



IPED
- Institute for Professional and Executive Development -
Great Britain

Your journey.
#Getting aboard #Staying aboard

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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. We will usually do this within five (5) working days.

Step 6:

>>> We send you an invoice to 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:

>>> We send you approval evaluation (self-assessment) form to complete and return to us together with relevant supporting documents. The evaluation form is a simple questionnaire we use to assess your readiness to become an IPED affiliate organization. In most cases this is fairly straightforward – as we would have already provided you with our requirements in Step 3.

Step 10:

>>> You complete the evaluation form, attach all relevant supporting documents and return them to us.

Step 11:

>>> We confirm receipt of your documents - then we commence approval evaluation. It will usually take us two (2) weeks to complete this process and send you a decision or response.

Step 12:

>>> 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.

>>> Should there be any issue(s) preventing us from approving you, we will make this clear to you in writing and provide guidance on how to move your application forward. You will be given three (3) months to resolve highlighted issue(s). If you are unable to obtain approval within the three (3) month period, please go back to Step 4.

Aboard...

Step 13:

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

Step 14:

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

Step 15:

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

Step 16:

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

Step 17:

>>> Certificate(s) and transcript(s) are dispatched to you.

Step 18:

>>> 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 19:

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

Step 20:

>>> You do Steps 13 to 19 over and over again – all the while telling others about your journey.