

## 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 each examination date

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

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

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

- ☐ 2 February 2023  
☐ 4 May 2023  
☐ 3 August 2023  
☐ 2 November 2023

L4 DipRM Mandatory units and exam dates					
		Available 2023 exam dates			
Unit	Title	2 Feb	4 May	3 Aug	2 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*		✓		✓

L4 DipRM Optional units					
		Available 2023 exam dates			
Unit	Title	2 Feb	4 May	3 Aug	2 Nov
RECTC 4-4	Principles of recruitment sales	✓	✓	✓	✓
RECTC 4-5	Principles of legal and ethical requirements in recruitment	✓	✓	✓	✓
RECTC 4-7	Principles of relationship management in recruitment	✓	✓	✓	✓
RECTC 4-8	Principles of recruitment resource strategies	✓	✓	✓	✓
RECTC 4-9	Understanding recruitment contracts	✓	✓	✓	✓

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 Your 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 venue)

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

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

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

Primary Address: (Where to send results/certificates)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

If you have any special/ medical requirements with regards to attendance of the examination, please contact us no less than 6 weeks in advance of your examination day to discuss.

## 4 Payment details:

Examination Fee: **£148 + VAT\* (Total £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: \_\_\_\_\_

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

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

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

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

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

Post: REC, Qualifications, Dorset House, First Floor, 27 – 45 Stamford Street, London, SE1 9NT

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

The REC will make every attempt to run examinations at all the published examination venues; however, we reserve the right to alter examination venues if numbers are too low to sustain the examination. In these circumstances all efforts will be made to contact the students well in advance of the date and we will attempt to make alternative arrangements.

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 do NOT consent to your employer receiving your results, please tick here ☐