



**BIOR**

The British  
Institute  
of Recruiters

# Your Guide to Certification

Specialist in Talent  
Acquisition & Retention



**In-House**



## Introduction

The British Institute of Recruiters is the Professional Body operating The Recruitment Certification Scheme.

BIOR Recruitment Certification scheme – Created with kind input from all 3 of the UK's enforcement bodies responsible for state enforcement of specific employment rights – EAS, HMRC NMW/NLW team & GLAA. It is a simple and effective scheme demonstrating to clients your recruitment knowledge and compliant recruitment processes.

Certification demonstrates your understanding of the fundamental knowledge, terminology, and processes of effective and compliant recruitment.



***The Recruiting Times surveyed 100 recruitment agencies and 87% told us they preferred Certification over just membership as Certification offered a definite competitive advantage.***

## About us

The BIOR is the highest standard mark in recruitment providing certification for agencies and individuals.

To become a 'British Institute' the BIOR required approval of the Secretary of State which is only granted to an organisation that is pre-eminent in its field such as a professional body of the highest standing.



**BIOR**

The British  
Institute  
of Recruiters

**STAR**  
Specialist in Talent Acquisition & Retention

# Your Journey to Certification

Your quick and easy guide to gaining a definite competitive advantage

Specialist in Talent Acquisition & Retention Certification

**£120 per year**

Join online or register  
your interest on our  
website **STEP  
01**

**STEP  
02** Receive your log in  
details for your  
BIOR account

Create your individual  
profile page **STEP  
03**

**STEP  
04** Submit relevant  
qualification or  
recruitment experience

Take and pass the Certification  
Assessment that covers the  
Conduct Regulations and the  
BIOR Code of Professional and  
Ethical Conducts **STEP  
05**

**STEP  
06** Submit two candidate  
references

**STAR**

Specialist in Talent Acquisition & Retention

**Congratulations**  
you have just joined the  
fast-growing number of  
**Certified recruiters**



## How to gain Certification

- STEP 01** Register your interest using the BIOR Bot on our website.
- STEP 02** Upon receipt of payment you will receive your log in details for your BIOR account.
- STEP 03** When you log in to your account you will be asked to create your individual profile page.
- STEP 04** Please Submit relevant qualifications or recruitment experience which we keep for our records.
- STEP 05** Select the Certification icon on your member dashboard to take and pass the Certification Assessment that covers the Conduct Regulations and the BIOR Code of Professional and Ethical Conducts.
- STEP 06** Provide a client and candidate reference on the supplied BIOR template reference forms.

You will be required to take the Certification Assessment and provide client and candidate references within 3 months of payment to receive your Certification.

# Certification Assessment

## *Your Questions Answered*

### **What is Certification**

Certification demonstrates your understanding of the fundamental knowledge, terminology, and processes of effective and compliant recruitment.

### **How will it benefit me**

Increased earning potential, Enhances professional credibility,  
Allows you to influence policy and affect change.

### **Will you be checking my policies and documents**

We will be asking for a description of your processes, declarations and require knowledge test answers, not checking policies.

### **How will I take the assessment**

It is an online assessment accessed via your BIOR dashboard.

### **How long is the assessment**

It can take 45 mins but we give you 3 months to complete the assessment.

### **What happens if I give incorrect answers to some questions**

The pass rate is 85% and you can retake the assessment.

## Do I get to know which questions I answered correctly

Yes, you will get a detailed report that explains your result.

## How long is the assessment valid for and when would I need to take it again

Your assessment is valid for 3 years provided your annual renewal fees are paid.

## Is this certification recognised

Yes, the Certification is issued by The British Institute of Recruiters, a Professional Body recognised by government. The Assessment was produced by the BIOR with the support of a leading law firm and all 3 of the UK's state enforcement bodies.

*The recognition you deserve and credibility you need.*

*Certification ensures that you're ready to meet the demands of clients.*



23/06/2021