

## **Additional Services for Candidates** Experience Assessment

## Contents

Introduction .....	3
Advisory support during the assessment.....	3
Feedback and coaching after the assessment .....	3
Cost of additional services .....	4
Booking additional services.....	4

## Introduction

Comprehensive advice and guidance is available to all candidates through the Guidance pack and FAQs, both of which are available in the Experience Assessment online tool. You can use these to access detailed information on how to compile a successful application and to get hints and tips for each stage of the process.

Should you require support that is more tailored to your individual needs, additional services are available, at an additional cost:

- Advisory Support during the assessment
- Feedback and Coaching after the assessment.

## Advisory support during the assessment

This service has been designed to provide advice and guidance throughout the assessment process. You can use it to help identify the type of evidence that you need to support your application. The Advisory Support service will be delivered by a qualified Assessor, either over the telephone or via Skype and won't be the same person that will conduct your assessment.

Please note that this service is not designed to assess your evidence before you submit it, nor does it guarantee a successful application.

## Feedback and coaching after the assessment

When you've completed the Experience Assessment process you'll receive a feedback report. Your feedback report will highlight areas of strength based on your assessment, it will also outline areas that you'll need to concentrate on in your next continuous professional development (CPD) plan.

As an additional service, you can arrange a follow-up session with the Assessor who completed your assessment to explore the feedback in more detail and to address areas for future development. Typically, these sessions cover:

- detailed feedback from the Experience Assessment process
- your strengths and areas for development
- strategies to address areas of development

This service would normally take place four to six weeks after you've received your feedback report.

## Cost of additional services

All fees are charged on an hourly basis, regardless of whether you use the full hour or not. Fees are as follows:

### *Candidates applying for*

Associate or Chartered Member	£125 per hour plus VAT
Candidates applying for Chartered Fellow	£150 per hour plus VAT

## Booking additional services

If you have any questions about the additional services on offer, or would like to make a booking, please don't hesitate to contact us on **020 8612 6208** or [ea@cipd.co.uk](mailto:ea@cipd.co.uk)