

CIPD Foundation Certificate in Human Resources Practice Application Form 2017-2018

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	
Email						
Telephone	International Code	Area Code	Number			
Organisation			Job Title			
Organisation Address Line 1						
Organisation Address Line 2						
		Town	County		Country	
Send Invoice to	Student	Employer	Purchase Order Number			
Address for Invoice						
Signature of Applicant					Date	
Name of Authorising Officer					Date	
FOR OFFICE USE ONLY		Student Number: _____				

Venue: This course will be held at the Institute of Public Administration in Dublin and regionally subject to demand.

Workshop Dates: (Dublin)
Unit 1: 5 & 26 October 2017
Unit 2: 30 November 2017
Unit 3: 17 January 2018 (C1)^
Unit 3: 18 January 2018 (C2)^
Unit 4: 6-7 March 2018 (C1)^
Unit 4: 8-9 March 2018 (C2)^
Unit 5: 18-19 April 2018
Unit 6: 17 May 2018

Programme Fee: The fee for the CIPD Foundation Certificate in HR Practice is €2,650 per person. Fee includes CIPD Student Membership Fee (*up to renewal date in July 2018*); attendance at workshops; all IPA course materials including prescribed textbooks, unit workbooks and access to online resources; tutor support & refreshments at workshops.
Where 3 or more participants from the same organisation enrol on and complete the programme, a 10% discount will apply. Individuals who will be paying for this course themselves can contact the IPA to discuss payment options.
^Please note that the class will be split into two Cohorts (C1 and C2) for Units 3 and 4 of the programme. Separate dates apply as outlined to the left and will be confirmed in Unit 1.

Please send your completed form to the IPA Central Bookings Office by no later than Friday, 8 September 2017.

Please note that places are 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 4 | D04 TC62
Tel: 01 240 3666 | Fax: 01 668 9135 | Email: training@ipa.ie | www.ipa.ie