



Your first choice for
**Management, Leadership
and Trainer Development**

PROMOTION*

Book before 30th June 2009



As a thank you for downloading this information pack DPG are offering all readers of the Noble HR Solutions newsletter the opportunity to **Save £325** on the cost of the Certificate in Training Practice programme when they book and pay by credit card in June 2009.

This offer is available to:

- Self funding delegates
- Company sponsored delegates
- Open programme delegates
- In-house programme delegates

To take advantage of this special offer call 0870 050 1131 now quoting NOBLEVATFREE

*DPG will pay the equivalent of your VAT saving you £373.50 on an open programme place. Your place must be booked and paid for by credit card before 30th June 2009. This offer is available to all new bookings and can not be used in conjunction with any other offer or promotion. If you are not able to pay by credit card then you may qualify for other Noble HR promotions, please call DPG direct on 0161 975 7777 for details, remember to quote NOBLEVATFREE when calling.

Read on for more details about how you can benefit from becoming a professionally qualified trainer with DPG working in partnership with Noble HR Solutions

CIPD Certificate in Training Practice

Provided by

DPG plc

(The UK's Leading Provider)



CIPD-approved centre

Information Pack

September & October 2009



www.certificate-in-training-practice.co.uk

This Information Pack Contains

- A brief introduction and a map of the our venues 5
- What are the benefits of you studying with us 6
- Compare our programme to the other major providers 7
- What delegates say about the programme & the tutors 8
- A bit of background to the programme 9
- An overview of the programme schedule 10
- What are the programme outcomes? 11
- The assessment methods and tutor support 12
- The open learning modules (included at no extra cost) 13
- How to book your place (Book  in June) 14
- The booking form – easy to complete and fax back 15
- Some frequently asked questions & answers 16
- Our standard terms and conditions 17

A Brief Introduction

This pack gives you a details of the Certificate in Training Practice (CTP) and should help you to decide that **the programme is right for you** and your career development.

Certificate in Training Practice which is considered by many to be the industry standard and is **the qualification most frequently asked for by employers**.

Once you have read this information pack, and you're ready to book your place or discuss any aspect of the Certificate in Training Practice programme you can call **Tracy Taylor** or **Sarah McEvoy** direct at DPG on 0161 975 7107. Remember to quote NOBLEHRVATFREE

Alternatively: e-mail: tracy.taylor@dpgplc.co.uk
web: www.certificate-in-training-practice.co.uk

DPG's Nationwide Venues

Edinburgh
Newcastle
Leeds
Warrington
Warrington
Nottingham
Birmingham
Cambridge
Milton Keynes
Bristol
London – Euston
London – Kensington
Plymouth



**In Company Programmes Also Available
Groups of 5 or more**



Look at the top 10 benefits you get when you choose DPG.

1. **DPG are the UK's leading provider** of the Certificate in Training Practice in the UK and because this is the only CIPD programme we deliver, you can be certain **we are dedicated to making you a success**.
2. **Guaranteed Pass** or your money back. All we ask is you attend all the workshops and hand in your assignments in on time. We then guarantee to support, coach and mentor you until you meet the CIPD's high standards. If you still don't pass **we will refund your course fee, no questions asked**.
3. **Flexibility to visit any other venue** if you are unable to make any of your workshop dates. This is a complementary service, offered to all our CTP students.
4. **Only 9 workshop days spread over 8 months** allowing you to fit your work and personal commitments around your study, **minimising your time out of the office**. All the workshops are 9am to 5pm, so there are no evening or weekend sessions to interfere with your home life either.
5. **No exams to sit**, just assignments to complete throughout the programme, making the whole process more **manageable and less stressful**. The assignments are marked and graded by your own personal tutor.
6. **Membership of the Chartered Institute of Personnel and Development** at Associate Level once you successfully complete the programme.
7. **No hidden costs**. Unlike other providers the price includes all your materials, moderation and your certification fees.
8. **Nationwide coverage**, with 12 centres across the UK held in top class venues. These venues provide you with lunch and refreshments at all workshops.
9. **Your own personal tutor** is available to support you face to face at workshops or by telephone and e-mail, throughout the programme. This dedicated support **increases your chances of success**. The level of support we provide was recently commended by the CIPD.
10. **A unique online resource centre** containing all the learning resources you need to support your study.

NO other provider offers you all these benefits and



you will pass.

CIPD Providers Comparison Chart - Certificate in Training Practice

Compare the features and benefits of the UK's 4 major CTP providers

* Research carried out March 2009 by www.RapidBI.com using information obtained from the

Major Providers	DPG plc	CIPD	BPP	MOL
*Number of active UK delivery locations	12	4	4	5
*Guaranteed Pass	Yes	No	No	No
*Duration of Programme	8 months	6 to 18 months	6 months	12 months
*Number of training days / sessions	9	Up to 18	10	13
*Can you visit a different location if a date does not suit you?	Yes	No	No	Yes
*Frequency and duration of workshops	1 workshop per month	2 to 5 day blocks per month	5 day blocks	1 workshop per month
Personal tutor assigned to you	Yes	Yes	Yes	Yes
Open Learning Modules included in the price	Yes	Yes	Yes	Yes
In Company programmes available	Yes	Yes	Yes	Yes
*Cost (Excluding VAT)	£2290 - £2490	£4195 - £7999	£2014	Not available on website

provider's public websites



What do our delegates say about studying with DPG?

Student comments on the CTP programme:

- “A really great programme, well organised and **highly recommended.**”
- “**A great programme that has inspired me** to continue with my learning further. Would highly recommend.”
- “**I enjoyed the programme and learnt so much.** The course material has inspired me to read and research more and I now feel educated about my job.”
- “I have really taken a lot away from this course and have started to implement and use in my work life. I am fully happy with the return on investment of the course and **I would recommend it to anyone working in an L&D environment.** I have been a trainer for 3 years, yet still found that I have grown whilst attending this course.”

Student comments on the CTP tutors:

- “An **excellent tutor.** Knowledgeable, supportive, challenging and a great person to learn from.”
- “My tutor was always approachable, explained things clearly and provided full support on projects. I have been on many internal & external courses and my tutor is **the best tutor I have ever worked with.**”
- “**The tutor was fantastic** and energised the sessions making them enjoyable whilst applying theory – very knowledgeable.”
- “**An excellent, first rate tutor.** I learnt a lot from him, he has a very engaging style and would like to thank him for his continued support.”
- “**My tutor was always available to help out....**really refreshing to have someone who supports you day and night!”

This is a sample of student feedback is from online evaluation.

Background to the Certificate in Training Practice

The CIPD Certificate in Training Practice is available from Development Processes Group plc (DPG) in two ways:

1. Open, public programmes where you will have the opportunity to learn and network with other like minded trainers from a wide variety of organisations.
2. Delivered within your organisation. If you have 5 or more trainers wanting to become professionally qualified at the same time DPG can tailor a programme to suit your needs running over any period from 6 to 18 months.

Whichever route you choose, the programme provides you with a means of becoming **professionally qualified** with the CIPD Certificate in Training Practice.

The way we deliver the programme is predominantly skills based, rather than wholly academic. This allows you to easily transfer the learning from the programme straight back into your day-to-day role.

The Certificate Programme is organised by the CIPD into four modules.

- 1. Training in Context**
- 2. Identifying and Prioritising Development Needs**
- 3. Designing Training and Assessment**
- 4. Delivering and Evaluating Training**

To pass the Certificate in Training Practice, you must:

- Complete the DPG programme which meets the Chartered Institute of Personnel and Development (CIPD) syllabus requirements.
- Undertake the assessed assignments to check your knowledge, understanding and skills.
- Undertake an assessed project related to an area of your work.
- Complete a record of your continuous professional development.
- Attend all 9 learning workshops

Overview of the Programme Workshop Schedule

To successfully complete the Certificate in Training Practice you need to attend 7 one-day workshops and 1 two-day workshop. All the workshops are held in top class venues around the country.

Workshop days run from 9am to 5pm, with your tutor being available before and after the events if you need to discuss anything on a one-to-one basis.

At DPG we keep the group sizes down to an average of just 12, this ensures everyone gets the support and attention they need to be successful. Occasionally the numbers on a workshop may go above 12, this is because we offer you the flexibility to visit another venue if you cannot make your scheduled dates.

Month	Duration	Workshop Title
Month 1	1 Day	Induction & Intro to Identifying Learning Needs
Month 2	1 Day	Identifying Training & Learning Needs
Month 3	1 Day	Designing Training & Learning Events
Month 4	1 Day	Assessment of Training
Month 5	2 Days	Core Training Delivery Skills & Evaluation
Month 6	1 Day	Delivery of Training & Learning Events
Month 7	1 Day	Training in Context & Personal Development
Month 8	1 Day	New Innovations & Professional Development

NB: The order or the title of modules may change as we regularly update the programme.



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The programme outcomes

These are the assessed outcomes as set by the CIPD and need to be met.

By the end of the programme you will be able to:

- Manage your own personal and **professional development**.
- **Build effective relationships** with colleagues and customers.
- **Identify, prioritise and agree learning needs** with individuals and groups, using appropriate methods of analysis.
- **Recommend learning and development opportunities** relevant to identified needs.
- **Design training** and development sessions for individual learners and/or groups.
- Prepare and/or **develop relevant materials and facilities to support training** and development sessions.
- Prepare, deliver and review a range of **practical learning sessions** for individuals and groups.
- Assess and **provide feedback to learners**
- **Evaluate training** and development sessions for individuals and groups, using appropriate methods making improvements as appropriate.
- Plan, monitor and **keep records of training sessions**.

During the programme you fully meet all the outcomes set by the CIPD.

Assessment Methods & Tutor Support

Assignments

You complete four assignments during the programme. Two of them are written and are between 1500 & 2000 words in length.

The first is called Assessment & Design and the second Training in Context. For each of them you are fully briefed and have continuing support from your tutor.

The other **two assignments are skills based**. For the first you produce a learning needs analysis report, and for the second you design and deliver a 30 minute learning event to your personal tutor and fellow students.

Just like the written assignments you are fully briefed beforehand and know the exact criteria you are being assessed against. Following each of the skills assignments you complete a short knowledge statement detailing the preparation you did and your reflections on the event and feedback received.

Work Based Project

Towards the end of the programme you produce a written work-based project of between 3000 & 3500 words. The project gives you the **opportunity to apply your newly acquired knowledge and skills and demonstrate your competence** in a specific area of your choice. You are fully briefed by your tutor as to what is expected and given support and guidance as and when you need it.

Personal Tutor Support

At the start of the programme **you are allocated a personal tutor** who facilitates the workshops at your venue and supports you throughout the programme. They also provide you with face-to-face support on workshop days and throughout the programme by telephone and via e-mail. **Your tutor is your first point of contact** for advice and guidance on all aspects of the certificate programme.

Your Open Learning Workbooks

Included within the cost of your programme is a **full set of open learning workbooks** that have been specially designed and written to meet the CIPD's latest standards. These modules play a key role in continuing your development between the workshops.

Each workbook has been specifically designed to help you meet the learning outcomes required by the CIPD and they are a **valuable source of reference** after you have completed the programme.

Your personal tutor advises you when to complete each open learning module, however as you receive the full set of workbooks on your induction day, you can choose to dip in and out of them **whenever it's convenient for you**.

The titles of the open learning workbooks are:

- Identifying development needs
- Designing learning programmes
- Creating and maintaining a learning environment
- Assessment and review
- Facilitating effective learning
- Facilitating learning and development through group-work
- Evaluation
- Training in context
- Personal development

The open learning modules provide you with all the information you need to successfully complete the programme. If you want to do some further research we would recommend the CIPD's website, www.cipd.co.uk and the book Training Practice by Penny Hackett which is published by the CIPD.

By now you should have a good understanding of what's needed to become a **professionally qualified trainer**. The next few pages guide you through the **easy process of booking your place** on to the programme.



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How to Book Your Place

Now you have decided **you want to become a professionally qualified trainer** and the Certificate in Training Practice delivered by DPG is right for you, follow this step by step guide to ensure your place is secured on the only programme that **GUARANTEES you pass** or your money back.

Step 1 – Choose a date & location

The programme is running every Autumn & Spring, locations and venues:

Edinburgh	Thistle Hotel, Edinburgh
Newcastle	Thistle Hotel, Newcastle
Leeds	Bewleys Hotel, Leeds
Warrington	Room Four Training Centre, Warrington
Nottingham	Thistle Hotel East Midlands Airport
Birmingham	Sapphire Training Centre, Coleshill
Cambridge	Quy Mill Hotel, Cambridge
Milton Keynes	Ramada Encore Hotel, Milton Keynes
Bristol	Engineers House, Clifton
London	Thistle Hotel Euston, London
London	Thistle Hotel Kensington Gardens, London
Plymouth	Copthorne Hotel, Plymouth
Liverpool	LACE Conference Centre

Step 2 – Let us know your choice

You can either call us direct on **0161 975 7107**, complete the booking form at the back of this pack and fax it back to us on 0161 975 7575 or drop an email to tracy.taylor@dpqplc.co.uk . Remember to quote **NOBLEVATFREE**

Whichever way you chose to make your booking you can be assured of a prompt and friendly response. We do recommend that you book your place now because **places are limited** and they do sell out fast.

Step 3 – Make payment

Once you've booked your place we will send you an invoice for the full cost of the programme. The cost is £2490 + VAT. If you are not currently a CIPD member we include the cost of membership (at approx £165 no VAT) on your invoice and register you as soon as payment is received.

Step 4 – You'll receive your joining instructions

Around two weeks before your programme starts you receive full joining instructions from us. They confirm the dates, venue and give you contact details for your personal tutor. You are now ready to start the programme. Remember **there is no pre work to complete** before the programme starts, and all your materials will be provided at your first workshop.



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DPG CIPD



NOBLEVATFREE BOOKING FORM

Programme	Induction Dates	Price (Ex-VAT)	Places
CTP London Euston	18 th September 2009	£2490	
CTP Birmingham	30 th September 2009	£2490	
CTP Warrington	24 th September 2009	£2490	
CTP Liverpool	30 th September 2009	£2490	
CTP London Kensington	28 th September 2009	£2490	
CTP Bristol	30 th September 2009	£2490	
CTP Nottingham	1 st October 2009	£2490	
CTP Leeds	6 th October 2009	£2490	
CTP Cambridge	7 th October 2009	£2490	
CTP Plymouth	12 th October 2009	£2490	
CTP Edinburgh	14 th October 2009	£2490	
CTP Milton Keynes	15 th October 2009	£2490	
CTP Newcastle	20 th October 09	£2490	
*CIPD Fees approx (expires 1 st Jul 2010)		£165	

*note – you must choose the CIPD fee option unless you are already a current member

Delegate Name(s):		Telephone Number(s):	
Email address(s):			
Invoice Address:			
Managers Name:		Telephone:	
Email:			

Registration forms and invoice will be sent within 7 days of receipt

Fax to DPG on 0161 975 7575

Call Tracy on 0161 9757107 or E-mail: tracy.taylor@dpgplc.co.uk

Go to www.dpgplc.co.uk for more information



Your place is only VAT free when you book and pay for your place by Credit Card before 30th June 2009.



Questions & Answers

Guaranteed Pass

Q. What's the catch with the guaranteed pass?

A. None. You just need to attend all your workshops and submit your assignments on time.

Completion of the CTP Programme

Q. What does this CTP Programme lead to?

A. Associate membership of CIPD and an internationally recognised training qualification.

Q. What can I do once I have completed this qualification?

A. Your options are wide ranging and include Coaching, Assessor or further CIPD qualifications. Your tutor can guide you towards the end of the programme.

The CTP Programme

Q. Why is your programme 8 months and other providers take longer?

A. Because our programme uses a blended approach of workshops and open learning, we are able to reduce the length of the programme without impacting on your work and home life.

Q. What happens if I can't make one of the events?

A. Don't worry, we offer flexibility across the programmes so you can visit another venue for the event you are unable to make.

Q. What happens if I become ill and can't complete the programme?

A. Don't worry you have the option to defer to another programme, as long as you complete within 2 years. If you are unable to complete within the 2 year period, we can accredit you for what you have completed.

Q. Do I have to complete an exam for this qualification?

A. No.

Q. Is there any pre course work that I need to complete?

A. No.

Cost & Payment

Q. How much does the CTP programme cost?

A. £2490 plus vat, and CIPD fees.

Q. Do you have any payment plans for self funding students?

A. Yes. You can pay by a deposit and interest free instalments.

Q. Are there any hidden costs?

A. No. The programme fees include all your materials, moderation and certification fees, and lunch at the venue.

CIPD

Q. Do you have to be a member of CIPD to study for the CTP?

A. Yes.



DPG plc Terms of Business

Address

All correspondence should be addressed to DPG plc, The Ellesmere, 93 Walkden Road, Manchester, M28 7BQ.

Registration

All registrations for the Certificate in Training Practice programme must be made on the official registration form. This becomes a binding contract when the student signs it. The person who completes the registration form is considered to be the student. Where a company or organisation is also named, they are also jointly and severally liable with the person who completes the form.

Charges and Payment

Sponsoring Employers

On receiving the registration form, an invoice for the full programme fees will be issued by DPG plc to be paid within 28 days.

Self Funding Students

For self funding students only, upon prior agreement with DPG plc payment may be made by deposit and interest free instalments.

Cancellation

If a booking is cancelled, the following fees apply:

More than 3 months before the start of the programme – 10% of fees.

2 – 3 months before the start of the programme – 25% of fees

1 – 2 months before the start of the programme – 50% of fees

Less than 1 month before the start of the programme – 100% of fees.

The prices quoted are correct at the date of publication. DPG plc reserves the right to adjust these prices. The company reserves the right to increase or decrease the charges at its absolute discretion.

DPG plc reserves the right to re-allocate the programme place to another person if fees are not paid on time. If you defer to a later programme there will be an administration charge equal to half the cancellation fee. If you withdraw from the programme and are paying in instalments the full amount is due immediately.

Cancellation of Programme by DPG plc

DPG plc reserves the right to alter or cancel a programme/published dates at any time without liability. In these circumstances, you will be offered an alternative programme, a credit note or a full refund.

Withdrawal from the programme

If you decide to withdraw from the programme for any reason there is a charge of £495 + VAT to rejoin the next programme at the same point you withdrew.

Changes

DPG plc reserves the right to change the programme scheduled, trainers, dates and venues at any time. DPG plc reserves the right to alter any of the content of the programme without prior notice.

Guaranteed Pass Conditions

As a delegate on the DPG Certificate in Training Practice programme, DPG plc guarantees you will pass the qualification within the CIPD's two-year time limit. If you do not meet the CIPD's standards within this timeframe DPG will refund your course fee (excluding CIPD membership fees) in full. In order to qualify for a refund you must meet the following two conditions:

1. You must attend every workshop (not necessarily at the same venue)
2. You must submit all your written assignments on or before the date agreed with your tutor.

If you do not attend every workshop or submit any assignment late then DPG will continue to support, coach and mentor you, but do not guarantee you will pass.

VAT Free Offer

To qualify for the VAT free offer the booking must be made and paid for by credit card during June 2009. The offer effectively reduced the cost of an open programme place from £2490.00 + VAT (£2863.50) to £2165.22 + VAT (£2490.00) Giving an effective saving of £373.50. The saving on in-house programmes is calculated the same way.

CIPD fees if applicable do not incur VAT and can either be paid separately to the cost of the programme or at the same time.