

THE WORLD'S MOST RECOGNISED REWARD QUALIFICATION

Course guide 2015/16



Global Remuneration Professional®

10 two-day courses, each one followed by an exam, leading to the prestigious GRP reward qualification.

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MORE EFFICIENT YOU**

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HOW THE QUALIFICATION WORKS

The framework for your success

The GRP qualification combines the technical training necessary to design and administer global pay programmes with essential business acumen skills, helping you become a well-rounded compensation professional.

The strategic alliance between WorldatWork and E-reward.co.uk offers Global Remuneration Professional (GRP®) classroom courses in the United Kingdom to prepare reward professionals for certification through the WorldatWork Society for Certified Professionals.

You will need to participate in 10 two-day courses (modules), followed by successfully passing the associated exam. The courses typically start either on a Tuesday or a Wednesday (9am to 5pm) in London and the exam on the third morning (9am to 12 noon).

Once the required 10 modules have been completed you will have earned the prestigious Global Remuneration Professional (GRP®) designation.

This highly-respected designation communicates to employers and colleagues that you have the knowledge, skills and training needed to design, manage and deliver reward programmes that align with organisational goals and attract, motivate and retain top talent.

- The GRP designation is achieved by passing a series of 10 examinations.
- Each module takes 2½ days to complete: a two-day classroom course is followed by a half-day exam.
- Each course takes place in central London in a classroom style format. It is face-to-face, instructor-led training with approximately 15 students.
- Each course comes with a comprehensive manual.
- The exam consists of about 100 multiple choice questions based on what you will have studied during the course.
- The teaching faculty comprises highly-experienced experts recruited from among leading practitioners and consultants in the UK.
- Modules can be taken in any order you choose, but professionals new to HR, HR generalists and line managers would probably benefit from taking the foundation course first – Total Rewards Management (GR1) – as it offers a basic overview of terms that will be introduced in the other GRP courses.

The faculty

Our panel of UK instructors has been recruited from the world's most respected and qualified practitioners, consultants and educators. These highly-experienced experts have dedicated their careers to the total rewards profession. They will provide you with the critical advantage of showing you how to apply the facts and theory to real-life business situations that affect your organisation's bottom line.

More details can be found at www.e-reward.co.uk



THE BENEFITS OF THE GRP QUALIFICATION

Mastering the speciality of reward is a key differentiator of top performers and obtaining a professional certification is the best way to get you where you need to be.

The GRP (Global Remuneration Professional) qualification provides a foundation in all areas of reward management. It is internationally recognised with thousands of reward practitioners worldwide proudly displaying the designation after their name.

- Boost your confidence and stand out in your area of expertise.
- Enhance your credibility with employers and colleagues.
- Expand your professional network.
- Ensure your own marketability in a competitive global economy.
- Advance your career.

WorldatWork designations are known throughout the global HR and rewards community as marks of expertise and excellence in all areas of rewards. More than 20,000 reward/HR practitioners have attained a WorldatWork designation since certification was introduced in 1976.

The GRP designation has the global acceptance of numerous large multi-national companies, including Allianz, Deutsche Post, SAP and Shell International.

The GRP qualification is a global designation. Certification exams are uniform in all countries in which preparation courses are undertaken – whether in Australia, China, North America, Russia and – since launching here in September 2011 – the UK.

TOTAL REWARDS MANAGEMENT | GR1

Components, definitions and strategy

An ideal starting point, this basic-level course will teach you what is required to formulate a rewards programme that has the power to attract, motivate and retain – total rewards.

You will be introduced to the total rewards model and each of its components. Emphasis is given to the five elements of total rewards: compensation; benefits; work-life; performance and recognition; and development and career opportunities.

- Gain an understanding of total rewards management
- Delve into the five elements of total rewards
- Understand the critical role of the main drivers – organisational culture, business strategy and human resources strategy
- Learn the process of designing a successful total rewards strategy

What you will learn

Introduction to total rewards

- The evolution of rewards
- The total rewards model
- The total rewards approach
- The total rewards strategy

Compensation

- Elements of compensation
- Building a job worth hierarchy
- Components of a base pay structure
- Types of base pay
- Types of pay adjustments
- Variable pay

Benefits

- Elements of benefits
- Factors influencing benefits
- Income protection programmes
- Pay for time not worked programmes

Work-Life

- The work-life professional
- The work-life portfolio

Performance and recognition

- Performance management
- Performance management process phases
- Recognition programmes

Development and career opportunities

- Conduct annual development and career opportunities discussion
- Learning opportunities
- Types of development and career opportunities

Total rewards – Putting it all together

- Revisiting the total rewards model
- Drivers of the total rewards strategy
- The total rewards strategy
- The total rewards design process
- Total rewards design considerations

Who should register

This course is designed for professionals new to human resources, as well as HR generalists or line managers who want a basic overview of the components that can create an effective balance in employee rewards tools.

Be smart. Be certified. E-reward can help you achieve this internationally-recognised reward qualification.

QUANTITATIVE METHODS | GR2

Statistical tools to solve problems

This course focuses on general quantitative concepts, basic statistical tools, the mathematics of total compensation design and administration, mathematical modelling and regression analysis.

You will learn to consider data from numerous sources, with an emphasis on problem solving and decision-making.

- Learn basic quantitative concepts and the four levels of measurement
- Understand how to define and compare per cents, market index and compa-ratios
- Study the time value of money – including compound interest and the compound salary growth rate
- Find out how to collect, analyse and accurately display statistical data
- Learn how to determine central tendency and measures of central location
- Discuss measures of variability
- Explore shapes of distribution
- Gain an understanding of modelling and regression analysis

What you will learn

Statistics – Data, information and levels of measurement

- Why HR professionals collect and use data
- Five key questions to ask about the variable of interest
- Levels of measurement

Per cents and related issues

- Per cents
- Individual compa-ratio
- Department compa-ratio
- Market index
- Per cent difference
- Developing salary ranges
- Per cents in benefits management

Time value of money

- Compound interest and compound salary growth rate
- Constant midpoint progression
- Annuity payments

Statistics – Collecting, organising, grouping and displaying data

- Populations and samples
- Frequency distributions
- Organise, group and display data

Measures of variability

- Range
- Interquartile range
- Standard deviation
- Z-scores

Statistics – Shapes of distributions

- Interpreting distributions
- Normal distribution

Regression analysis

- Regression models in an HR environment
- Developing a regression model
- Cautions in the interpretation of correlations
- Multiple regression

Who should register

This course is intended for those individuals who are relatively new to the field as well as experienced practitioners who seek a basic treatment for applying statistics in total compensation management. Participants will benefit most from this course if they are proficient in the concepts covered in course GR1. It is assumed that participants have had no formal exposure to statistics, but are familiar with basic algebra.

JOB ANALYSIS, DOCUMENTATION AND EVALUATION | GR3

Matching the right methods to your organisation

This course examines the methods and processes that support job analysis, job documentation and job evaluation in order to attract and retain effective talent.

You will cover various methods of job evaluation including quantitative and market-based approaches. Exercises help you see how the methods outlined in the course can be put into practice in your own organisation.

- Review strategic concepts associated with job analysis, documentation and evaluation
- Learn how to approach job analysis planning and implementation
- Discuss job documentation and the necessary components and format for job descriptions
- Examine market-based and content-based job evaluations with a focus on quantitative and non-quantitative approaches

What you will learn

Strategic overview

- The total rewards model
- Building a base pay structure
- Terms and definitions

Job analysis

- Job analysis
- Sources of job information
- Job analysis communication
- Possible sources of error

Job documentation

- Types of job documentation
- Job descriptions
- Job description format
- Job description preparation

Market-based job evaluation

- Market-based job evaluation
- Considerations in data collection

Non-quantitative job evaluation methods

- Job content evaluation methods
- Ranking method
- Classification method

Quantitative job evaluation methods

- Job content evaluation methods
- Compensable factors
- Job component method
- Point factor method
- Quantitative plan summary

Selection and implementation issues

- Selecting a job evaluation strategy
- Implementation issues

The way forward is to be qualified. E-reward's fast-track route to get certified.

Who should register

If you have several years of experience in this area, you will find this course gives you a valuable review of standard practice and theory, along with an update on current trends in compensation.

BASE PAY ADMINISTRATION AND PAY FOR PERFORMANCE | GR4

Learn how to design a fair and competitive plan

This course provides an in-depth discussion of the principles, design, implementation and evaluation of an employee base pay programme. Exercises will show how to design a pay programme that is fair, competitive and supportive of your organisation's compensation strategy.

- Identify the relationship between an employee total rewards programme and an organisation's business strategy
- Discuss the design of base pay programmes and necessary considerations
- Discover what it takes to implement and deliver base pay
- Examine pay for performance merit pay systems, including development, utilisation and costing
- Address the effectiveness and efficiency of pay programmes through monitoring and evaluation
- Discern how and when HR should be involved in mergers and acquisitions

What you will learn

Role of base pay in total rewards

- The total rewards model
- The total rewards design process
- Introduction to base pay
- Job evaluation methods
- Job worth hierarchy

Designing base pay structures

- Base pay structure
- Building a base pay structure
- Pay structure design considerations
- Pay structure design
- Broadbands

Practical applications of base pay structure design

- Exercise 1: Market pricing approach
- Discussion exercise 2: Point factor approach
- Discussion exercise 3: Integrating market data into point factor

Base pay implementation and delivery

- Pay approaches
- Job-based pay
- Differentials
- Pay actions
- Communicating pay actions
- New hire pay rates

Pay for performance and salary budgeting

- Pay for performance
- Compensation strategy and philosophy
- Principles of merit pay programmes
- The base pay investment
- Merit increase guidelines
- Components of market-based salary budget

Administering and evaluating base pay programmes

- Monitoring pay levels
- Compression
- Maintaining pay structures
- Base pay programme review and audit

Mergers, acquisitions and base compensation

- HR involvement
- Key priorities for HR in the process
- HR participation on teams
- Integrating compensation plans
- Communicating compensation changes

*Initiative counts.
Be qualified.
Reward courses for busy
HR professionals.*

Who should register

This course is intended for emerging compensation practitioners with limited experience in developing pay structures. Knowledge of basic mathematical concepts such as mean, median, weighted average, compa-ratio, percentiles and calculating per cents is recommended, as well as an understanding of the concept of regression analysis.

VARIABLE PAY – IMPROVING PERFORMANCE WITH VARIABLE PAY | GR6

Designing for results

This intermediate-level course presents the fundamentals of variable pay. The course focuses on compensation strategy and variable pay, definitions and the design and implementation of incentive, recognition and bonus plans.

- Learn about the three categories of variable pay
- Identify common business strategies and objectives for achieving them
- Examine internal and external factors
- Discuss the activities for designing the structure of the plan
- Find out aspects to consider in establishing target performance and payouts
- Learn about funding and distribution of plan earnings
- Discover how to implement, communicate and evaluate the success of your plan

*Certification preparation
courses and exams for
reward professionals.
Show you're on top of
your game.*

What you will learn

Total rewards and variable pay

- Elements of compensation
- Categories of variable pay

Supporting business objectives through variable pay

- Business strategy
- Business strategy drives business objectives
- Business lifecycle
- Variable pay helps achieve business objectives

Types of variable pay

- Short-term incentive plans
 - Profit-sharing plans
 - Performance-sharing plans
 - Individual performance-based plans
- Long-term incentive plans
 - Equity-based plans
 - Non-equity based plans

Bonus plans

- Referral
- Hiring (sign-on) bonus
- Retention (stay) bonus
- Project completion bonus
- Recognition plans
 - Spot awards
 - Managerial recognition
 - Nominations
 - Organisation-wide recognition

Developing a variable pay plan – Phases 1 and 2

- Phase 1: Pre-Design
 - Considering internal and external factors
 - Obtaining management support
 - Identifying the design team
- Phase 2: Design
 - Determining plan objectives and plan type
 - Defining eligibility
 - Selecting performance measures

Developing a variable pay plan – Phase 3

- Funding and distribution
 - Determining performance targets and payouts
 - Funding the plan
 - Distributing plan earnings
- Final approval

Implementation and evaluation

- Plan implementation
 - Selecting the implementation team
 - Developing the communication plan
 - Introducing the plan
 - Co-ordinating plan administration
- Plan evaluation
 - Determining plan effectiveness
 - Why plans fail
 - Potential evaluation outcomes

Who should register

This course is designed for HR professionals responsible for designing, assessing or maintaining variable pay programmes.

INTERNATIONAL REMUNERATION – AN OVERVIEW OF GLOBAL REWARDS | GR7

Total remuneration within global organisations

This course offers an overview of total rewards and their role within global organisations. Topics include the development of effective compensation, benefits and work-life strategies that respond to organisational and environmental complexities, a discussion of expatriate pay assignments, an analysis of the influence of governments on rewards practices and the role of total rewards within the overall global management of human resources.

- Examine why companies globalise and the impact of it
- Identify internal and external influences that affect the design and delivery of global rewards
- Discover considerations to examine when developing a global compensation/rewards strategy
- Identify general benefits in different regions of the world that may serve as a starting point for developing a global benefits strategy
- Explore work-life, performance and recognition and development and career opportunities, and their effect on attraction, motivation and retention throughout the world
- Learn approaches and issues associated with managing international assignments
- Identify areas to assess and key factors related to successful cross-border mergers and acquisitions

What you will learn

Globalisation, remuneration and total rewards

- Globalisation
- The global business environment
- Total remuneration

Influences on reward systems

- Influences on total rewards
- The impact of culture
- Other influences
- Rewards planning
- Global practices

Global compensation practices

- Elements of compensation
- Factors to consider in compensation/remuneration
- Base pay delivery
- Variable pay delivery
- Executive compensation
- Effective global practices
- Compensation challenges

Global benefits practices

- Influences on global benefits
- Global benefits strategy
- Statutory and non-statutory benefits
- Cost of non-statutory benefit programmes
- Elements of benefits
- Social security
- Health care benefits
- Funding health and welfare benefits
- Retirement benefits
- Retirement benefit plans
- Other benefits
- Selection of benefits service providers

Work-Life, performance and recognition, development and career opportunities

- Total rewards in the global workplace
- Global performance management
- Other rewards
- Impact on total remuneration

Managing international assignments

- Definitions
- Evolution of international assignments
- International assignments
- Compensation systems
- Retirement issues
- Other issues

Cross-border mergers and acquisitions

- Definitions of key terms
- Cross-border mergers and acquisitions
- The role of HR
- The importance of culture
- Other global M&A issues
- Successful cross-border mergers and acquisitions

Who should register

This course is recommended for HR generalists and specialists from all functions seeking a broad understanding of total rewards policy and practices around the world. It serves as an overview of global practices in total rewards. It also serves as an introduction to global strategy.

STRATEGIC COMMUNICATION IN TOTAL REWARDS | GR9

Make sure employees 'Get it'

This module gives you an introduction to strategic communication, focusing on total rewards communication. It begins by establishing the purpose and value of strategic communication along with discussing how behaviours can be influenced by communications.

In addition, an eight-step process is detailed giving you guidance to create an effective and efficient communication campaign. Case studies provide participants an opportunity to apply the eight-step process. Furthermore, specific communications related to each of the total rewards elements are highlighted, as are suggestions for communicating special situations, such as a merger or acquisition.

- Learn the rationale for strategically planning a communication campaign
- Discuss the characteristics of effective communication
- Obtain an understanding of the eight steps of the communication process
- Identify the appropriate communication channel to deliver the message
- Cover specific total rewards communications considerations and special situations
- Find out how to effectively and efficiently manage your communication campaign

Position yourself for success. Reward education from WorldatWork and E-reward. Unlock your future.

What you will learn

Communication strategy and total rewards

- Total rewards concepts and components
- Value and purpose of strategic total rewards communication
- Effective communication
- Management's role in communication

Communication fundamentals

- Fundamentals of communication
- Characteristics of effective communication
- The strategic communication process

The strategic communication process: Steps 1-4

- Step 1: Analyse the situation
- Step 2: Define the objectives
- Step 3: Conduct audience research
- Step 4: Determine key messages
- Case study

The strategic communication process: Steps 5-6

- Step 5: Select the communication channel
 - Face-to-face
 - Paper-based
 - Technology-based
- Step 6: Develop the communications campaign

The strategic communication process: Steps 7-8

- Step 7: Implementation
- Step 8: Evaluation
- Case study
- Managing the communication campaign

Total rewards communication and special situations

- Total rewards communication
 - Compensation
 - Benefits
 - Work-life
 - Performance and recognition
 - Development and career opportunities
- Total rewards statements
- Special situations
- Working effectively with external vendors and internal communication departments

Who should register

This course is designed for those experienced in the employee compensation and benefits fields or for those who would like to broaden their total rewards perspective. Participants who have mastered the concepts in WorldatWork courses GR1 and GR4 would benefit most, as the course is highly participative and discussion oriented. This course is strategic in nature and is designed for participants who need to focus primarily on the design and direction of communication.

MARKET PRICING – CONDUCTING A COMPETITIVE PAY ANALYSIS | GR17

Avoiding analysis paralysis

This course will provide a consistent and effective methodology for market-pricing benchmark jobs within an organisation. Participants will have an opportunity to develop their data utilisation skills through practical classroom exercises.

- Review common compensation strategies, base pay structure design, and the establishment and use of a job worth hierarchy
- Discuss how market pricing can support an organisation's business strategy
- Discover data sources, data collection options, salary survey formats and use of job matching
- Learn how the data from salary surveys can help you develop the market rate for benchmark jobs
- Discuss the use of statistical analysis tools and aging, blending, weighting and slotting data
- Learn how to handle exceptions or special situations
- Find out how to best communicate market pricing to upper management and your organisation

What you will learn

Total rewards and the compensation function

- The total rewards model
- Compensation philosophy and strategy
- Base pay structure design
- Job worth hierarchy

Market pricing and business strategy

- Market pricing
- Terminology
- Market pricing steps
- Market pricing – advantages and disadvantages

Survey data

- Data sources
- Data collection
- Salary formats
- Job matching

Collecting survey data

- Survey selection
- Data integrity
- Multiple survey sources
- Statistical data points
- Documentation

Utilising survey data

- Utilising survey data
- Aging data
- Blending and weighting
- Regression
- Internal versus external equity

National Plastics and Rubber Manufacturing – A case study

- Case study

Exceptions and special situations

- Total compensation
- Incentives

Communication

- Communication with employees and upper management
- Organisation-wide communication
- Communication and survey sources

Who should register

This course is designed for compensation and HR professionals with an interest in or responsibility for identifying competitive rates of pay, job evaluation and compensation.

INTERNATIONAL FINANCIAL REPORTING STANDARDS FOR COMPENSATION PROFESSIONALS | T7

Learn the language all global rewards professionals should know

This course presents an introduction to International Financial Reporting Standards (IFRS). It will provide you with all the understanding you need to interact effectively with accounting and finance departments in your company.

- An overview of IFRS and the International Accounting Standards Board (IASB)
- Objectives of financial reporting and how to identify and work with key stakeholders
- Financial statements as they relate to your compensation and benefits work
- International Accounting Standard 19 (IAS 19) short- and long-term benefits, as well as post-employment and termination benefits

What you will learn

1. Introduction to the IASB and the IFRS

- Objectives of the IASB
- Structure of the standard setting body and sub-committees
- Conceptual framework
- IAS and IFRS standards

2. Objectives of financial reporting

- Relationship between the conceptual framework and stakeholders
- Providing information to the stakeholders of the organisation
- Who are the stakeholders?

3. Financial statements

- Content of the key financial statements
 - Statement of financial position
 - Statement of income
 - Statement of other comprehensive income
 - Statement of cash flows
 - Notes accompanying the accounts – the true source of information

4. IAS 19 Purpose and scope

- Concept of accrual accounting
- Basic principle that the cost of providing employee benefits should be recognised in the period in which the benefit is earned by the employee, rather than when it is paid or payable
- How is this done?

5. IAS 19 Short-term employee benefits

- Definition
- Types of short-term benefit
- Benefits that accrue
- Benefits that do not accrue
- Profit sharing and bonus plans
- Accounting treatment for short-term benefits
- Practical examples of treatments

6. IAS 19 Types of post-employment benefit plans

- IAS 19 Features of a defined contribution plan
 - Calculating the liability of a defined contribution plan
 - Accounting treatment of a defined contribution plan

- Practical examples of treatment
- IAS 19 Features of a defined benefit plan
 - Calculating the liability of a defined benefit plan
 - Methods of calculation including the reliance on actuarial and financial assumptions
 - Discounted cash flow techniques. Issues to be addressed, such as what is the appropriate discount rate

7. IAS 19 Other long-term benefits

- Accounting treatment of other long-term benefits
- Benefits that are immediately expensed
- Benefits that are accrued

8. IAS 19 Termination benefits

- Categories of benefits that qualify and the conditions that determine these categories
- Determination of the conditions for a plan
- Treatment of the benefits provision/ payments

Who should register

This course is perfect for HR and compensation professionals who have global responsibility for compensation and rewards programmes.

BUSINESS ACUMEN FOR COMPENSATION PROFESSIONALS | C8

In this competitive, global economy reward professionals are expected to go beyond the technical aspects of the job and think like a businessperson. In fact, strategic business understanding was one of eight key differentiators of top performers according to the *WorldatWork 2012 Total Rewards Professionals' Career Census*.

To gain this understanding, you must embody business acumen skills – knowing what's going on around you and how the business works internally and externally. Having a keen sense of business knowledge is essential for better decision making and driving long-term positive results for your organisation.

This module covers the essential skills, behaviours and actions that support the understanding and development of business acumen – helping you to learn to see "the big picture," understand finance concepts, recognise the important relationship between compensation plans and the bottom line and make wiser decisions.

- Learn what it takes to apply key business acumen skills and behaviors
- Understand, evaluate, and articulate the relationship between compensation and business outcomes
- Grasp essential financial concepts
- Know how your business works and recognise the relationship between the compensation plan and the bottom line
- Strengthen communication skills

What you will learn

Module 1: Introduction to business acumen

- Business acumen skills and behaviours and key competencies
- Importance of business acumen to organisations and individuals
- The global rewards framework
- Role of the compensation professional

Module 2: Knowing how business works

- Competitive strategies and market position
- Allowances
- Business life cycle

Module 3: Financial literacy

- Basics of financial reports
- Common profit measures
- Common metrics

Module 4: Evaluating the business

- Key performance indicators
- The organisation's bottom line and its impact on compensation
- Common tools and approaches for evaluation

Module 5: Communication and connections

- Building a knowledge network
- Identifying resources and where data comes from
- Importance of fact-based communication
- Engaging and contributing to discussions with non-compensation colleagues

*Invest in yourself today.
Further your professional
development as you
strengthen your skills.*

Who should register

This course has been designed to provide critical insights around business acumen and explores how the compensation professional can leverage these insights to maximise their role within their organisation.

THE SMALL PRINT

Course bookings

After we have processed your course booking we will send you an email to confirm the places we have reserved on your behalf. If you have not received confirmation within two days of making your booking please call us to make sure your booking has been received.

Payments

You will be sent an invoice covering the course fee. Credit card payments are also accepted.

Payment to E-reward.co.uk Ltd in GBP British Pounds is by BACS, wire transfer, cheque or credit cards.

Each ticket covers attendance for one person only for the duration of this 2½-day preparation course with certification exam on the morning of day three, and includes coffees, teas and light snacks during the lunch hour, as well as course materials.

All bookings are subject to VAT taxed at 20%.

Payment terms

It is a condition of booking that payment must be received by E-reward.co.uk before the start of the course or no later than 30 days from date of invoice, whichever is sooner.

Late payments

We understand and will exercise our statutory right to interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to agreed credit terms. Under the Late Payment of Commercial Debts [Interest] Act 1998 – as amended and supplemented by the Late Payment of Commercial Debts Regulations 2002 (to incorporate the features of European Directive 2000/35/EC) – we are entitled to charge:

- Debt recovery costs – £40 on debt up to £999.99; £70 on debt between £1,000 and £9,999.99.
- Statutory interest – 8% above the Bank of England reference rate (fixed for the six month period within which date the invoices became overdue).

Cancellations

Course delegates who advise E-reward.co.uk of their cancellation in writing via email (to paul@e-reward.co.uk) 30 calendar days before the start of the course will have their fees refunded – less an administration charge of 25% of the course fees.

No refund will be made for cancellations received less than 30 calendar days before the start of the course. Failure to attend the course will be subject to the same terms.

Transfers

Transfers may be made to any other GRP course in the UK organised by E-reward.co.uk subject to space availability. All course transfers must be made in writing via email (to paul@e-reward.co.uk).

Please note: We are unable to accept any transfer requests received less than 8 calendar day's before the start of the course and no refunds will be made.

Otherwise, transfer fees are as follows:

- 30 calendar days or more before the event – no fee
- 15–29 calendar days before the event – £150 + VAT
- 8–14 calendar days before the event – £250 + VAT

***Learn. Apply. Achieve.
Creating the senior
reward professionals
for the future.***

Joining instructions

Final course details and a venue location map will be emailed to course delegates at least three weeks before the event.

Documentation

You will receive your course materials on arrival for the first day of class – unless you have pre-paid £18 UK orders, £25 overseas (added to your course booking fee to cover postage and packaging costs) in which case we will dispatch the documents to you by post ahead of the event.

Hotel accommodation

Course delegates are responsible for their own accommodation.

E-reward.co.uk has arranged for delegates to receive discounted rates at Club Quarters Lincoln's Inn Fields. Please note: we do not receive any sort of payment or commission on these hotel bookings.

Other terms and conditions

The course programme is correct at the time of printing. We reserve the right to cancel a course at any time due to circumstances beyond our control. Where circumstances force E-reward.co.uk to cancel a course, we shall refund any fees paid for that particular course. E-reward.co.uk is not, however, liable for any consequential or indirect loss.

However, if the course is postponed for reasons beyond the direct control of E-reward.co.uk, this booking will be transferred to the revised date of the course and all these Terms and Conditions shall apply to any such transferred booking. Views expressed by the course instructors are their own. All advice provided at this course is for general guidance only. Any course delegates relying on information or advice given in the course of such training do so at their own risk.

The course schedule

Each module starts with registration and coffee at 8.45am.

The class starts at 9am and typically finishes at 5pm.

The exam takes place on the final morning and starts at 9am and finishes at 12 noon.

The venue

All our GRP courses are held in central London.

De Vere Holborn Bars

138–142 Holborn

London EC1N 2NQ

It's located right next to Chancery Lane underground station.

Will I need a visa?

A questionnaire on the UK Border Agency web site will help you to decide whether you need to obtain a visa before you travel to the UK. It also contains guidance on the type of visa that you might need. The questionnaire is for all foreign nationals who want to come to or transit the UK. ('Transit' means to pass through the UK on your way to another country without staying here.)

Please visit: www.gov.uk/check-uk-visa

Exam results

Once the exam scripts have been processed (about three weeks after the event), an email will be sent to you from **WorldatWork** with instructions on how to log into the WorldatWork web site to view your results.

Log into www.worldatwork.org with your ID and password. Click on **My Profile** in the upper right and then click on **My Education Transcripts**.

If you don't receive your exam results, please email or call WorldatWork Customer Relations department at customerrelations@worldatwork.org or +1 480-951-9191.

Passwords – if you have forgotten your password, under the log in screen at www.worldatwork.org there are tabs that say "I forgot my password" or "I need a password". If you are still having trouble, you can contact Customer Relations (contact information above).

Exam re-takes

If by chance you are unsuccessful in your exam, WorldatWork Society of Certified Professionals has partnered with Pearson VUE to deliver computer-based certification examinations at city locations throughout the world. The retail rate for an exam only is approx. \$200 for members (\$270 for non-members).

Computer-based testing (CBT) allows you to schedule your exam for the date, time and location that work best for you.

Registration for your exam must be made with **WorldatWork**, either online at www.worldatwork.org or by calling Customer Relationship Services at +1 480-951-9191 outside of the U.S. and Canada. (Your complete registration and payment must be received before you can schedule your exam.) Your receipt will instruct you to visit www.pearsonvue.com/worldatwork to set up an account with your name and email address.

Certificates

Once all of the exams have been completed (and passed) a GRP certificate is posted to the participant. We suggest that participants keep their certifications current (every three years). Information about re-certification can be found here: www.worldatworksociety.org

We do not offer individual certificates for passing each exam but a participant can make a copy of their transcript under their **My Profile** information on the WorldatWork web site if they need a list of what they have taken.

Get certified. Helping remuneration professionals reach the top.

ABOUT US

E-reward.co.uk

E-reward brings you all the latest thinking in reward management. Our insightful research, advice and guidance on the UK employee reward scene is relayed to the profession through our web site, e-newsletters, executive remuneration database, research reports, reward conferences and compensation & benefits courses. Our high quality, relevant information and guidance helps you improve your knowledge and understanding, form intelligent views and opinions and achieve your highest potential in reward management.

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WorldatWork

WorldatWork, the Total Rewards Association, is a not-for-profit organisation providing education, remuneration courses, conferences and research focused on global human resources issues including compensation, benefits, work-life and integrated total rewards to attract, motivate and retain a talented workforce. Founded in 1955, WorldatWork has nearly 30,000 members and professionals in more than 100 countries with training, certification, research, conferences and community.

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WorldatWork Society of Certified Professionals

WorldatWork Society of Certified Professionals, an affiliate of WorldatWork, has awarded more than 25,000 designations since 1976, signifying proficiency, mastery and skill for the individuals who have met the rigorous requirements to earn them. Society designations are recognised globally and highly valued by employers and other stakeholders who rely upon them, conveying excellence in the field and true dedication to the profession.

The WorldatWork Society of Certified Professionals is a separate not-for-profit legal entity with its own board of directors. Certification exams are administered and designations are issued by the society. Educational courses are administered by WorldatWork.

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