

# Experience Assessment

## Full Terms and Conditions

By signing the Experience Assessment Registration Form you confirm your acceptance of the payment terms set out on the form and of the following Experience Assessment Full Terms and Conditions.

### 1 Assessor Allocation

The Professional Discussion (PD) is a key part of the Experience Assessment process. On receipt of your completed Registration Form, the CIPD will contact you within two (2) weeks of receiving your registration and will agree a date for your PD to take place. The CIPD reserves the right to determine whether a change of Assessor is appropriate, for example where there might be a conflict of interests.

### 2 Suitable Alternative Venues

You may specifically request a face-to-face PD, but you will be responsible for any associated costs, including venue hire (if applicable) and the Assessor's travel and expenses costs. Suitable alternative venues are considered to be an alternative office space (including that of the candidate), hotel meeting facilities or other bookable meeting accommodation. Venues not considered suitable include hotel bedrooms and the residences of either the Assessor or the candidate.

You undertake that if you request an alternative venue, you will pay your Assessor's travel and expenses, provided that the Assessor has obtained your prior approval in writing and only charges expenses which are in accordance with the 'Experience Assessment Travel and Expenses Policy' which is available on request from the CIPD.

The CIPD will not be liable in any way for loss, damage or expense arising directly or indirectly from any failure or delay in performing any obligation under this agreement due to the occurrence of an event of force majeure.

### 3 Exceptional Scheduling

You may request for a PD to be scheduled on a weekend; this may be considered by the Assessor and would be subject to the exceptional scheduling charge. A request for rescheduling must be made in writing by email to [ea@cipd.co.uk](mailto:ea@cipd.co.uk), letter or fax on 020 8612 6905 and will be acknowledged in writing.

- Associate and Chartered MCIPD applicants – £725
- Chartered FCIPD applicants – £750

### 4 Rescheduling of Professional Discussion (PD)

Once a PD appointment has been agreed with your Assessor this is a fixed agreement. A request for rescheduling must be made in writing by email to [ea@cipd.co.uk](mailto:ea@cipd.co.uk), letter or fax on **020 8612 6905** and will be acknowledged in writing. Those candidates who wish to reschedule the PD appointment will be subject to a Rescheduling Surcharge.

Rescheduling requested:

- Within seven (7) working days from 'Registration confirmation email' being sent to you – no charge.
- From eight (8) working days after 'Registration confirmation email' being sent to you to eleven (11) working days prior to the PD – applicants for the Associate and Chartered MCIPD grades £200, applicants for Chartered FCIPD £250.
- From ten (10) working days prior to PD date – applicants for the Associate and Chartered MCIPD grades £725, applicants for Chartered FCIPD £750.

All rescheduled PD appointments must take place within six (6) weeks of the Final Submission\* date and you accept that failure to undertake the PD within this timeframe, unless there are 'Genuine Extenuating Circumstances', will result in you failing Experience Assessment overall. The Rescheduling Surcharge applies in addition to the Exceptional Scheduling fee (for a weekend PD) should this have previously been paid.

\*Final Submission date – The end date of your eight (8) week online assessment period.

## 5 Deferments/Extensions for 'Genuine Extenuating Circumstances'

The timeframes for the assessment process are fixed to ensure fairness and consistency. Only where you can demonstrate 'Genuine Extenuating Circumstances' may a free of charge rescheduling of the PD or any extension or deferment for the completion of any element of the assessment process be granted.

The CIPD reserves the sole discretion to determine whether you have 'Genuine Extenuating Circumstances' and any decision taken shall be final. Examples of genuine extenuating circumstances will include, but are not limited to, bereavement, serious illness (supported by a medical certificate), war or other action of the military or police forces, terrorism, riot, civil commotion, lockout or other industrial disputes (whether or not involving employees of the CIPD), fire, flood or other acts of God. For the avoidance of doubt, your failure to attend due to travel arrangements will not be considered an extenuating circumstance unless occasioned by a genuine extenuating circumstance as set out above.

## 6 Reasonable Adjustments

At the point of registering on Experience Assessment, it is your responsibility to inform the CIPD of any special requirements you have that may affect you undertaking Experience Assessment. The CIPD and its nominated Assessors will endeavour to make all reasonable adjustments to accommodate any special requirements, particularly in relation to those covered by the Equality Act 2010 or similar statutory provision.

## 7 Data Protection, Materials, Copyright and Confidentiality

All information you submit will be held securely and processed in accordance with the General Data Protection Regulation (GDPR) of 2018 and the CIPD **privacy policy**.

CIPD and its Assessors will neither disclose, nor permit members of its staff to disclose, any confidential information you provide unless required to do so by law.

All materials and documentation in any format created by the CIPD or its consultants as assessment or other aids, and used in the provision of the CIPD services, shall remain the property of the CIPD and cannot be used without the prior written permission of the CIPD.

The CIPD retains ownership of all its intellectual property rights. This means all patents, inventions, trademarks, service marks, registered designs, design rights, topography rights, copyright, database rights, trade secrets and other confidential information, know-how, business or trade names, and all other intellectual property and neighbouring rights, whether registered or unregistered and whether or not capable of registration.

By registering for Experience Assessment you confirm you agree to the use of your information in this way.

## 8 Literacy

You understand that the services provided by the CIPD are in English and you have sufficient literacy skills in order to achieve CIPD accreditation. (If English is not your first language, and you have already taken an International English Language Testing System (IELTS) test, a minimum IELTS score of 6.5 is needed for all CIPD programmes. IELTS have over 900 test centres around the world.) You can book a test at [http://www.ielts.org/test\\_takers\\_information.aspx](http://www.ielts.org/test_takers_information.aspx)

## 9 Application Submission Information

You confirm that you shall not submit any information to CIPD:

- that you know to be fake, inaccurate or misleading;
- that infringes intellectual property, publicity or privacy rights;
- which violates any legislation or regulations;
- which may be considered defamatory, libellous, hateful, racist, religiously biased or offensive, unlawfully threatening, unlawfully harassing, or sexually suggestive;
- for which you have been compensated or granted any consideration or received any special benefit;
- that contains any computer virus, worms or other potentially damaging computer programs; and
- that is not your own work, has been copied from material produced by others, from written sources, from the internet or from any other source.

## 10 Assessment Decision

The CIPD does not review your evidence before it is assessed by your designated Assessor. Your assessments are based solely upon the evidence that is presented for assessment during the Experience Assessment process. No further evidence may be submitted once the PD is concluded and you are therefore strongly advised to present any relevant evidence during the PD. Whilst the Assessor will request certain evidence, it shall remain your responsibility to present any evidence that you consider to be relevant to your assessment. You should note that you will not be automatically entitled to another membership grade if you do not meet the criteria (for the grade) you have been assessed against.

## 11 Delivery of Services

The CIPD does not allow members of its staff or Assessors to accept any money or gifts from clients or potential clients.

## 12 Complaints/Appeals Against Assessment Decisions

CIPD endeavours to ensure that the Experience Assessment process is fair, transparent and open to scrutiny. Our assessment procedure is rigorous and assessments are subject to standardisation as well as internal and external verification.

The Experience Assessment Complaints and Appeals procedure is available on request by calling **020 8612 6208**.