



**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:

16 th March 2010 - Provisional	-	Chesterfield	<input type="checkbox"/>
12 th May 2010 - Provisional	-	Cardiff	<input type="checkbox"/>
21 st May 2010 - Provisional	-	London	<input type="checkbox"/>
28 th May 2010 - Provisional	-	Douglas	<input type="checkbox"/>
8 th June 2010 - Provisional	-	Haywards Heath	<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.

For further information on financial assistance to support your learning, please visit www.direct.gov.uk/adultlearning or contact 0800 100 900.

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



Cullen Scholefield Maxwelton House 41 Boltro Road Haywards Heath West Sussex RH16 1BJ United Kingdom

Telephone: **0800 0185 052** Fax: **01444 459 221** Website: www.csgconsult.com eMail: develop@csgconsult.com

Cullen Scholefield Limited a company registered in England No: 3298304

