**2024 Enrolment Form**

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| **Personal Details** | | | | | | | |
| Title: (Mr/Mrs/Ms/Miss) | Surname | First Name(S) | | | Gender- Male/Female | | |
| **Contact Details**  Address (This address will used for all correspondence)  Postcode:  Mobile:  Other Contact Number:  Email: | | Date of Birth (dd/mm/yyyy):  Previous Surname (if applicable)  Permanent Home Address (If different from correspondence address)  Postcode: | | | | | |
| If you are an existing CMI Member please quote your membership number: | |  | | | | | |
| Course fees will be paid by **employer/ student** (please delete as appropriate).  When the employer will be funding the course, please provide relevant contact details below. An invoice will be sent to this contact directly:  Contact Name:  Company:  Address:    Tel:  Email: | | | | | | | |
| **Please tick here if you wish to pay by monthly instalments** | | | | | | |  |
| **Course Unit & Title** | | | **Date** | **Credits** | | | **Cost** |
| 501 – Principles of Management & Leadership in an Organisational Context | | | 25 January 2024 | 7 | | | £425.00 |
| 502 – Principles of Developing, Managing and Leading Individuals and Teams to Achieve Success | | | 7 March 2024 | 6 | | | £425.00 |
| 515 – Creating and Delivering Operational Plans | | | 25 April 2024 | 6 | | | £425.00 |
| 514 – Managing Change | | | 6 June 2024 | 5 | | | £425.00 |
| 504 – Managing Performance | | | 25 July 2024 | 5 | | | £425.00 |
| 518 – Managing Risk | | | 19 September 2024 | 6 | | | £425.00 |
| 513 – Managing Projects to Achieve Results | | | 31 October 2024 | 6 | | | £425.00 |
|  | | | **Full Diploma** | **41** | | | **£2,975.00** |
| **Award:** Learners must complete at least one unit to a minimum of 4 credits.  **Certificates**: Learners must complete any combination of units to a minimum of 13 credits.  **Diploma:** Learners need to complete all units to achieve the full diploma – minimum 37 credits.  **Assessment & Support**  For each unit a one-day workshop will be run covering the topic area for assessment. Each candidate will be provided with a Pathways to Management and Leadership workbook, and will be required to produce an assignment of between 3500 and 4000 words for each unit (Unit 509 and 515 are 2500 to 3000 words, Unit 504 is 3000 to 3500, and Unit 524 is 4500 to 5000). Throughout the qualification you will have your own dedicated Personal Tutor/ Assessor who will support you in successfully completing the qualification.  **TERMS & CONDITIONS**  **Payment:**  PPC offers a variety of payment methods to suit your needs – please speak to us on enrolment to agree a payment option that suits you.  **Cancelling Courses:**  All cancelations must be made in writing prior to the start date of the course. A fee of 100% will be levied in respect of any cancellation made less than 14 days prior to the commencement of the course. A fee of 50% will be levied for cancellation made between 21 and 14 days prior to commencement. Deferment of courses must be agreed with PPC in advance and will only be agreed in exceptional circumstances.  **Special Arrangements:**  If you have a disability and require any special arrangements, please inform PPC accordingly. | | | | | | | |
| **Booking Details**  Please reserve me a place on the following (indicate by ticking against each unit, or by ticking for the full diploma) | | | | | | | |
| **Course Unit & Title** | | | **Date** | | | **✔** | **Cost** |
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| 502 – Principles of Developing, Managing and Leading Individuals and Teams to Achieve Success | | | 7 March 2024 | | |  | £425.00 |
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| 513 – Managing Projects to Achieve Results | | | 31 October 2024 | | |  | £425.00 |
|  | | | **Full Diploma** | | |  | **£2,975.00** |
| Please note all candidates must have CMI Membership and access to Management Direct.  **We will register you with CMI for the qualification you are undertaking. If you are an existing member please note your membership number above. The fees in this respect, which are in addition to the above, are:**  **Award:** £137.00  **Certificate**: £187.00  **Diploma:** £250.00 | | | | | | | |
| I have read and agree to the terms and conditions above:  **Applicants Signature:**  **Date:**  Please scan your signed application form and send this by email to [ppconsultingltd@me.com](mailto:ppconsultingltd@me.com) | | | | | | | |
| **Jackie Barette**  **People Performance Consulting Ltd**  **Tel : 01534 720125**  **Mobile: 07797 759016**  **Email:** [**ppconsultingltd@me.com**](mailto:ppconsultingltd@me.com)  **Web:** [**http://www.ppconsulting.co.uk/**](http://www.ppconsulting.co.uk/) | | | | | | | |