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##### Registration & Booking Form

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##### Certificate and Diploma Programme Dates 2019-20

There are a number of options regarding how and when to attend the Institute of Directors’ Certificate and Diploma in Company Direction courses. At Leeds Beckett University, we are always happy to assist and advise you in choosing when to sit the modules required, but here are a few guidelines:

* In order to sit the Certificate examinations, delegates must first sit the appropriate modules (unless they have an exemption from the FfD module due to already having accreditation from the ACCA, CIMA, ACA etc – please apply to see if your qualification applies. Exemption from the module also means that you will obtain exemption from the examination)
* There is no designated order to the modules, although we always structure the Programme around our preferred order (RDB, FfD, SfD and then LfD)
* The IoD states that once a delegate has enrolled for the Certificate, they will complete their studies and examinations within 2 years – there is no set order that these must be completed in, and the time between sitting them is at the choice and convenience of the delegate
* Once all 4 (or 3 with exemption) modules have been sat, delegates can sit the Diploma (Developing Board Performance) course – the Certificate examinations do not have to have been sat before taking this module
* Delegates must register for examinations once the necessary Certificate or Diploma modules have been completed, directly with the IoD by contacting the Examinations team at examinations@iod.com Exams can be taken modularly and therefore throughout the Certificate Programme, but these must be booked in advance. The exams are held online and with remote invigilation, and details of this will be supplied by the examination body that the IoD have contracted to provide the service. Delegates should ensure that they have tested their IT equipment by logging on in advance to the examination website – details of how to do this are provided once they have registered for the exam(s).

**VERY IMPORTANT**: The deadline for exam registration is stated on this page <https://www.iod.com/training/qualifications/examinations#tab-DatesFees>. Deadlines cannot be extended, and so delegates must ensure that they meet them when registering!

The exam dates published to date for 2020 are:

|  |  |
| --- | --- |
| 29th January 2020 | 5th August 2020 |
| 4th March 2020 | 23rd September 2020 |
| 22nd April 2020 | 28th October 2020 |
| 20th May 2020 | 25th November 2020 |
| 24th June 2020 |  |

Full details of exam times will be given by the IoD upon registration; it is possible for delegates to book more than one module’s exam on the same day as long as they have attended the appropriate modules. Prices for the examinations are:

Individual module examination 2020: £200 + VAT

Certificate examination 2020: £600 + VAT

Diploma examination 2020: £600 + VAT

Please use the table below to indicate which module(s) you would like to book onto. The ‘cohorts’ of the Certificate are set out in columns – these are the suggested order of the modules, but it is not a requirement that these cohorts are adhered to or followed.

|  |  |
| --- | --- |
| **Module Name** | **Cohort – Date and Location** |
| **Leeds, Autumn 2019** | **Leeds, Spring 2020** |
|  |  |  |
| **The Role of the Director and the Board (2 days)** | 22nd – 23rd October 2019Leeds Beckett University, Leeds City Centre | 24th – 25th March 2020Leeds Beckett University, Leeds City Centre |
| **IoD Members price** | **Non-Members price** |
| £1,725 | £1,980 | 🞏 | 🞏 |
|  |  |  |
| **Finance for Non-Financial Directors (3 days)** | 19th – 21st November 2019Leeds Beckett University, Leeds City Centre | 28th – 30th April 2020Leeds Beckett University, Leeds City Centre |
| **IoD Members price** | **Non-Members price** |
| £1,990 | £2,230 | 🞏 | 🞏 |
|  |  |  |
| **Strategy for Directors (3 days)** | 28th – 30th January 2020Leeds Beckett University, Leeds City Centre | 19th – 21st May 2020Leeds Beckett University, Leeds City Centre |
| **IoD Members price** | **Non-Members price** |
| £1,990 | £2,230 | 🞏 | 🞏 |
|  |  |  |
| **Leadership for Directors (2 days)** | 18th – 19th February 2020Leeds Beckett University, Leeds City Centre | 16th – 17th June 2020Leeds Beckett University, Leeds City Centre |
| **IoD Members price** | **Non-Members price** |
| £1,725 | £1,980 | 🞏 | 🞏 |
|  |  |  |
| **Diploma – Developing Board Performance (3 days)** | tbc 2020Leeds Beckett University, Leeds City Centre  | 30th September – 2nd October 2020Leeds Beckett University or Salford Professional Development |
| **IoD Members price** | **Non-Members price** |
| £2,550 | £3,145 | 🞏 | 🞏 |

Discounts can also be offered on the Programme if delegates sign up to complete courses rather than individual modules:

|  |
| --- |
|  |
|  | **IoD Members price** | **Non-Members price** |
| **Certificate Programme** **(10 days)** | **£6,685**(Saving £745 over buying separately)  | **£7,580**(Saving £840 over buying separately) |
| **Certificate & Diploma Programme** **(13 days)** | **£8,985**(Saving £995 over buying separately)  | **£9,885**(Saving £1,680 over buying separately) |

**\*\* Please note \*\***

All prices shown on this booking and registration form are valid until 31st December 2020 for bookings made before that time. All fees are to be paid in advance of the start of the (first) module booked. The fees shown here **do not** include any examination fees or IoD membership costs.

**Terms & Conditions:**

**Programme requirements:**

* In order to be eligible to undertake the assessment for a Certificate/Diploma, delegates must attend all of the mandatory modules within a period of 2 years from the start of their studies
* Absence of more than 2 hours from any course day will mean that this part of the Programme will have to be retaken, incurring an extra day rate in full

**Cancellations and transfers:**

* Notice must be provided in writing
* Over 15 working days before the course start date: *full refund or transfer to future available course*
* 5-15 working days before the course start date: *50% of the fee is forfeited, 50% is credited to a future course*
* Less than 5 working days before the course start date: *full course fee is forfeited*

**The following terms apply to our provision of the course of study:**

* The course fee and the method and time of payment thereof is as set out above
* Cancellation charges will be levied as set out above
* All intellectual property used or created by the University in the design and delivery of the course, (including methods, techniques and processes) and in course materials are the property of the University, and you undertake and warrant that you shall not copy or reproduce any part of it other than for your own study purposes, nor transfer any part of it to a third person
* The University may suspend or terminate the course if student numbers fall below a viable level, or if circumstances beyond our control, including staff shortage, prevent delivery of the course without liability for any increased costs or expenses or, loss of profit, business, or contracts, or special indirect or consequential damage you may incur as a result
* Courses typically run between 9am and 5pm and costs include lunch and refreshments, but **exclude any accommodation required.**
* By enrolling on the course of study, you are deemed to have agreed to the above terms.



##### Registration Form

|  |  |
| --- | --- |
| Name: |  |
| Date of Birth:  | *(DD/MM/YYYY)*  |
| Are you a member of the IoD? | Yes 🞏 No 🞏 If yes, Membership No: …………………………….. |
| Have you attended a previous IoD course? | Yes 🞏 No 🞏 If yes, where? ……………………………………….. |
| Company Name: |  |
| Company Address: |  |
| Job Title: |  |
| Correspondence Address (if different from above): |  |
| **Tel. 1.** | **Tel. 2.** |
| **Email.** |
| Company’s chief activities: |  |
| Is the company…? | Public 🞏 Private 🞏 Proprietary 🞏 Family 🞏 Subsidiary 🞏  |
| Years as a Company Director: |  |
| Annual turnover (approx): | £ |
| Number of employees: |  |
| Your qualifications: |  |
| How did you hear about the IoD Programme in Leeds? |  |
| Signature: |  |

**METHOD OF PAYMENT**

|  |  |
| --- | --- |
| I enclose a cheque made payable to **Leeds Beckett University** | 🞏 |
| Credit Card Payment | 🞏 |
| Please invoice (name & address of invoicee)……………………………………………………………………………………………………………... | 🞏 |

Please return this form to:

**James Clark, IoD Programme Administrator, Leeds Beckett University, Room RB421, The Rose Bowl, Portland Crescent, Leeds LS1 3HB**

Tel: 0113 812 7550 E-mail: iod@leedsbeckett.ac.uk Website: <http://www.leedsbeckett.ac.uk/cpd/institute-of-directors-iod-programmes.htm>