

Confirmation of booking

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

Please enrol me to upgrade from CPP to CHRP

Please enrol me to upgrade from CPP to DHRP

Please enrol me to upgrade from CTP to CLDP *

Please enrol me to upgrade from CTP to DLDP *

* As the CTP has not many exemptions to the CLDP or the DLDP we strongly recommend that Learning and Development specialists book a Respect Review with us so that we look at the viability of the new Level 5 Intermediate Certificates and Diplomas.

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 fax your completed form to: 01444 459 221



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

Please Note our terms and conditions overleaf

Terms and Conditions:

1. **The upgrade from the Certificate in Personnel Practice (CPP) to the Certificate in HR Practice (CHRP) fee is £800.00 plus VAT.**
The fee includes registration, documentation, workbooks and up to 4 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 upgrade from the Certificate in Personnel Practice (CPP) to the Diploma in HR Practice (DHRP) fee is £1,200.00 plus VAT.**
The fee includes registration, documentation, workbooks and up to 4 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. **The upgrade from the Certificate in Training Practice (CTP) to the Certificate in LD Practice (CLDP) fee is £1,200.00 plus VAT.**
The fee includes registration, documentation, workbooks and up to 4 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.
4. **The upgrade from the Certificate in Training Practice (CTP) to the Diploma in LD Practice (DLDP) fee is £2,400.00 plus VAT.**
The fee includes registration, documentation, workbooks and up to 10 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.
5. Additional advisory support can be purchased at £150 per hour.
6. For further information on financial assistance to support your learning, please visit www.direct.gov.uk/adultlearning or contact 0800 100 900.
7. 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.
8. Membership of the CIPD is NOT included.
9. The qualification must be completed within 12 months of the start date.
10. 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.
11. 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.
12. Cancellations:
Cullen Scholefield will apply a cancellation charge should a candidate require a booked 1:1 support session to be cancelled and rescheduled. The following charges will apply plus a contribution towards travel if appropriate:

6 - 10	days working days before the session	£50
3 - 5	days working days before the session	£75
1 - 2	days working days before the session	£100

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