

# Professional Development Programme (PDP) Registration Form



**PLEASE ENSURE ALL PARTS OF THIS FORM ARE COMPLETED IN FULL BEFORE SUBMITTING.**

If you have any queries regarding this document, please contact us on tel: 01344 630716  
or email: [pdp@ciob.org.uk](mailto:pdp@ciob.org.uk)

To register on to the PDP you need to be a Student Member or an Incorporate member.

Member no.

Membership class

Surname

Forenames

Address

Postcode

Mobile

Email

Please state which of the following applies to your current situation and supply the following details:

- Undertaking a sandwich degree course  Graduated and in full time employment  
 Undertaking a part time degree whilst in full time employment  GDP candidate

## PDP Fees

*Return this document with full payment or with invoice details.*

I enclose the PDP fees of:

- £300 (one off payment) **All fees paid are non-refundable by the CIOB**  
 Industrial placement student - defer payment until commencement of full time employment

*If the Company is to be invoiced directly for payment please provide the relevant details.*

Name & Address for invoicing

*Once you are registered you will receive a memory stick with all the PDP documents and a PDP Candidate User Guide.*

# LEARNING AGREEMENT

## CIOB Professional Development Programme

The **learner's employer** undertakes to provide an assessed learning programme that meets the CIOB requirements for the PDP. The employer will undertake to support the learner during the programme and provide opportunities for him/her to achieve the required standards.

Signature of employer

Print

The Learners Assessor undertakes to support and assess the learners evidence to meet the CIOB requirements for the PDP.

Signature of PDP Approved Assessor

Print

CIOB Assessor Number

The learner undertakes to draw full benefit from the programme and the support provided and promises to apply himself/herself diligently in order to achieve the required standards.

Signature of Learner

Learners Place of Work (*this should be the head or regional office not site address*)