



**Cullen
Scholefield**
Human Resource and
Management Consultants

CONFIRMATION OF BOOKING
CIPD PROFESSIONAL ASSESSMENT OF COMPETENCE (PAC)
EXECUTIVE ROUTE

Please enrol me on the Executive Route to PAC and invoice me:

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 fee for all four Fields of the CIPD Standards is £3,750.00 exclusive of VAT. The fee includes registration, documentation, and up to 10 hours of advisory support. 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.
2. Additional hours can be purchased at a rate of £150 per hour.
3. There will be no CIPD joining or subscription fee if the candidate is a current member of CIPD.
4. The duration of this support contract is 18 months from the start date.
5. Payment of invoices is required within 14 days of the invoice date or four weeks prior to the commencement of the programme, whichever is the earlier.
6. 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.
7. We reserve the right to change dates and venues with prior notice.
8. 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
9. No refund will be made should a candidate withdraw from the programme

PLEASE FAX COMPLETED FORM TO: 01444 459 221

