

RECRUITMENT & TRAINING INDUSTRY GUIDE

Updated July 2020



This is a guide to some of the resources available within the Business & IP Centre relevant to the recruitment and training industries.

Inside you will find sources of information such as market research (statistics, trends, developments), key companies, trade magazines, newsletters, and Internet sources.

This guide covers business aspects of the recruitment and training industries.

Start-Up Information



accessible via
electronic
databases

The Cobra database contains practical fact-sheets on all aspects of starting, running and managing a small business – including information on writing business plans, marketing, company structures etc.

It also covers the practical aspects of how to start and run particular types of businesses – outlining necessary skills, regulations, licences and legislation etc. and highlights other sources of information and advice available.

Available online at www.askaboutbusiness.org with a Manchester library card (also available to library card holders from Blackpool, Bolton, Lancashire, Oldham, Salford, Stockport, Tameside, & Trafford libraries).

Business Opportunity Profiles (BOP)

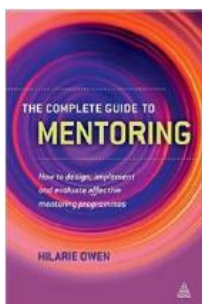
Business Trainer	BOP492
Executive Coach	BOP496
Executive Search Consultant	BOP428
HR Consultant	BOP433
IT Trainer	BOP332
Recruitment Agency	BOP084
Temping Agency	BOP226

Mini Business Profiles (MBP)

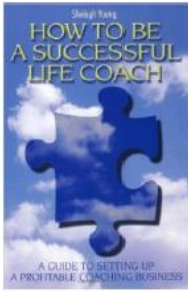
Business Network/Club	MBP327
CV Writer	MBP420
First Aid Trainer	MBP424
Public Speaking Coach	MBP172

Small Business Help Books

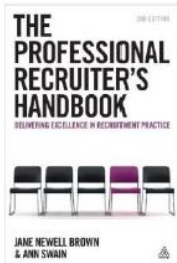
This is a collection of books with practical information aimed at those starting and running a business. Located in the Centre, unless otherwise stated.



Complete Guide to Mentoring by Hilarie Owen (Kogan Page, 2011)



How to Be a Successful Life Coach by Shelagh Young (How To Books, 2009)
Guide to setting up a coaching business including skills, choosing a client base, business structure etc.



Professional Recruiter's Handbook by Jane Newell Brown & Ann Swain (Kogan Page, 2012)
Guide to recruitment practice including candidate management, client acquisition, business strategy.

Market Research & Statistics

If you are planning on starting a business you will need to be aware of the latest trends, developments and opportunities within your industry which can all be found from market research.

Market research also covers market size and forecasts, consumer demographics and attitudes, the key players and products and will often include SWOT and PEST analysis showing areas of strength, weakness, opportunities etc.



- Corporate Wellness Services in the UK (UKo.008)
- Global HR & Recruitment Services (L6741.GL)
- Employment Placement Agencies in the UK (N78.100)
- Executive Search Recruiters in the UK (UKo.013)
- Technical & Vocational Education in the UK (P85.410)
- Temporary Employment Placement Agencies in the UK (N78.200)
- Universities in the UK (P85.421)

(Some of the UK reports above will also have equivalents for the US, Canada, Ireland & some other countries)



- Recruitment 2019
- Recruitment Consultants 2015
- Schools, Universities & Hospitals 2018

Trade Magazines and Newsletters

Useful for gaining inside knowledge, recent trends, industry news, company profiles, reviews of new products and services. Some contain annual reviews and company contact lists.



Executive Talent (formerly Search) (Association of Executive Search & Leadership Consultants, quarterly) [Available as a free eMagazine on the web]

www.aesc.org/insights/global-executive-talent-quarterly



Training Journal (Dods Group, monthly)

News and features for those involved in the learning and development sector, including coaching. There is company news, interviews, reviews of resources, conferences and a marketplace section.

www.trainingjournal.com (journal and back issues on website).

Internet Sources

Websites containing free sources of industry statistics, information and contacts.

Association of Employment and Learning Providers

Membership organisation for private, not-for-profit and voluntary sector training organisations, including apprenticeship schemes. Site includes news and policy documents. www.aelp.org.uk

Association of Executive Search & Leadership Consultants

International organisation (based in the US). Site includes news, resources, eMagazine, blogs, industry reports and global membership directory. www.aesc.org

Association of Independent Professionals and the Self Employed (IPSE)

Organisation for the professional self-employed including trainers and recruitment consultants. www.ipse.co.uk

Association of Recruitment Consultants

Trade association representing recruitment companies from all sectors. Site has information on the association, details of events etc. www.arc-org.net

Best Companies

Lists and profiles of the best companies to work for in the UK including small, medium, large and non-profits. Profiles include details of employment policies, progression, benefits etc. www.b.co.uk/the-lists

British Institute of Recruiters

Professional body for recruiters and HR. Website has details of membership, model terms, register of recruiters and industry supplier details. Members can access best practice guides and templates. www.ior.org

British Library Management & Business Studies Portal

Gateway to reports, articles, news and original content on the internet and in the British Library. Includes human resources management and employee relations. www.mbsportal.bl.uk

Chartered Institute of Personnel and Development

Professional body for people working in human resources. www.cipd.co.uk

Employee Benefits

Online news and information resource including a directory of suppliers. www.employeebenefits.co.uk

Executive Grapevine

Executive recruitment publishers. Some free articles, reports and data. www.executivegrapevine.com

Executive Research Association

Network of executive search professionals. Activities include events, training and a researcher directory. www.theera.org

Findcourses

UK directory of courses including training and career courses, further and higher education and short and hobby courses. Formerly Hot Courses. www.findcourses.co.uk

The Global Recruiter

Online version of the magazine. Includes news, features, job adverts and supplier directory. www.theglobalrecruiter.com/

HR Director Online

Website includes news, features, job search, events and searchable HR services supplier directory. www.thehrdirector.com

Institute of Consulting

Professional body for consultants in general (including HR and recruitment consultants). www.iconsulting.org.uk

Institute of Recruitment Professionals

Part of the Recruitment and Employment Federation. Website has legal resources, publications and details of events. www.rec-irp.uk.com

Institute of Student Employers

Formerly Association of Graduate Recruiters. Employer-led membership association of companies and organisations that employ graduates. www.ise.org.uk

Learning and Performance Institute

Website of the professional body for learning and development professionals. Details of the institute and information on careers, events, accreditation and standards. Contains research papers, webinars and industry news. www.thelpi.org

Learning & Work Institute

Independent research institute. Website has free reports and statistics. www.learningandwork.org.uk

Online Recruitment (OnRec)

Free news and information about the recruitment industry. Includes site and sector profiles, discussion forum and a directory. www.onrec.com

Payroll Centre

Resources for payroll professionals, news and regulations. www.thepayrollcentre.co.uk

Personnel Today

Online version of the industry weekly newspaper, now only available online. Includes latest news, blogs, resources and supplier details. www.personneltoday.com

Recruiter Magazine

Online version of the magazine. Includes news, analysis and job advert search functions. www.recruiter.co.uk

Recruitment Agency Expo

Details of the exhibitions held in London and Birmingham including free seminars. www.recruitmentagencyexpo.com

Recruitment and Employment Confederation

Main professional body for the recruitment and training industries. Site includes member directory and details of events but membership required for other information. Includes the Association of Executive Recruiters and the Interim Management Association. www.rec.uk.com

Recruitment Buzz

News and views on recruitment matters. www.recruitmentbuzz.co.uk

Training Journal

Website accompanying the Training Journal. Site include recent training news, directories of training course providers, training venues and suppliers to the training industry. Also job search facility, conference reports and details of awards. Magazine and back issues on the site. www.trainingjournal.com

Training Pages

Directory of over 25,000 courses, categorised by subject with an alphabetical listing of training providers and a venue guide. Free to register. www.trainingpages.com

Training Zone

Information for trainers. Includes news and features, useful downloadable documents, directories (of trainers, venues, suppliers, courses and coaches) and a job search facility. www.trainingzone.co.uk

UK Recruiter

'The Recruitment Knowledge Network'. Website includes online forums, supplier directory and newsletter. www.ukrecruiter.co.uk

Vault

Portal for career information. Includes employer guides, industry surveys, salary surveys, recruitment directories and networking. American but covers UK information. www.vault.com

Please note that every effort has been taken to ensure the accuracy of the information contained in this document, however some recently acquired items may since have been added to the collection.



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Business & IP Centre Manchester,
Central Library, St. Peter's Square, M2 5PD
0161 234 1990
businessinfo@manchester.gov.uk
www.manchester.gov.uk/bipc