



# CIPD Flexible Learning<sup>+</sup>

## Application form

ADVANCED  
AND FOUNDATION  
LEVEL  
QUALIFICATIONS



Exclusively delivered by



# Price and payment options

	Price
<b>Advanced Level</b>	
Advanced Level Diploma (HRM or HRD)	£9,500 (special promotional price when buying the whole programme upfront. Price for buying in one year blocks: £9,750)
Advanced Level Certificate – year 1 (core units 1 and 2 plus two optional units)	£5,125
Advanced Level Certificate – year 2 (core units 3 and 4 plus two optional units)	£4,625
Advanced Level Certificate (Combination of four HRM or HRD optional units)	£4,100
Masters extension	call for more information
<b>Foundation Level</b>	
Certificate in HR Practice or Certificate in L&D Practice	£2,950

It is also possible to purchase individual units or units in blocks of two. Please contact the MOL customer advisor team on **0303 333 1463** for more pricing information.

Prices valid for enrolments on programmes starting before 31 December 2011.

Please note, there is no VAT to pay.

Self-funding students can pay for all qualifications by Direct Debit in monthly instalments.

Please call us for specific details.

CIPD membership is mandatory for studying this programme. CIPD membership fees and exam fees are not included in the price above.

Please visit [cipd.co.uk/flexible-learning](http://cipd.co.uk/flexible-learning) for programme information.

# Application form

If you have any queries when completing this application form, please don't hesitate to contact a member of the MOL customer advisory team on 0303 333 1463 for assistance. Please tick boxes as appropriate and complete this form in BLOCK CAPITALS using black ink.

## 1. Personal details

Mr  Mrs  Ms  Miss  Dr

First name \_\_\_\_\_

Surname \_\_\_\_\_

Date of birth \_\_\_\_\_

Home address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Nationality \_\_\_\_\_

Home telephone \_\_\_\_\_

Email\* \_\_\_\_\_

Mobile phone \_\_\_\_\_

### CIPD Membership Number (if in membership)

**NB. CIPD Membership is mandatory for studying this programme. Visit [cipd.co.uk/membership](http://cipd.co.uk/membership) for further information.**

## 2. Support needs

If you need support because of the following, please tick as appropriate below. This will help us to make any reasonable adjustments to support you in your studies. Please see the terms and conditions on the reverse of this form for how the data in sections 2 and 3 will be used. If you prefer not to provide this information please tick in the boxes 'Not known/information not provided'.

### L15 – Health issue/Disability

- 01 Blind/Visual impairment
- 02 Deaf/Hearing
- 03 Disability affecting mobility
- 04 Other physical disability
- 05 Other medical condition (eg epilepsy, asthma, diabetes)
- 06 Emotional/Behavioural difficulties
- 07 Mental health difficulty
- 08 Temporary disability after illness (eg post-viral) or accident
- 09 Profound complex disabilities
- 10 Asperger syndrome impairment
- 90 Multiple disabilities
- 97 Other
- 98 No disability
- 99 Not known/information not provided

### L16 – Learning Difficulty

- 01 Moderate learning difficulty
- 02 Severe learning difficulty
- 10 Dyslexia
- 11 Dyscalculia
- 19 Other specific learning difficulty
- 20 Autism spectrum disorder
- 90 Multiple learning difficulties
- 97 Other
- 98 No learning difficulty
- 99 Not known/information not provided

\* Email will be sent to third party courier for delivery tracking.

Please tell us about any essential dietary requirements.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 3. Ethnicity

Please indicate which category best describes your ethnic origin:

- 11 Asian or Asian British – Bangladeshi
- 12 Asian or Asian British – Indian
- 13 Asian or Asian British – Pakistani
- 14 Asian or Asian British – any other Asian background
- 15 Black or Black British – African
- 16 Black or Black British – Caribbean
- 17 Black or Black British – any other Black background
- 18 Chinese
- 19 Mixed – White and Asian
- 20 Mixed – White and Black African
- 21 Mixed – White and Black Caribbean
- 22 Mixed – any other mixed background
- 23 White – British
- 24 White – Irish
- 25 White – any other White background
- 99 Not known/Not provided
- 98 Any other: \_\_\_\_\_

What is your main spoken language (if not English)?

\_\_\_\_\_  
\_\_\_\_\_

## 4. Education

Please give details of the highest level of education achieved. Your education and career history will help us to identify how you will benefit from this programme.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previously completed CIPD qualifications

\_\_\_\_\_  
\_\_\_\_\_

Professional Education and Membership(s)

\_\_\_\_\_  
\_\_\_\_\_

## 5. Current employer details

Your job title \_\_\_\_\_

Company name \_\_\_\_\_

Your work address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Your work telephone \_\_\_\_\_

Your work email (if different) \_\_\_\_\_

Your work fax \_\_\_\_\_

Training manager name \_\_\_\_\_

Training manager address (if different) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Training manager telephone \_\_\_\_\_

Training manager email \_\_\_\_\_

## 6. Career history

Previous job title(s)	Employer	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Preferred venue (eg London, Manchester etc)

First choice: \_\_\_\_\_

\_\_\_\_\_

Second choice: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 9. Programme and unit choice(s)

Please complete either 9a Foundation Level or 9b Advanced Level

### 9a. Foundation Level

Which Foundation Level Qualification are you purchasing?

- Certificate in Human Resources Practice
- Certificate in Learning and Development Practice

Or

### 9b. Advanced Level

Please indicate which Advanced Level Qualification you are purchasing. See reverse for purchase options. Please visit [cipd.co.uk/flexible-learning](http://cipd.co.uk/flexible-learning) for programme detail:

- Advanced Level Diploma (HRM or HRD) (choose four optional units)
- Advanced Level Certificate – Year 1 (choose two optional units)
- Advanced Level Certificate – Year 2 (choose two optional units)
- Advanced Level Certificate (HRM or HRD) – Optional units only (choose four optional units)
- Masters extension** (only available if you have chosen or are completing the Advanced Level Diploma)

Please indicate which optional units you are choosing for your qualification:

#### HRM optional units

- Resourcing and talent management
- Managing employee relations
- Employment law
- Reward management

#### HRD optional units

- Learning and talent development
- Leadership and management development
- Designing, delivering and evaluating L&D provision
- Knowledge management and organisational learning

It is also possible to purchase individual units or units in blocks of two. Please contact our Customer Adviser Team on **0303 333 1463** for more information or advice on completing this section.

You may be able to apply for exemptions from some of the Advanced level modules depending on previously achieved CIPD postgraduate level or other Masters level qualifications. Please contact our Customer Adviser Team on **0303 333 1463**.

## 10. Learning materials delivery

Learning materials can be delivered to either your work or home address. Someone must be present at address to sign for delivery. Please tick the relevant box.

- Work address\*    Home address\*\*

Which email address would you like to use to access the virtual learning environment. Please tick the relevant box.

- Work email\*    Home email

\*Please ensure your work address and work email are provided in section 5.

\*\* Delivery time cannot be guaranteed.

## 11. Payment options

Please indicate who will be funding your programme fees:

- My employer will be funding 100% of my programme (please ensure section 12 is completed)
- I will be funding 100% of my programme myself (please complete section 13)
- My employer and I will both be funding the programme (please complete below)

\_\_\_\_\_ (% or £s) is my employer's responsibility (please complete section 12)

\_\_\_\_\_ (% or £s) is my own responsibility (please complete section 13)

Please ensure section 5 is complete if company funded.

## 12. Employer payment

(to be completed by the employer)

Please see the back page of this application form for further information and Terms and Conditions.

I confirm

(name of employer organisation) accepts responsibility for the programme(s) selected and accepts that the course fees are non-refundable.

Student's name

Authorising Manager's name (individual)

Position/Job title

Manager's telephone

Manager's email

Employing organisation (if different from above)

Manager's signature

Authorised invoice amount £

The invoice for the fees should be sent for the attention of:

Name (organisation/department)

Name (Individual)

Job title

Address

Postcode

Telephone

Email

Fax

Purchase order number (if applicable)

## 13. Personal payment

Please see the back page of this application form for further information and Terms and Conditions. As a self-funding student, I would like to arrange my payments as follows (please tick appropriate box):

Full payment prior to programme start date

Payments by initial fee and instalment schedule

I accept that the programme fees are payable in full and non-refundable

I would like to pay my initial/full (please delete as appropriate) programme fee by:

VISA

MASTERCARD

SWITCH/DELTA

CHEQUE (cheques payable to 'MOL' **and must be attached to this form**)

Card details

Name on card

Switch issue number

Expiry date

Please call me for these details

**Card or bank payments will not be processed until your application has been approved and your programme confirmed.**

## 14. Declaration

(to be completed by all applicants)

I confirm that I have a copy of the MOL Learning Agreement and that the information contained in this completed application form is correct and that payment details have been fully outlined in Section(s) 12, 13 (as applicable). I request MOL to reserve my place on the indicated programme and to order materials on my behalf. I confirm I have read and understood the Terms and Conditions and Data Protection information overleaf.

Signed

Date

## The Learning Agreement

The Learning Agreement summarises the main rights and responsibilities of the learner and MOL. It is important to retain a copy of this information for future reference.

**On commencing studies with MOL, you have the right to expect:**

- Clear and accurate information and/or advice about our learning programmes, programme costs, methods of study and assessment, qualifications and progression opportunities
- an application process which is efficient and learner-centred.

**As a learner, you have the right to expect:**

- an appropriate induction to MOL and your programme
- high quality provision backed up by appropriate administrative services
- regular discussions on your progress with a tutor
- additional support to help with a learning difficulty, disability, or other barrier which might restrict your learning
- safe and appropriate environments in which to study
- any complaint under the formal Complaints Procedure to receive a response within 15 working days and to be dealt with fairly

- access to MOL's policies and procedures (listed in the Student Handbook)
- your personal details to be handled sensitively and only disclosed to third parties in ways which support your progress and well-being or where required by law
- to be treated with respect regardless of class, sex, race, ethnic origin, religion, disability, age or sexual orientation.

**I, the learner, agree to:**

- pay all programme costs that are due from me to MOL and I understand that programme fees are not refundable
- attend all timetabled activities
- take responsibility for my own learning, completing all assignments as per my programme schedule
- conduct myself in a way which respects the rights of others and complies with MOL policies and procedures (listed in the Student Handbook)
- take responsibility for attending the correct exams
- inform MOL administration, within five working days, if my contact details change (eg new phone number, address)
- return all books or equipment loaned to me when I leave my course.

# Additional information and summary Terms and Conditions

## Paying for your programme

### For company-funded students (Employer payment)

An invoice will be issued for your programme fees. It will be sent to the person and place stipulated in Section 12 prior to the programme start date. Payment is due on receipt of invoice and can be made by BACS, cheque or credit card.

**If a Purchase order number is essential for payment of invoice, please ensure that it is stated in Section 12 or has been instigated and can be advised later.**

### For self-funded students (Personal payment)

An initial payment is required upon application. **This payment will not be processed until your application has been approved and your programme confirmed.** The balance of student fees can be paid for either in full before the programme start date (personal cheque or credit card) or via MOL's instalment schedule. The instalment schedule allows you to spread the balance of your programme fees across the course. After the initial payment, instalments are taken monthly by direct debit. Where a Direct Debit is cancelled the outstanding balance of the programme fees will immediately become due in full.

Student applications will be delayed if programme application forms or direct debit instructions are not correctly completed. Programme applications will only be processed if accompanied by the required initial payment details and direct debit mandate.

## CIPD Membership

The Chartered Institute of Personnel and Development (CIPD) requires all those pursuing CIPD approved qualifications to be registered as members. Fees are separate to those payable to MOL. There are a number of real benefits, including subscription to *People Management* magazine, access to the CIPD Website, Library and Information Services and invitations to Branch meetings for presentations and networking. The CIPD has now introduced an on-line registration facility [cipd.co.uk/](http://cipd.co.uk/) membership whereby you can pay by credit/debit card or your organisation can be invoiced for the fees. It is your responsibility to ensure that your CIPD membership is in place prior to the commencement of your programme as there are VLE (virtual learning environment) induction exercises and activities which you will need to complete prior to attending your first workshop, access to which is only available to CIPD members. For further information please call **0303 333 1463**.

## Programme Flexibility

We welcome applications from all individuals regardless of gender, race, religion, age or disability.

Once a student has commenced a programme with MOL, it is our policy to provide support to successful completion while the student remains committed to pursuing their qualification. When you commence your programme of study, you are committed to completing your programme schedule with your assigned MOL group. Where you are unable to attend a scheduled workshop/Action Learning Set/Tutorial you must notify MOL's admin. team (**0161 953 6215**) no later than 5 working days prior to the event so that an alternative can be scheduled. Where you fail to notify us, as above, you will be liable to a rebooking fee. For leavers, no refunds are given in view of the provision of materials and commitment of the majority of costs at the start of the programme. Any outstanding programme fees would be payable in full at the point of withdrawing from the programme. MOL reserves the right to engage a 3rd party to recover these fees. A charge for materials and administration will be made for applicants who withdraw prior to the start date having been accepted on a course and for whom materials have been ordered.

MOL programmes offer learners the flexibility to defer their studies at the end of each module, or module combinations, (Advanced level) or programme (Foundation level) of study, except where covered under our policy on personal mitigating circumstances. Deferral will not affect any agreed payment plan and payments will continue to be made as scheduled. Please contact MOL for further details (**0161 953 6215**).

## Contact Details

If you have any questions, please contact the MOL Customer Adviser Team on 0303 333 1463 or 0161 920 4207 for specific finance queries.

Please fax or post your completed form to:  
Fax: 0161 920 4103  
Address: MOL, D9, Moston Centre, Ashley Lane, Manchester M9 4WU

# Data Protection Act 1998

The information you provide will be anonymised and aggregated and shared with other government organisations for the purpose of administration, provision of career and other guidance, and statistical and research purposes, relating to education or training. Other organisations include the Department for Education, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the Young People's Learning Agency (YPLA), or partners of those organisations.

The Skills Funding Agency and YPLA are also co-financing organisations and use European Social Funds for the European Union to directly and indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. The Skills Funding Agency also administers the Learning Records Service (LRS), which uses your learner information to create and maintain a unique learner number (ULN). Further information about partner organisations and the ULN, and what they do, may be found at **[skillsfundingagency.bis.gov.uk](http://skillsfundingagency.bis.gov.uk)**, **[ypla.gov.uk](http://ypla.gov.uk)** and **[miap.gov.uk](http://miap.gov.uk)**

We may occasionally wish to update you on courses that may be of interest to you, your family or friends.

Please tick here if you do not wish to receive this information.

We will provide your details to the CIPD and its subsidiaries for them to despatch your CIPD Flexible Learning+ materials and set up your access to the virtual learning environment. For your security and peace of mind, CIPD and its subsidiaries will not supply them to any other organisation for marketing purposes.



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