AGENCY MEMBERSHIP AND CERTIFICATION

Certified by assessment. Checkable by anyone.

The British Institute of Recruiters

One membership for the whole firm, from The British Institute of Recruiters (BIOR).

For UK recruitment businesses of every size, from a sole trader to a national agency, temporary and permanent.

The company is the member, every recruiter is certified under it, and a client can check it in a minute at ior.org/verify.

Since April 2026 one regulator, the Fair Work Agency, sees your whole business, and the Employment Rights Act keeps changing the rules through 2027. Your clients are choosing the suppliers who can prove they are on top of it. Certification is that proof, in one line on a tender, BIOR Certified Agency. It is earned by assessment against UK recruitment law and the BIOR Code of Professional and Ethical Conduct, never bought, and anyone can check it.

BIOR Certified Agency

The line on your tenders, your website and every signature. Five years, then the assessment again, free.

WHAT AGENCY MEMBERSHIP INCLUDES

Six things. One membership, one renewal, the whole firm.

Certification for the business and every recruiter

The company assessment against the Conduct Regulations 2003 and the Agency Workers Regulations 2010, the personal assessment for every recruiter, who can carry the MBIOR letters. Five years, then again, free.

Proof a client can check

Your verification page at ior.org/verify, published by BIOR from the live record, your directory listing, and a live badge for your website footer and every email signature. Members can add an audit, BIOR Audited for any sector or Education Supply Certified for agencies that supply schools and colleges, on pages 3 and 4.

Compliance done for you

The documents a recruitment business needs on the day it needs them, ready to use. The terms you send a client and a worker, the key information document, the Agency Compliance Pack, the right to work guide after 1 October, the policies an inspector asks for, every one dated 2026 and rewritten as the law changes. And Ask BIOR, written answers on the rules within five working days.

Tenders and PSLs

The Tender and PSL Questionnaire Answer Bank in your own voice, and the Tender Evidence Pack for the day a buyer asks for an accreditation, a professional body membership or equivalent.

More work, and getting paid

The Split-Fee Network for the roles you cannot fill alone, under the BIOR Split-Fee Agreement with BIOR taking nothing, and the Getting Paid Pack with a letter for every step.

Something for your clients

The monthly Client Briefing, a PDF and a Word file to re-brand and send to your own clients under your own name, and the weekly Member Briefing for your desk.

The British Institute of Recruiters, a company limited by guarantee registered in England and Wales, company number 07575583. Registered office Suite 7, First Floor, Parkway 2, Princess Road, Manchester M14 7LU. support@ior.org, +44 (0)161 232 0991, ior.org/agency-membership. November 2026.

HOW IT WORKS

Apply. Take the assessments. Show the mark.

01

Apply

From £995 plus VAT a year, by turnover band. The table is at ior.org/agency-membership. One membership, one renewal, the whole firm. ior.org/get-certified

02

Take the assessments

The company assessment for the business, the personal one for every recruiter. Online, from each dashboard, at your own pace. They save as you go.

03

Certified for five years

The BIOR Certified Agency logo and certificate, the Certified mark on your verification page and your badge, the MBIOR letters for your recruiters. Then take it again, free.

WHAT YOUR CLIENTS SEE

The check a client, a tender panel or a candidate can run in a minute

Every member business has a verification page, published by BIOR and drawn from the live record. It shows the membership, the certification and the dates, and what the record proves. The live badge on your website and in every email signature points to it. That is the difference between claiming a standard and showing one.

SMALL OR STARTING OUT

The things a new or one-person agency cannot buy one at a time. Certification a client, a PSL or a tender panel can check in a minute. The Agency Compliance Pack and the document library, so the file is right from the first placement. The Split-Fee Network for the roles you cannot fill alone. Ask BIOR when a question comes up.

LARGE OR GROWING

What a national agency with many consultants gets from one membership. Company certification for the firm and personal certification for every consultant, each with their own login and verification page under your main Admin. The Tender Evidence Pack and the Answer Bank for the bid team. The monthly Client Briefing for every office, sent under your name.

BEFORE YOU APPLY

The free 12-point Fair Work Agency health check takes thirty minutes with no login, at ior.org/fwa-compliance-checklist, and the Employment Rights Hub at ior.org/employment-rights-hub is free to read and reviewed every week against government sources. Every member is bound by the BIOR Code of Professional and Ethical Conduct and the BIOR complaints procedure. The Code is public at ior.org/code-professional-ethical-conduct.

WHO STANDS BEHIND THE MARK

The British Institute of Recruiters (BIOR) is a professional body for UK recruitment founded in 2011 (the Institute of Recruiters until 2017), Companies House 07575583, registered office in Manchester. BIOR is a Department for Education end-point assessment organisation (EPA0202), an Ofqual recognised awarding organisation as Summit Qualifications UK (RN6063) and on the UK Register of Learning Providers (10044645). The Recruiter apprenticeship standard (ST1421) names BIOR under professional recognition. UK recruitment has no statutory governing body. BIOR is a professional body, not a regulator. Recruiters joining in their own name take Personal Membership (MBIOR or FBIOR). In-house recruiters take STAR.

Apply online, or email support@ior.org — **ior.org/agency-membership**

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BIOR AUDITED, FOR AGENCY MEMBERS IN ANY SECTOR

Audited, on top of certified.

BIOR Audited means a recruitment business has had its policies and a sample of its placement files read, line by line, against UK recruitment law and the BIOR Code, by the professional body that certifies it, within the last two years. It is proof a tender panel, a preferred supplier list or a client's due diligence can check for itself when the question is “are you audited”. It is done online, the outcome comes within ten working days, and the result sits on the agency's public verification page where anyone can open it.

£895 plus VAT for two years

For Agency Members. The audit fee can go on the same invoice as the membership fee, or be added later from the dashboard.

TEN FACTS

THE AUDIT

1. All online. No visit.
2. The outcome within ten working days of submission.
3. £895 plus VAT for two years. The Agency Membership fee is separate.
4. One free declaration at twelve months, under two minutes.
5. The standard set out line by line, with its version number, before you upload a thing.

THE RECORD

6. Every line of the outcome shown, met or not met, with the clause it rests on.
7. Your status on a public verification page any buyer can open, with the verification address printed on the certificate.
8. A badge for your website and email signature that points at the live record.
9. A help panel in the portal, and the BIOR team at support@ior.org or 0161 232 0991.
10. Every question and problem raised in the portal is read by the BIOR team.

WHAT A BUYER SEES

This is what a tender panel opens

Fifteen business lines, from the named owner of compliance to complaints and the Code, and five placements chosen by BIOR, each read against a ten-line checklist. The status, its date and the standard's version are published by BIOR on the verification page the minute the outcome is issued.

WHAT THE STATUS SAYS, AND WHAT IT DOES NOT

It says the business had the processes the law requires, a sample of its files showed them in use, and a director signed the declarations. It does not say that every placement complied, that the business meets every obligation outside the standard, or that it holds any sector accreditation. A buyer remains free to make its own checks and can ask the agency for its outcome page. Education Supply Certified, for agencies that supply schools and colleges, is on page 4.

Add the audit from your dashboard. More at **ior.org/bior-audit**

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EDUCATION SUPPLY CERTIFIED, FOR AGENCY MEMBERS THAT SUPPLY SCHOOLS AND COLLEGES IN ENGLAND

The BIOR audit for agencies that supply schools and colleges.

Education Supply Certified means a supply agency has had its safeguarding policy, its safer recruitment procedure and a sample of its worker files read, line by line, against the checks Keeping Children Safe in Education requires, by The British Institute of Recruiters, within the last two years. The Government Commercial Agency (GCA) and the Department for Education (DfE) have approved The British Institute of Recruiters as an Accreditation Body under the GCA Supply Teachers and Education Recruitment Framework Agreement RM6376. The framework requires supply agencies to hold independently audited accreditation from an approved body. The framework is published by GCA at gca.gov.uk/agreements/RM6376.

£895 plus VAT for two years

For Agency Members. The audit fee can go on the same invoice as the membership fee, or be added later from the dashboard.

THE FACTS

THE AUDIT

1. All online. No visit.
2. The outcome within ten working days of your submission.
3. £895 plus VAT for two years. The Agency Membership fee is separate.
4. At twelve months a director's declaration on one page, free.
5. The standard is the BIOR Education Supply Certification Criteria, version 1.2.

THE RECORD

6. Every line of the outcome shown as met, not met or not applicable, in plain words.
7. BIOR chooses five worker files, plus one where an umbrella company is used. The agency does not choose them.
8. From the day you start it your verification page shows the certification in progress, so a school can see the work is under way.
9. Every certified agency is listed at ior.org/education-supply.
10. Your live BIOR badge for your website and email signature shows the certification and points at the live record.

WHAT A SCHOOL SEES

How a school checks it

A school, a trust or a framework buyer searches the agency at ior.org/verify, or opens the link on its badge. Every certified agency is listed at ior.org/education-supply. The record is published by BIOR from the live register, not by the agency.

Example Education Supply Ltd

Membership	**Certified Recruitment Business**
Audit	**Education Supply Certified to November 2028**
Standard	**Criteria version 1.2**
Checked	**today**

Live ior.org/verify

EDUCATION SUPPLY CERTIFIED
Audited by BIOR

WHAT IT DOES NOT SAY

The certification tells a school that your processes meet the standard and that a sample of your files showed them in use. You remain responsible for every worker you supply and for every obligation of your framework contract, some of which sit outside the audit. A school keeps its own duty under Keeping Children Safe in Education to check that the checks were made for each worker it receives.

Add the certification from your dashboard. More at ior.org/education-supply-certified

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