

## SHAPING EXCELLENCE TERMS AND CONDITIONS

**Shaping Excellence** is our early feedback programme designed to help us refine our self-directed training modules to participant expectations on delivery and outcomes. It is a “help us to help you” initiative of continuous improvement to ensure our professional credentials meet our stringent quality expectations and become highly valued in the employment market or as credibility enhancers and sales aids for employees.

We are making a small number of modules available to potential participants at highly discounted rates on the understanding those participants help us refine the modules by providing detailed feedback.

We appreciate there will be a substantial time commitment to complete our feedback forms, hence the discount in recognition of that time and commitment to participate fully.

For the programme, 20 units of specified modules will be made available at a cost of \$200 +GST(NZD). That is a discount of between 60% and 77%, depending on module and CEP membership status.

### Restrictions

- A maximum 20 units of each module will be released under the programme. This is deemed sufficient to provide a critical mass of feedback. Once the quota of 20 applications has been met for any module, it will be closed to new applications. Other modules may still be available if they have not hit quota.
- Applicants will be restricted to being enrolled in a maximum of 3 modules under the programme at any one time. This is to ensure a spread of participants and feedback across modules.
- Modules can only be released under the programme during standard working hours, i.e. weekdays 9.00am to 4pm. While applicants can register and purchase (with credit card) at any time, we need to open access manually for the discounted registrations. Similarly, access cannot be opened during our Christmas/New Year shutdown. Our office will close on 19<sup>th</sup> December 2025 and reopen on 5<sup>th</sup> January 2026. Anyone with access will be able to access materials during that time but we will not be able to open new accesses until after the break.
- Applicants choosing to pay by bank transfer must do so within 5 working days of their registration. Failure to transfer funds in this time will result in forfeiture of the registration at the discounted rate. Applicants can reapply but should be aware availability will cease when a module hits quota.

### Expectations on Participants

Participants are expected to provide detailed feedback in a timely manner. Specifically, applicants are expected to:

- Complete each module they are enrolled in within 3 months of commencement. Completing the module is defined as achieving the Completion Certificate for the module which includes successful completion of a Completion Quiz (unlimited attempts).
- Submit a feedback form after each Lesson of the module and an overview summary after completion.
- Participate in a feedback focus group, likely to be in the second quarter of 2026. These will be run per module.