



# HOW TO BOOK YOUR CORPORATE OR ACADEMIC AND PROFESSIONAL TRAINING COURSE WITH RMJPI LONDON BUSINESS ACADEMY

1. First of all, go to our website, [www.rmjpilondonbusinessacademy.com](http://www.rmjpilondonbusinessacademy.com).

**RMJPI - London Business Academy**  
Corporate & Professional Training...  
Convenient, Flexible and Affordable Training Programs

Products and Services • RMJPI - LBA • Corporate • Academic & Professional • Freelance • CONTACT • RMJPI HOME

**RMJPI - LONDON BUSINESS ACADEMY**

Let us help you achieve your objectives. Click on the links below for more information.

- RMJPI - LBA
- CORPORATE TRAINING**
- ACADEMIC & PROFESSIONAL TRAINING
- FREELANCE TRAINING
- CONTACT
- HOME

**WELCOME TO RMJPI - LONDON BUSINESS ACADEMY**

We provide business and financial training programmes for individuals, professional people, small medium size and start up businesses specializing in [Corporate Training](#), [Academic & Professional Training](#) and [Freelance Training](#). Our main business mission and objective is to provide convenient, flexible and affordable training through innovative programmes. We are regulated and accredited by several British and International Institutions as a tuition provider and [examination centre](#) of both professional and academic programmes.

We cater for a diverse range of learners offering both student centered learning strategies and easy access programmes on e-learning, part time, evenings, day release and weekend basis. We operate at various sites across London and the South East of England offering students a great degree of flexibility.

We differentiate our courses by providing small group interactive seminar style lectures specifically designed to get student's involvement and participation. Lecturers are equally trained to motivate and bring the best out of students with

**RMJPI London Business Academy**  
is accredited by several British Awarding Bodies. RMJPI - LBA is also a listed Tuition Provider for [ACCA](#), [CIMA](#) and an accredited centre for [ICM](#) Courses.

2. Find the course you would like to book on by visiting the Corporate Training or Academic & Professional Training pages. (In this example, we will click on the Corporate Training page).

**HOW TO BOOK YOUR CORPORATE TRAINING PACKAGE**

1. Once you have chosen the type of package you require, please click on the 'book now' button. Alternatively, use the quick links below.

You will then be able to choose from three different booking methods.

1. Print out an application form.
2. Complete an application on your computer.
3. Complete an application by registering with RMJPI London Business Academy Online.

Quick link to our [printable booking form](#)

- Professional and Experienced Tutors from a diverse business and marketing background. Examination practice questions and feedback.
- Customer Satisfaction - Guaranteed. We have various packages at sensible rates to suit all our customers.

**Corporate Training Packages**

**ICM Short Management Courses and CPD (Continuous Professional Development) Programmes**

**Details:** Intensive one or two day sessions/residential weekends. Currently offering the following continuous professional development and short management courses:  
Change Management, Leadership innovation & Enterprise skills, Assertiveness, Anger Management, Time management, Finance for non financial managers, Developing Team Performance, Accounting & Finance, Business Studies and Sales and Marketing.

Price: £510 / £1115 per course

**BOOK NOW**

**Management Studies**

**Brochure and Current Timetables:**

- [LBA Corporate Training Brochure](#)
- [ACCA & CIMA Day Release Timetable](#)
- [ICM CPD Courses Timetable](#)
- [ICM Management Courses Timetable](#)
- [On-Line Distance Learning Timetable](#)

**STUDENT PORTAL**  
Click to enter the password protected Student Support Area.

**ADMINISTRATION - Official Use**  
Click to enter the password protected Admin Area.

**AGENT AREA - Official Use**

3. Once on the Corporate Training page, find the course you wish to book on and click the 'Book Now' button. (In this example we will be clicking on the ICM Course 'Book Now' button).

### 1. PRINTING OUT AN APPLICATION FORM

to complete by hand and posting it to RMJPI London Business Academy, with a cheque for the appropriate amount.

[BOOK NOW](#)

### 2. COMPLETING AN APPLICATION ON YOUR COMPUTER

and either submit the form online or print it out to send to RMJPI London Business Academy.

*Payments with this method can be made via Paypal or cheque.*

[BOOK NOW](#)

### 2. COMPLETING AN APPLICATION BY REGISTERING WITH RMJPI LONDON BUSINESS ACADEMY ONLINE

and create an account to enable you to book as many courses as you like, when you like. Once you have an Account and become part of RMJPI London Business Academy Online, you will be able to access your course materials when they become available and much more.

*Payments with this method can be made via Paypal or cheque.*

ICM Short Management Courses and CPD  
(Continuous Professional Development) Programmes

[BOOK NOW](#)

Management Studies

[BOOK NOW](#)

Business English Language Course

[BOOK NOW](#)

Sage

[BOOK NOW](#)

4. A new window will open with the following options:
- Print out an application form.** In this option, you can print your form, complete it by hand and send your form and a cheque for the appropriate amount.
  - Complete your application on your computer.** In this option, you can complete your form on your computer and either submit it via email to us or print your form out to post to us. Either way, you can send your payment via Paypal or post a cheque.
  - Register with RMJPI London Business Academy Online.** In this option, you can create an account on our new Online system. This will enable you to book and pay for as many courses as you like and also access course materials when they become available.

*Please note that the Corporate Courses booking form shows all the Corporate Courses on one form, whereas the Professional and Academic Courses each have separate booking forms. There is however no difference in the booking process steps in this guide.*

5. If you choose option 1, **print out an application form**, once you click on the 'Book Now' button, this will open a pdf file in a new window. Please print this form for you to complete by hand. Once you have done this, you will need to:
1. Sign your completed booking form at the very bottom.
  2. Make your cheque payable to 'RMJPI-London Business Academy'.
  3. Write your cheque for the appropriate amount as stated in your booking form (step 2 in the declarations section).
  4. Send your signed booking form and cheque to the following address:  
RMJPI - London Business Academy, RMJ Studios, PO BOX 546, Crawley, West Sussex RH11 7BU, UK.

Once we have received your form and payment, you will be contacted in due course to confirm your application is being processed and with further details.

6. If you choose option 2, **complete your application on your computer**, once you click on the 'Book Now' button, this will open the course booking form in the same window. You will then need to complete the form using your computer. You will be given the option on the form whether to complete your payment using Paypal or by posting a cheque. You will also be given the option to either post your form or send it via email.

Once you have done this, you will need to print your application. If you are emailing your application, we recommend you print one copy for your records. If you are posting your application, we recommend you print two copies; one for your records and one to send to us.

Once you have printed your form, followed step 8 on the form and you are **posting a cheque to us**, you will then need to:

1. Sign one of the copies of your completed booking form to send to us.
2. Make your cheque payable to 'RMJPI-London Business Academy'.
3. Write your cheque for the appropriate amount as stated in your booking form (step 2 in the declarations section).
4. Send your signed booking form and cheque to the following address:  
RMJPI - London Business Academy, RMJ Studios, PO BOX 546, Crawley, West Sussex RH11 7BU, UK.

Once you have printed your form, followed step 8 on the form and you are **paying via Paypal**, you will then need to:

1. You will see a 'Go' button on the next page. Click this to proceed to Paypal.
- You will need:  
Your Paypal email address.  
Our email address: [info@rmjpromotions.com](mailto:info@rmjpromotions.com).  
The appropriate payment amount as stated in your form (step 2 in the declarations section).  
When prompted in the Paypal window, please choose the 'Purchase' tab and choose 'Services'.

Once we have received your form and payment, you will be contacted in due course to confirm your application is being processed and with further details.

7. If you choose option 3, **Register with RMJPI London Business Academy Online**, once you click on the appropriate 'Book Now' button appertaining to the course you require, you will be taken to our Online area. (For this example, ICM Short Management Courses and CPD (Continuous Professional Development) Programmes has been chosen).

The screenshot displays the website interface for RMJPI London Business Academy Online. The header includes the RMJPI logo, navigation links for 'Freelance Training...', 'RMJPI - London Business Academy', and 'Online Training...'. A welcome message states 'Welcome to RMJPI London Business Academy ONLINE' and 'You are not logged in. (Login)'. The main navigation bar lists 'Convenient, Flexible and Affordable Training Programs' and categories: 'RMJPI - LBA', 'Corporate', 'Academic & Professional', 'Freelance', and 'Contact'. The breadcrumb trail shows 'RMJPI LBA > Course categories > ICM CPD'. A search bar is present with the text 'Search courses:' and a 'Go' button. Below the search bar, a dropdown menu shows 'Course categories: ICM CPD'. The main content area features a list of courses, with 'Accounting & Finance - 2 Days' highlighted by a red box. Other visible courses include 'Anger Management - 2 Days' and 'Assertiveness at work - 2 Days', each with a cost of £1115.00.

8. You will be able to see all the courses available in that area. You now need to choose the course you want to book. In this example, Accounting and Finance has been chosen. You will then be taken to the log in screen. You can see if you are already register with us, you will be able to log in and continue in that way. Otherwise, please read the 'Is this your first time here?' part, then click on the 'Create new account' button.

RMJPI - London Business Academy  
Academic & Professional Training...

Welcome to RMJPI London Business Academy  
ONLINE  
You are not logged in. (Login)

Convenient, Flexible and Affordable Training Programs

RMJPI - LBA Corporate Academic & Professional Freelance Contact

RMJPI LBA Login to the site English (en)

**Returning to this web site?**

Login here using your username and password  
(Cookies must be enabled in your browser) ?

Username   
Password

Forgotten your username or password?

**Is this your first time here?**

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

© 2010 RMJ Promotions International - London Business Academy Terms and Conditions You are not logged in. (Login)

9. You will then need to complete the following form. The fields marked \* are compulsory. This is a very similar form to the one you need to complete using the other methods.

RMJPI - London Business Academy  
Corporate Training...

Welcome to RMJPI London Business Academy  
ONLINE  
You are not logged in. (Login)

Convenient, Flexible and Affordable Training Programs

RMJPI - LBA Corporate Academic & Professional Freelance Contact

RMJPI LBA Login New account English (en)

**Choose your username and password**

Username\*   
The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Password\*   Unmask

**More details**

Email address\*   
Email (again)\*   
First name\*   
Surname\*   
City/town\*   
Country\*

**Further Student Details**

Date of Birth\*   
Home Telephone\*

There are required fields in this form marked\*

Business Academy Terms and Conditions You are

10. Once you have carefully completed the form, click on the 'Create my new account' button at the bottom of the page.

There are required fields in this form marked\*

Business Academy Terms and Conditions You are

11. You will then see the following screen:

The screenshot shows the RMJPI London Business Academy website. The header includes the RMJ Promotions International logo, the site name 'RMJPI - London Business Academy Corporate Training...', and a navigation menu with links for 'RMJPI - LBA', 'Corporate', 'Academic & Professional', 'Freelance', and 'Contact'. A welcome message states 'Welcome to RMJPI London Business Academy ONLINE' and 'You are not logged in. (Login)'. The main content area is titled 'RMJPI LBA > Confirm your account' and contains a white box with the following text: 'An email should have been sent to your address at **karendrobinson@hotmail.co.uk**. It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator.' Below this text is a 'Continue' button. The footer contains '© 2010 RMJ Promotions International - London Business Academy', 'Terms and Conditions', and 'You are not logged in. (Login)'.

You now need to close this window.

**IMPORTANT - YOU MUST COMPLETE THIS STEP IN ORDER TO BOOK YOUR COURSE/S:**  
You will need to check the email address that you entered on your form. You will receive an email from RMJPI London Business Academy Support with the title: **RMJPI London Business Academy: account confirmation.**

In this email there will be a link which you must click on in order to confirm your account and proceed with your course booking.

The screenshot shows the RMJPI London Business Academy website with a user logged in as 'Karen Robinson'. The header includes the RMJ Promotions International logo, the site name 'RMJPI - London Business Academy & Professional Training...', and a navigation menu with links for 'RMJPI - LBA', 'Corporate', 'Academic & Professional', 'Freelance', and 'Contact'. A welcome message states 'Welcome to RMJPI London Business Academy ONLINE' and 'You are logged in as Karen Robinson (Logout)'. The main content area is titled 'RMJPI LBA > Courses > Login to AAF' and displays 'Accounting & Finance - 2 Days' with a cost of '£1115.00'. Below this, a message states 'This course requires a payment for entry.' and 'Cost: GBP 1115'. A PayPal logo is displayed, followed by the text 'Use the button below to pay and be enrolled within minutes!'. A button labeled 'Send payment via PayPal' is highlighted with a red box. Below this, a link is provided: 'Alternatively, if you wish to pay by cheque, please click here to complete your course enrolment.' The footer contains '© 2010 RMJ Promotions International - London Business Academy', 'Terms and Conditions', and 'You are logged in as Karen Robinson (Logout)'.

12. Once you have clicked on the link in your email, you will be taken to a page which shows the course you want to book (in this example, Accounting & Finance). You can either pay using Paypal (click the 'Send payment via Paypal' button) or by cheque.

If you choose to pay by Paypal, by clicking on the button you will be taken to the Paypal screen (please see next page).

Accounting & Finance - 2 Days

Total: £1,115.00 GBP

PayPal. Safer. Simpler. Smarter.



PayPal securely processes payments for RMJ Promotions Ltd. You can finish paying in a few clicks.

### Why use PayPal?

- Pay without revealing your debit or credit card numbers, or your bank account details.
- Speed through checkout. There's no need to enter your address details.

### Don't have a PayPal account?

Use your credit card or bank account (where available). [Continue](#)



### LOG IN TO PAYPAL

Email address:

Password:

Forgotten your [email address](#) or [password](#)?

[Cancel and return to RMJ Promotions Ltd.](#)

13. You will need to enter your email address here, along with your password. You will then need to click the 'Log In' button. Once you have done this you will be able to review the course you are booking and your payment details. All you need to do then is click the 'Pay Now' button.
14. Once you have paid for your course, you will be enrolled on our Online system. You will now be able to view the course and any relevant materials.
15. If you choose to pay by cheque, click as shown below.
16. A new window will open with a form for you to complete and email to us. Once you have completed the form on your computer, you will need to do the following:

This course requires a payment for entry.

Cost: GBP 1115



Use the button below to pay and be enrolled within minutes!

[Alternatively, if you wish to pay by cheque, please click here to complete your course enrolment.](#)

1. Print two copies of this form.
2. Please sign one of the copies of your completed booking form to send to us.
3. Make your cheque payable to 'RMJPI-London Business Academy'.
4. Write your cheque for the appropriate amount as stated in your booking form (step 4 - Course Payment).
5. Send your signed booking form and cheque to the following address:
6. RMJPI - London Business Academy, RMJ Studios, PO BOX 546, Crawley, West Sussex RH11 7BU, UK.

Once we have received your form and payment, you will be enrolled on the courses you have detailed above, on the RMJPI London Business Academy Online website. We will email you to let you know your username and password so you can access the course and course details/materials.