

For CIPD Registration purposes, please complete all requested information on this form.

Mr Ms Mrs Other

**Please note that the name provided will be used on the Certificate awarded on completion of the programme.*

First Name *

Last Name*

Nationality

Date of Birth (DD/MM/YYYY)

Correspondence Address Line 1

Correspondence Address Line 2

Town County Country Eircode

Email

Telephone International Code Area Code Number

Organisation Job Title

Organisation Address Line 1

Organisation Address Line 2

Town County Country Eircode

Send Invoice to Student Employer Purchase Order Number

Address and
Email for Invoice

Signature of Applicant Date

Name of Authorising Officer Date

FOR OFFICE USE ONLY Student Number:

Workshop Dates: Certificate: **Venue:** This course will be delivered via online workshops.

Induction/Orientation:

24 September 2025 (PM only)
Unit 1: 25 Sept & 9 Oct 2025 *First Facilitated Learning Set Meeting (LSM[^])*:
23 OR 24 October 2025
Unit 2: 6 & 20 November 2025
Unit 3: 11 Dec 2025 & 20 Jan 2026
Unit 4: 5 & 19 February 2026
5 & 26 March 2026
16 April 2026

[^]LSM date (one meeting each day)
allocation will be confirmed at Unit 1.

Programme Fee: The fee for the CIPD Foundation Certificate in People Practice is €2,950 per person. Fee includes CIPD Student Membership Fee (up to July 2026); attendance at online workshops; all IPA course materials including prescribed textbooks, unit workbooks and access to online resources; and, ongoing tutor support.

Where three or more participants from the same organisation enrol on and complete the course, a 10% discount off the full course fee of €2,950 per person will apply.

Please note that individuals who will be paying for this course themselves must pay by credit card via the IPA website at the time of booking. Organisations paying for their staff to attend the course will be invoiced upon confirmation of your booking.

Please send your completed form to the IPA Central Bookings Office by no later than Friday, 5 September 2025.

Please note that places are strictly limited on this programme and early booking is advised to secure a place. Please return your completed form to:

Central Bookings Office
Institute of Public Administration, 57-61 Lansdowne Road, Dublin D04 TC62
Tel: 01 240 3600 | Fax: 01 668 9135 | Email: training@ipa.ie | www.ipa.ie

The IPA is a CIPD Approved Centre for the delivery of its Foundation Certificate & Diploma Programmes in People Practice, Human Resources Practice and Learning and Development. In accordance with the IPA's [Privacy Policy](http://www.cipd.co.uk/privacy-policy) learner's data for those enrolled on CIPD programmes will be shared with the CIPD as the relevant awarding body. The CIPD Privacy Policy is available at: www.cipd.co.uk/privacy-policy