

Your journey... #Getting aboard #Staying aboard



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The Institute for Professional and Executive Development – IPED
Cumbria - The United Kingdom of Great Britain & Northern Ireland

Before you get aboard....getting your boarding pass

Step 1:

>>> You have landed on our website or someone passed on information about us to you.

Step 2:

>>> You decide to contact us and express your interest in working with us.

Step 3:

>>> We respond and send you relevant information and an application document.

Step 4:

>>> You complete and return the application form to us >>> info@ipeduk.com.

Step 5:

>>> We review your application and update you on its status.

Step 6:

>>> You pay your approval fee – if any fee is payable; or

>>> We advise you that no fee is payable. If no fee is payable go straight to Step 9.

Step 7:

>>> You pay the fee, and send us proof of payment where required.

Step 8:

>>> Payment is received. We send you payment receipt confirmation and advise that all is good to go!

Step 9:

>>> You send us CVs of staff you intend to use in delivering the course(s).

>>> You send us photographic evidence of your centre's learning facilities such as classrooms, library facilities etc.

Step 10:

>>> We confirm receipt of your documents - then we commence approval evaluation. It will usually take us **72 hours** to complete this process and send you a decision or response.

Step 11:

>>> We confirm your approval, issue your approval documentation(s) and make all resources available to you. Then you are ready to start your business relationship with us.

Aboard...

Step 12:

>>> Register for your exam(s) at your convenience - pay fees – get confirmation of exam registration(s).

Step 13:

>>> Candidate(s) take exam(s) at an approved venue.

Step 14:

>>> Exam material(s) are sent to IPED for assessment.

Step 15:

>>> We issue result(s), and you are given the opportunity to dispute them if need be. Result dispute(s) are resolved.

Step 16:

>>> Certificates are dispatched to you.

Step 17:

>>> You check your certificate(s) and transcript(s) to ensure that everything is and looks ok. Raise any issue(s) with us if need be. Issue(s) resolved.

Step 18:

>>> You are happy with our efficient, and hassle free service.

