

Confirmation of booking

CIPD foundation qualifications at level three award, certificate or diploma in **Human resources practice** or **learning and development practice**

Please select which workshops you would like to join;

Workshop	Please tick appropriate	Workshop	Please tick appropriate
3LNA		3RTO	
3PDL		3MER	
3DLA		3PRM	
3ELA		3CJA	
3DCS		3SCO	
3DMS			

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

Please Note our terms and conditions overleaf

Please fax your completed form to: 01444 459 221



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Human resources practice or **learning and development practice**

Terms and Conditions:

The Award in HR Practice or LD Practice fee is £400.00 plus VAT for a 3 or 4 credits Award and £800.00 plus VAT for 6 credits Award.

The fee includes documentation, one Action Learning Meeting and up to 2 hours of advisory support for the smaller units and four hours for the six credit units. Assessment, which includes a site visit by the Cullen Scholefield Assessor, internal verification and certification are also included. All evidence will need to be provided in electronic format or hard copy.

1. **The Certificate in HR Practice or LD Practice fee is £2,650.00 plus VAT.**
The fee includes registration, documentation, workbooks and tutorials up to 28 credits and up to 20 hours of advisory support. Assessment, internal verification and certification are also included. All evidence will need to be provided in electronic format or hard copy.
2. **The Diploma in HR Practice or LD Practice fee is £3,500.00 plus VAT.**
The fee includes registration, documentation, workbooks and tutorials up to 36 credits and up to 30 hours of advisory support. Assessment, internal verification and certification are also included. All evidence will need to be provided in electronic format or hard copy.
3. Additional advisory support can be purchased at £150 per hour.
4. For further information on financial assistance to support your learning, please visit www.direct.gov.uk/adultlearning or contact 0800 100 900.
5. Travel expenses will be charged for visits outside Central London at a rate of 49p per mile. Air and/or rail fares will be charged at rates applying at the time of booking.
6. Membership of the CIPD is NOT included.
7. The qualification must be completed within 12 months of the start date.
8. Payment of invoices is required within 14 days of the invoice date or four weeks prior to the commencement of the qualification, whichever is the earlier. Delayed payment will impede the start of your programme.
9. We reserve the right to change dates and venues with prior notice. No refunds will be made should a delegate decide to withdraw from a programme.
10. Cancellations:
Cullen Scholefield will apply a cancellation charge should a candidate not attend a confirmed workshop or, require a booked 1:1 support session to be cancelled and rescheduled. The following charges will apply plus a contribution towards travel if appropriate. The fee will be £150 plus VAT. The notice periods are as follows:

6 - 10 days working days before the workshop or session	50% of £150 (plus VAT)
3 - 5 days working days before the workshop or session	75% of £150 (plus VAT)
1 - 2 days working days before the workshop or session	100% of £150 (plus VAT)

It is understood that there are times when sudden illness or emergency can prevent attendance and we would take this into account. However, in general if a candidate cannot attend and does not give us sufficient notice we will have to charge a fee according to the notice period given.

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