|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | |
| Surname: | First Name(S): | | | | | |
| **Contact Details**  Address (This address will used for all correspondence)  Postcode: | Date of Birth (dd/mm/yyyy):  Mobile:  Other contact number if applicable:  Email: | | | | | |
| 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** |
| Unit 321 - Managing Own Personal and Professional Development | | 13th February 2025 | 5 | | | £425.00 |
| Unit 301 - Principles of Management & Leadership | | 27th March 2025 | 7 | | | £425.00 |
| Unit 302 - Managing a Team to Achieve Results | | 15th May 2025 | 6 | | | £425.00 |
| Unit 305 - Building Stakeholders Relationships using Effective Communication | | 26th June 2025 | 4 | | | £425.00 |
| Unit 312 - Managing Daily Activities to Achieve Results | | 4th September 2025 | 4 | | | £425.00 |
| Unit 318 – Managing Data & Information | | 16th October 2025 | 5 | | | £425.00 |
| Unit 311 - Contribution to the Delivery of a Project | | 27th November 2025 | 6 | | | £425.00 |
|  | | **Full Diploma** | **37** | | | **£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 2000 and 2500 words for each unit.  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** | |
| Unit 321 - Managing Own Personal and Professional Development | | 13th February 2025 | |  | £425.00 | |
| Unit 301 - Principles of Management & Leadership | | 27th March 2025 | |  | £425.00 | |
| Unit 302 - Managing a Team to Achieve Results | | 15th May 2025 | |  | £425.00 | |
| Unit 305 - Building Stakeholders Relationships using Effective Communication | | 26th June 2025 | |  | £425.00 | |
| Unit 312 - Managing Daily Activities to Achieve Results | | 4th September 2025 | |  | £425.00 | |
| Unit 318 – Managing Data & Information | | 16th October 2025 | |  | £425.00 | |
| Unit 311 - Contribution to the Delivery of a Project | | 27th November 2025 | |  | £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: £118.00  Certificate: £162.00  Diploma: £225.00 | | | | | | |
| 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/) | | | | | | |