**Name** (Block Capitals Please): …………………………………………………………………………………….

**Programme:** …………………………………………………………………… **Start date:** …………………

|  |  |  |
| --- | --- | --- |
| **Guidance** | **Tick** | **Find it here** |
| CDN LearnOnline |  | Prior to course starting |
| About CDN (CDN’s Course Handbook) |  | CDN LearnOnline/Programme/Handbook |
| CMI About CMI ManagementDirect |  | CDN LearnOnline/Programme |
| Content and Structure of Qualification |  | CDN LearnOnline/Assessment and then **Syllabus information folder** |
| CMI Assignment General Guidance, UHI Referencing Guides (short and long), Referencing Guide – MS Word functionality, CMI Command Verb Definitions, CMI Assessment Activity Definitions, CMI Assessment Submission Cover Sheet and a CMI Assessment Submission Extension Request |  | CDN LearnOnline/Assessment and linking to the **Assessment Information section** of the **policies and procedures area.** |
| Assessment briefs and marking schemes for both Units |  | CDN LearnOnline/Assessment and then **Assessment Briefs and marking schemes folder** |
| Submission dates |  | CDN LearnOnline/Assessment and then the separate **Submission dates document** |
| Session content mapped to Assessment Criteria  *(Emerging and Strategic Leader versions available to relevant cohorts)* |  | CDN LearnOnline/Assessment and then the separate **mapping document** |
| FAQs – some common questions relating to assessment documentation |  | CDN LearnOnline/Assessment and then the separate **FAQs document** |
| Programme certification |  | CDN LearnOnline/Programme Handbook |
| Attendance and absence procedures (including withdrawal from programme) |  | CDN LearnOnline/Programme Handbook |
| Awarding body information |  | CDN LearnOnline/Welcome |
| Discussion Forum (unique to each cohort) |  | CDN LearnOnline/Discussion Forum |
| **Policies and Procedures** |  |  |
| Statement – Academic Honesty |  | CDN LearnOnline/Programme and **Policies and Procedures folder** |
| Statement – Candidate Responsibilities |  | CDN LearnOnline/Programme and **Policies and Procedures folder** |
| Statement – Complaints |  | CDN LearnOnline/Programme and **Policies and Procedures** which links to **CDN’s website** |
| Statement – Data Protection |  | CDN LearnOnline/Programme and **Policies and Procedures** which links to **CDN’s website** |
| Statement – Equal Opportunities |  | CDN LearnOnline/Programme and **Policies and Procedures** which links to **CDN’s website** |
| Statement – Privacy Notice |  | CDN LearnOnline/Programme and **Policies and Procedures** which links to **CDN’s website** |
| Policy – Assessment |  | CDN LearnOnline/Programme and **Policies and Procedures folder** |
| Policy – Alternative Assessment Arrangements |  | CDN LearnOnline/Programme and **Policies and Procedures folder** |
| CMI Assessment Appeals Policy and Procedure |  | CDN LearnOnline/Programme and **Policies and Procedures folder** |
| Policy – Remediation and Reassessment |  | CDN LearnOnline/Programme and **Policies and Procedures folder** |
| Policy – Retention of Records |  | CDN LearnOnline/Programme and **Policies and Procedures** which links to **CDN’s website** |
| Policy and Log – Malpractice |  | CDN LearnOnline/Programme and **Policies and Procedures folder** |

Under the terms of the General Data Protection Regulation (GDPR), I am aware that my personal details and assessments are being shared with Awarding Bodies for registration, achievement and certification purposes.

I confirm that I have read and understood the CDN documents listed above and I know how to access the information.

Signature: ……………………………………………………………………… Date: ……………………………………….