



## CONFIRMATION OF BOOKING

### CIPD PROFESSIONAL ASSESSMENT OF COMPETENCE (PAC)

#### EXECUTIVE ROUTE

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

<b>Delegate Name (please print):</b>	<b>Direct Line:</b>
	<b>Mobile:</b>
<b>eMail:</b>	
<b>Authorised By ( please print):</b>	<b>Authorising Signature:</b>
	<b>Job Title:</b>
<b>Direct Line:</b>	<b>Mobile:</b>
<b>eMail:</b>	
<b>Organisation Name:</b>	<b>Address:</b>
<b>Telephone Number:</b>	<b>Date:</b>

#### Terms and Conditions

1. The fee for the Executive Route to PAC is £3,750 plus VAT. This fee includes registration, documentation, up to 10 hours support including assessment (which may include a site assessment visit), internal verification and certification. The CIPD joining and subscription fees will need to be paid by the candidate. The duration of this support contract is 18 months from the date of the diagnostic meeting which is free of charge.

**NB. For individuals paying their own fees we have information on Career Development Loans. 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 programme, whichever is the earlier.

3. 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.

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

5. 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:

11- 20 days working days before the session	£50
6 - 10 days working days before the session	£75
1 - 5 days working days before the session	£100

6. No refund will be made should a candidate withdraw from the programme

**PLEASE FAX COMPLETED FORM TO: 01444 459 221**

