<b>London</b>	10 September 2020
<b>Swindon</b>	11 June 2020

## Essential Skills for Permanent Recruiters

£649 for non-members | £399 for members

One day

- Everything you need to know to run a permanent desk
- The long-term recruitment process
- Taking job descriptions and person specifications
- Developing client relationships
- Attracting quality candidates
- Placing the right candidates to the right roles

## Where and When

<b>Aberdeen</b>	9 September 2020
<b>Belfast</b>	26 November 2020
<b>Birmingham</b>	12 November 2020
<b>Bristol</b>	8 July 2020
<b>Leeds</b>	30 January 2020
<b>London</b>	27 February 2020
<b>London</b>	12 March 2020
<b>London</b>	2 April 2020
<b>London</b>	4 June 2020
<b>London</b>	21 October 2020
<b>London</b>	3 December 2020
<b>Newcastle</b>	16 September 2020

## Essentials Skills for Temporary Recruiters

£649 for non-members | £399 for members

One day

- Walk-through for every step of a temporary placement
- Due process and legal requirements for temporary workers
- Finding the right candidates for the right placements

## Where and When

<b>Aberdeen</b>	23 April 2020
<b>Belfast</b>	24 March 2020
<b>Birmingham</b>	11 November 2020
<b>Bristol</b>	2 July 2020
<b>Leeds</b>	29 January 2020
<b>London</b>	26 February 2020
<b>London</b>	1 April 2020
<b>London</b>	12 May 2020
<b>London</b>	3 June 2020
<b>London</b>	20 October 2020
<b>London</b>	2 December 2020
<b>Newcastle</b>	17 September 2020

# Recruitment Sales and Marketing

## Perfect Client Meeting

£649 for non-members | £399 for members

One day

- Build your confidence to ask for and successfully manage client meetings
- Overcome objections, gain client commitment and close the sale
- Understand and adapt your behaviours to the client's for optimal results

### Where and When

<b>London</b>	26 March 2020
<b>London</b>	11 June 2020
<b>London</b>	9 September 2020
<b>London</b>	24 November 2020

## Develop and Win: Tender and Large Contracts

£649 for non-members | £399 for members

One day

- Properly target customers that can provide volume, high margins and high revenue
- Understand the necessary preparations needed to bid successfully
- Learn a library of ready responses to deal with the inhibitive questions
- Templates and creative ideas on how to present fees and margins as value
- Develop your persuasive writing skills for powerful executive summaries
- Learn how to prepare and deliver compelling presentations that capture an audience's attention

### Where and When

<b>London</b>	12 March 2020
<b>London</b>	10 December 2020
<b>Manchester</b>	16 July 2020

## Telephone Sales

£649 for non-members | £399 for members

One day

- Develop a positive and confident approach
- Understand how to build relationships and win business
- Learn how to use the phone for peak performance

### Where and When

<b>Aberdeen</b>	17 March 2020
<b>Belfast</b>	8 September 2020
<b>Birmingham</b>	1 December 220
<b>Bristol</b>	10 June 2020
<b>London</b>	23 January 2020
<b>London</b>	12 February 2020
<b>London</b>	23 April 2020
<b>London</b>	21 May 2020
<b>London</b>	2 July 2020
<b>London</b>	6 October 2020
<b>London</b>	17 November 2020
<b>London</b>	8 December 2020
<b>Manchester</b>	10 March 2020

## Business Development Planning

£649 for non-members | £399 for members

One day

- Cover the fundamentals of business development, identifying, researching and targeting a range of client groups
- Establish positive selling behaviours and expand your business through focused training
- Learn to devise a plan and review outcomes for the long-term success of your professional venture

### Where and When

<b>Belfast</b>	25 March 2020
<b>Birmingham</b>	28 January 2020
<b>Birmingham</b>	1 April 2020
<b>Edinburgh</b>	10 November 2020
<b>Leeds</b>	7 July 2020
<b>London</b>	19 February 2020
<b>London</b>	28 April 2020
<b>London</b>	16 June 2020
<b>London</b>	28 October 2020
<b>London</b>	8 December 2020
<b>Manchester</b>	22 September 2020
<b>Newcastle</b>	12 May 2020
<b>Swindon</b>	12 March 2020

## Consultative Sales

£649 for non-members | £399 for members

One day

- An advanced programme for ambitious recruitment professionals
- Progressive sales, building added value into your sales technique
- How to effectively manage client objections
- Learn how to consistently close sales

### Where and When

<b>Birmingham</b>	31 March 2020
<b>Leeds</b>	8 October 2020
<b>London</b>	22 January 2020
<b>London</b>	8 July 2020

## Successful Account Management

£649 for non-members | £399 for members

One day

- Establish a focused approach to managing important sales accounts
- Understand how to incorporate frequent touch points and account saturation techniques
- Identify and target key accounts
- Learn how to build new accounts and qualify key decision-makers
- Become more effective with your research
- Develop a greater understanding of your clients' wants and needs
- Identify the actions needed to develop existing and potential key accounts

### Where and When

<b>Birmingham</b>	21 May 2020
<b>Bristol</b>	12 November 2020
<b>Leeds</b>	17 September 2020
<b>London</b>	21 January 2020
<b>London</b>	10 March 2020
<b>London</b>	23 June 2020
<b>London</b>	30 September 2020
<b>London</b>	9 December 2020

## LinkedIn Masterclass

£649 for non-members | £399 for members

One day

- Suitable for agency and in-house recruiters
- Suitable for complete newcomers to social media and expert users alike
- Learn to use LinkedIn and other social media platforms to attract new candidates and engage existing ones
- Learn how to create and perfect your profile and engagement skills
- Understand how to optimise your social media platforms and messaging
- Get more followers, better interactions and increase your network

### Where and When

<b>Birmingham</b>	30 April 2020
<b>Glasgow</b>	19 November 2020
<b>London</b>	23 January 2020
<b>London</b>	17 March 2020
<b>London</b>	9 July 2020
<b>London</b>	15 September 2020

## Social Strategy and Branding

£649 for non-members | £399 for members

One day

- Suitable for agency and in-house recruiters
- Especially helpful for established recruiters, leaders, and business owners
- Understanding how all recruiters need to use social media to be brand ambassadors
- Optimising and utilising social media for business development
- Learn to use paid adverts and how to engage your audience with optimised content

### Where and When

<b>Birmingham</b>	2 June 2020
<b>London</b>	6 February 2020
<b>London</b>	2 April 2020
<b>London</b>	3 September 2020
<b>London</b>	15 October 2020
<b>Manchester</b>	26 November 2020

# Recruitment Law

## Recruitment Law: Understanding the Essentials including GDPR

£679 for non-members | £429 for members

One day

- Suitable for recruiters at all levels
- Learn essential legislation that affects all recruitment practice, including:
  - General Data Protection Rules (GDPR)
  - Employment Agencies Act
  - 2003 Conduct Regulations
  - Contract law
  - Candidate and client terms
  - Data protection
  - Health and safety
  - Discrimination policies
  - Agency Workers Regulations

### Where and When

<b>Birmingham</b>	2 April 2020
<b>Edinburgh</b>	8 October 2020
<b>London</b>	6 February 2020
<b>London</b>	5 March 2020
<b>London</b>	7 May 2020
<b>London</b>	17 September 2020
<b>London</b>	3 December 2020
<b>Manchester</b>	9 July 2020
<b>Swindon</b>	19 February 2020

## Recruitment Law: Understanding the Essentials Enhanced

£999 for non-members | £779 for members

Two days

- An extension of the one-day course, this is suitable for recruiters at all levels – especially those who need to cover all topics in greater detail, with extra time for specific cases and circumstances
- Explore at a deeper level all essential legislation that affects all recruitment practice, including:
  - General Data Protection Rules (GDPR)
  - Employment Agencies Act
  - 2003 Conduct Regulations
  - Contract law
  - Candidate and client terms
  - Data protection
  - Health and safety
  - Discrimination policies
  - Agency Workers Regulations

### Where and When

<b>London</b>	5 March 2020
<b>London</b>	18 June 2020
<b>London</b>	23 September 2020
<b>London</b>	5 November 2020

## Recruitment Law: IR35 and Supplying Limited Company Contractors

£379 for non-members | £279 for members

Half day

- Advice on the different types of limited company contractor and the implications for contractors, the employment business and hirers
- Understand the different types of contract terms involved in the supply of limited company contractors to hirers
- IR35 legislation: full coverage and advice including the tax implications and dealing with different types of limited company

### Where and When

<b>Birmingham</b>	14 October 2020
<b>Edinburgh</b>	24 September 2020
<b>Glasgow</b>	13 May 2020
<b>Hull</b>	24 March 2020
<b>London</b>	25 February 2020
<b>London</b>	29 April 2020
<b>London</b>	21 May 2020
<b>London</b>	17 June 2020
<b>London</b>	15 July 2020
<b>London</b>	30 September 2020
<b>London</b>	4 November 2020
<b>London</b>	2 December 2020
<b>Reading</b>	11 February 2020
<b>Sheffield</b>	10 March 2020
<b>Swindon</b>	21 April 2020

## Recruitment Law: Managing PAYE Temporary Workers

£679 for non-members | £429 for members

One day

- Differentiate between employees, workers and the genuinely self-employed
- Cover the statutory rights involved with payment and benefits for both workers and employees, family-friendly and working time legal rights, the principles of employing or engaging young workers, and the implications of the Agency Workers Regulations

### Where and When

<b>London</b>	28 April 2020
<b>London</b>	30 September 2020

# Recruitment Management & Leadership

## Advanced Management Skills

£999 for non-members | £749 for members

Two days

- Improve your performance as a recruitment manager
- Adapt to change and advanced concepts of strategic management
- How to deal with poor performance and conflict management
- Learn emotional intelligence and how personal behaviour impacts team motivation, performance and commitment
- Enhance your leadership skills, take on more responsibility and grow your team

### Where and When

<b>London</b>	17 June 2020
<b>London</b>	24 November 2020

## Management Essentials

£999 for non-members | £749 for members

Two days

- Best suited to a recruitment consultant aspiring to become a manager or for existing managers who have received little or no formal training
- Learn how to perform the duties of a recruitment manager, become an effective team leader
- Learn how to identify and adapt different styles of leadership
- Learn how to motivate your team and manage behaviours
- Learn how to conduct effective appraisals
- Time management, prioritisation and delegation skills
- Understand the qualities and responsibilities of a successful team leader

### Where and When

<b>Birmingham</b>	3 June 2020
<b>Bristol</b>	31 March 2020
<b>London</b>	18 March 2020
<b>London</b>	24 June 2020
<b>London</b>	23 September 2020
<b>London</b>	1 December 2020
<b>Newcastle</b>	21 October 2020

## Balancing Act

£999 for non-members | £779 for members

Two days

- Find the balance between managing a team and hitting your targets
- Focus on team leadership, performance management and delegation
- Identify how a team leader or manager should organise and effectively manage a team
- Understand the qualities and responsibilities of a successful team leader
- Manage team and personal performance, delegation and prioritisation

### Where and When

<b>Birmingham</b>	16 September 2020
<b>Edinburgh</b>	14 July 2020
<b>Glasgow</b>	21 April 2020
<b>London</b>	12 February 2020
<b>London</b>	19 May 2020
<b>London</b>	14 July 2020
<b>London</b>	18 November 2020



## In-company Training and Mentoring

Let the classroom come  
to you.

### Now you know all the recruitment training courses and qualifications we offer, why not have the trainer come to your door?

If you want to train more than three members of staff, you can book one of our world-class trainers to come straight to your office and teach any course directly to your team. Save time and money with no travel or hotel expenses – use your own offices and have the freedom to sneak back to your desk any time you need to answer emails or take an important call. This option is perfect if you require very specific learning outcomes. All in-company training is competitively priced, to scale.

### Bespoke, Smart, Flexible

- Pick and choose only courses or topics that are most relevant to you and your team. You can create a course that is completely bespoke for your team and business.
- Our trainers are smart, savvy and perceptive; they know the facts inside-out and offer the best recruitment training.
- You choose the date and location and we'll come to you – especially useful for offices that are off the beaten track.

Our world-class recruitment trainers also offer a **mentoring service** for long-term, advanced business and professional development. Ask your account manager for more information.



# REC

Recruitment  
& Employment  
Confederation

We can help you develop everything you need  
to thrive in the recruitment industry.

Become an REC professional member and:

- add AREC, MREC or FREC after your name – assuring your clients, candidates and colleagues that you really are a recruitment professional
- access our exclusive professional resources, including expert legal guides, up-to-date research, invites to networking and events, blogs and advice from experienced recruiters
- benefit from comprehensive discounts on shopping, motoring, travel and experiences, health and wellbeing, insurance and business services, plus all REC training.

Find out more at [www.rec.uk.com](http://www.rec.uk.com)

## Contact us



020 7009 2100



[info@rec.uk.com](mailto:info@rec.uk.com)

## Follow us



[linkedin.com/company/recruitment-&-employment-confederation](https://linkedin.com/company/recruitment-&-employment-confederation)



[facebook.com/recbrilliantrecruitment](https://facebook.com/recbrilliantrecruitment)



[twitter.com/recmembers](https://twitter.com/recmembers)