



# CIPD Foundation Certificate in People Practice Booking Form November 2023 - June 2024

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

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

Mr Ms Mrs Other

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:

Induction/Orientation:

30 November 2023 (PM only)

Unit 1: 1 Dec & 18 Dec 2023

First Facilitated Learning Set

Meeting (LSM): 10 January 2024

Unit 2: 9 Feb & 22 Feb 2024

Unit 3: 14 March & 27 March 2024

Unit 4: 11 April & 2 May 2024

23 May 2024

6 June 2024

20 June 2024

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

**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 2024); attendance at online workshops; all IPA course materials including prescribed textbooks, unit workbooks and access to online resources; and, ongoing tutor support. Where 3 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.

Individuals who will be paying for this course themselves can contact the IPA to discuss payment options. **Please note** that you will be invoiced upon confirmation of your booking. Full payment can be made by installment from receipt of your invoice through to May 2024. However, a *non-refundable booking deposit* of €150 is payable before 17 November 2023 to secure your place on the course. Details of how to pay the booking deposit will be advised when you are sent your invoice.

Please send your completed form to the IPA Central Bookings Office by no later than 17 November 2023.

**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 3666 | Fax: 01 668 9135 | Email: [training@ipa.ie](mailto:training@ipa.ie) | [www.ipa.ie](http://www.ipa.ie)