



**Cullen
Scholefield**
Human Resource and
Management Consultants

CONFIRMATION OF BOOKING CIPD CERTIFICATE IN TRAINING PRACTICE

Please enrol me on the programme commencing for the following date and invoice me accordingly:

30 th September 2008	-	CARDIFF	<input type="checkbox"/>
7 th October 2008	-	CROYDON	<input type="checkbox"/>
28 th October 2008	-	CHESTERFIELD	<input type="checkbox"/>

Delegate Name (please print):		Direct Line:	
		Mobile:	
eMail:			
Authorised by (please print):		Job Title:	
Authorising Signature:		Direct Line:	
		Mobile:	
eMail:		Purchase Order No:	
Organisation Name:		Address:	
Telephone Number:		Date:	

Terms and Conditions:

1. The Certificate in Training Practice course fee is £2,500.00 plus VAT. The cost includes all workbooks, ten one-day tutorials and six months tutor support following the last tutorial. This qualification must be completed within the support period of 18 months. Additional 1:1 coaching is available if required at any time during the support period for a fee of £350 per ½day plus travel expenses. An administrative charge of £75 per day plus VAT is charged should a delegate miss a tutorial and require tutorial date(s) to be rescheduled.

Membership of the CIPD is NOT included.

NB. Individuals paying their own fees may be eligible for a Career Development Loan. Please contact us for further information.

2. Payment of invoices is required within 14 days of the invoice date or four weeks prior to the commencement of the course, whichever is the earlier.

3. We reserve the right to change dates and venues with prior notice.

4. In the event of a cancellation the following fee will apply:

21 to 30 days prior to commencement	50% of the programme fee
11 to 20 days prior to commencement	75% of the programme fee
10 days or less prior to commencement	100% of the programme fee

5. No refunds will be made should a delegate decide to withdraw from a programme

PLEASE FAX COMPLETED FORM TO: 01444 459 221



WORK-LIFE
BALANCE



INVESTOR IN PEOPLE

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