



Qualifying the HR Profession



Application Form

MOL Flexible Learning Programmes
for Chartered Institute of Personnel and
Development (CIPD) qualifications

Application Form

If you have any queries when completing this application form, please don't hesitate to contact a member of the MOL team on tel: 0161 203 2103 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

Full name _____

Date of birth _____

Home address _____

Postcode _____

Home telephone _____

Home email _____

Mobile phone _____

2. Education

Please state number of passes at:

'O'/GCSE level _____

CSE level _____

'A' levels (please list subjects and results):

Subject(s)

Result(s)

Further/Higher Education (please list subjects and results.

Please include details of any previous CIPD studies including the college/provider):

Subject(s)	Provider(s)	Result(s)
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Professional Education and Membership(s)

CIPD Membership Number (if applicable)

3. Exemption

With a business degree, equivalent graduate professional qualification or post graduate award you may be eligible to apply for exemption from the Leadership and Management field of PDS. Please contact the MOL team on 0161 203 2103.

4. Current employer details

Your job title _____

Company name _____

Your work address _____

Postcode _____

Your work telephone _____

Your work fax _____

Your work email _____

Training manager name _____

Training manager address (if different) _____

Postcode _____

Training manager telephone _____

Training manager email _____

5. Career history

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

6. Special needs

We welcome applications from all individuals regardless of gender, race, religion, age or disability. We aim to ensure that we meet the requirements of all disability legislation. If you have a disability of any kind, please provide details below. This will help us to make any reasonable adjustments to support you in your studies.

7. Adding value

Please explain below how you think you will be able to contribute to and benefit from your chosen programme(s):

8. Programme choice(s)

Please tick the course you wish to study (tick one box only) -

- Certificate in Personnel Practice
- Certificate in Training Practice
- Leadership and Management
- People Management and Development (including Applied Personnel and Development field)
- Electives

If relevant please tick your four Electives choices -

- People Resourcing
- Learning & Development*
- Employee Relations
- Employee Reward
- Managing Organisational Learning & Knowledge*
- Managing The Training & Development Function*
- Management Development*
- Employment Law
- Applied Personnel and Development (Applied Standards) when completed as a separate field
- Advanced Professional Diploma in Employment Law
- 'Top-up' Diploma in Employment Law**
- MA in Strategic Human Resources

Please Note

* These four Development Electives will give you the Advanced Professional Diploma in Managing Organisational Learning and Development

I have included the awarding body fee.

**The Employment Law Elective plus the two day 'top-up' workshop and assignment will give you the Advanced Professional Diploma in Employment Law.

Awarding body fee included in programme fee.

Please list the CIPD fields you have already completed

9. Programme start

Preferred course start date

Preferred venue (ie London, Manchester etc)

10. Materials delivery

CIPD flexible learning materials can be delivered to either your work or home address. Please tick the relevant box.

- Work address Home address

11. Payment option

Please indicate who will be funding your programme fees:

- My employer will be funding my programme (please ensure section 12 is completed)
- I will be funding the programme myself (please complete section 13)

- My employer and I will both be funding the programme (please complete below)

_____ % is my employer's responsibility (please ensure section 12 is completed)

_____ % is my own responsibility (please complete section 13)

12. Employer payment

(to be completed by the employer)

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

I confirm _____

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

Student's name _____

Employer's name (Individual) _____

Company name _____

Position/job title _____

Employer's signature _____

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

Name _____

Job title _____

Address _____

Postcode _____

Telephone _____

Fax _____

Purchase order number (if applicable) _____

13. Personal payment

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

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
- Joint payments by my employer and myself

I accept that my initial payment is non-refundable

I would like to pay my initial (non-refundable) programme fee by:

- VISA
- MASTERCARD
- SWITCH/DELTA
- CHEQUE (cheques payable to 'MANCAT' and must be attached to this form)

Card details: _____

Name on card _____

Card number _____

Switch issue number _____

Expiry date _____

14. Declaration (to be completed by all applicants)

I confirm 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.

Signed _____ Date _____

ADDITIONAL INFORMATION WHEN COMPLETING YOUR APPLICATION FORM

Paying for your programme

For company-funded students

An invoice will be issued for your course fees. It will be sent to the person and place stipulated in Section 12 prior to the course 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

An initial payment is required upon application. 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 cost of your programme fees across the course. After the initial payment, instalments are taken monthly by standing order. Additional fees will be incurred if payment plans are not adhered to.

Please see accompanying sheet 'Programme Fees and Initial Payments' for further information. Student applications will be delayed if programme application forms or standing order mandates (available from the MOL team) are not correctly completed. Programme applications will only be processed if accompanied by the required initial payment and standing order mandate.

CIPD Membership

The Institute 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, whereby you can pay by credit/debit card or your organisation can be invoiced for the fees. Further details will be provided at your first workshop **please note that it is the responsibility of individual students to join the Institute.**

Programme Flexibility

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. **Non attendance or frequent deferral of workshops may attract an additional charge. 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. An admission charge 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. The materials must be returned unopened.**

MOL Contact Details

Please contact the MOL team -

Tel: 0161 203 2103
Fax: 0161 920 4103
Email: enquiries@mol-openlearning.co.uk
Website: www.mol-openlearning.co.uk
Address: MOL, D9, Moston Centre, Ashley Lane, Manchester M9 4WU

Data Protection Act 1998

The information you provide on this form will be passed to the Learning and Skills Council (the Council). The Council is registered under the Data Protection Act 1998. The registration is primarily for the collection and analysis of statistical data. The Council will collect and share this information with other organisations for the purpose of administration, careers and other guidance, statistical and research purposes. This will allow the Council and its partners to monitor performance, improve quality and plan future provision.

We may occasionally wish to update you on courses that may be of interest to yourself or your colleagues. Please tick this box if you do not wish to receive this information.