2027 Enrolment Form
Level 3 Certificate in In-House Recruitment

Please complete this form using BLOCK CAPITALS

1 Learner Details

Mr/Mrs/Ms/Miss/Other

Forename(s)

Surname

(Please ensure the above details match the names on the ID document you will provide at the exam centre)

◯ Male ◯ Female Date of birth

Primary Address
(This is where Learning Materials and Results will be sent)

Postcode

Mobile number

Email address

Are you an REC professional member or have you previously been an REC professional member?

◯ Yes ◯ No

Membership number

2 Employer Details

Company name

Job title

Is your current employer a corporate member of the REC?

◯ Yes ◯ No

Membership number

3. Distance Learning Courses

We recommend 12 weeks of preparatory studying before the examination for distance learning. For all fee information, please see our website.

Distance Learning Courses commencing

- ◯ 12 November 2026 (examination 4 February 2027)
- ◯ 11 February 2027 (examination 6 May 2027)
- ◯ 13 May 2027 (examination 5 August 2027)
- ◯ 12 August 2027 (examination 4 November 2027)

or

4 Fast Track Courses

We recommend 5 weeks of preparatory studying before the examination for fast track.

Fast Track Courses commencing

- ◯ 17 Dec 2026, workshop 2-4 Feb (examination 4 Feb 2027)
- ◯ 1 Apr 2027, workshop 4-6 May (examination 6 May 2027)
- ◯ 1 Jul 2027, workshop 3-5 Aug (examination 5 Aug 2027)
- ◯ 30 Sep 2027, workshop 2-4 Nov (examination 4 Nov 2027)

For office use only

Study Coach

Membership Number

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Terms of Business – Employer

If the employer is paying the course fee, the person authorising the enrolment MUST complete the following section.

I, the undersigned, understand that full payment must be received with the enrolment and that once the course materials have been dispatched and/or the course has commenced, that refunds/transfers cannot be granted.

All cancellations must be in writing. If a cancellation is received in writing before the course has commenced a refund may be applied for. Any successful refund will only be paid to the original payer and is not transferable.

Signature _____ Name (please print) _____

Position _____ Company name _____

The REC is an equal opportunities provider, please contact us on 0207 009 2100 for more information.

Terms of Business – Learner

I, the undersigned, understand that full payment must be received with the enrolment and that I hereby make an application to become a Student Member of the IRP and agree to abide by the REC Code of Ethics and Professional Conduct both in letter and spirit. Once the course materials have been despatched and/or the course has commenced, then I understand that refunds/transfers cannot be granted. If the exam is not taken at the end of the course but at a later date, a fee will apply.

Signature _____ Date _____

Payment Details

Please note that the payment is required with the enrolment form. Payment can be made by any of the methods listed below. Please tick as appropriate.

- ◯ Cheque enclosed (please make cheques payable to 'REC')
- ◯ Credit/Debit Card

Please find below the secure link to make payment by credit/debit card for your REC product/services.
Fee information can be found on our website at www.rec.uk.com

REC Payment Link

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

Post: REC, Qualifications, 20 Queen Elizabeth Street, 4th Floor, London, SE1 2LS

Email: info@rec.uk.com