



**Cullen  
Scholefield**

Human Resource and  
Management Consultants

**CONFIRMATION OF BOOKING**  
**CIPD CERTIFICATE IN LEARNING & DEVELOPMENT PRACTICE**

Please enrol me on the programme commencing for the following date and invoice me accordingly:

- |                             |                |                          |
|-----------------------------|----------------|--------------------------|
| 12 <sup>th</sup> May 2010 - | Cardiff        | <input type="checkbox"/> |
| 18 <sup>th</sup> May 2010 - | Sheffield      | <input type="checkbox"/> |
| 20 <sup>th</sup> May 2010 - | London         | <input type="checkbox"/> |
| 21 <sup>st</sup> May 2010 - | Haywards Heath | <input type="checkbox"/> |
| 27 <sup>th</sup> May 2010 - | Douglas        | <input type="checkbox"/> |

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 Certificate in Learning & Development Practice course fee is £2,575.00 plus VAT. The cost includes all workbooks and tutorials up to and equal to a value of 28 credits. This qualification must be completed within the period outlined by the CIPD. Additional 1:1 coaching is available if required at any time during the support period for a fee of £350 per ½day plus travel expenses. An administrative charge of £75 per day plus VAT is charged should a delegate miss a tutorial and require tutorial date(s) to be rescheduled.

Membership of the CIPD is NOT included.

For further information on financial assistance to support your learning, please visit [www.direct.gov.uk/adultlearning](http://www.direct.gov.uk/adultlearning) or contact 0800 100 900.

2. Payment of invoices is required within 14 days of the invoice date or four weeks prior to the commencement of the course, whichever is the earlier.

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

4. In the event of a cancellation the following fee will apply:

- |                                       |                           |
|---------------------------------------|---------------------------|
| 21 to 30 days prior to commencement   | 50% of the programme fee  |
| 11 to 20 days prior to commencement   | 75% of the programme fee  |
| 10 days or less prior to commencement | 100% of the programme fee |

5. No refunds will be made should a delegate decide to withdraw from a programme

CIPD approval pending

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



WORK-LIFE  
BALANCE



INVESTOR IN PEOPLE

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