

Confirmation of booking

CIPD intermediate qualifications at level five award, certificate or diploma in
Human Resources Management (HRM) or **Human Resources Development (HRD)**

Please enrol me on the programme.

Delegate Name (please print):		Direct Line:	
		Mobile:	
eMail:			
Authorised by (please print):		Job Title:	
Authorising Signature:		Direct Line:	
We cannot offer a place without appropriate authorisation. Please ensure a purchase order number is quoted below.		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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CIPD intermediate qualifications at level five award, certificate or diploma in **Human Resources Management (HRM)** or **Human Resources Development (HRD)**

Terms and Conditions:

1. **The Award in HRM or HRD fee is £750.00 plus VAT.**
The fee includes registration, documentation, up to one Action Learning Meeting and up to 2 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. **The Certificate in HRM or HRD fee is £2,900.00 plus VAT.**
The fee includes registration, documentation, up to three Action Learning Meetings and up to 20 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.
3. **The Diploma in HRM or HRD fee is £3,500.00 plus VAT.**
The fee includes registration, documentation, up to four Action Learning Meetings and up to 30 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.
4. Additional advisory support can be purchased at £150 per hour.
5. For further information on financial assistance to support your learning, please visit www.direct.gov.uk/adultlearning or contact 0800 100 900.
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. Membership of the CIPD is NOT included.
8. The qualification must be completed within 12 months of the start date.
9. 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.
10. 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.
11. **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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