

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: 4 & 25 October 2018
Unit 2: 29 November 2018
Unit 3: 15-16 January 2019 (C1)^
Unit 3: 17-18 January 2019 (C2)^
Unit 4: 6 March 2019 (C1)^
Unit 4: 7 March 2019 (C2)^
Unit 5: 16-17 April 2019
Unit 6: 23 May 2019

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 2019*); 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, 7 September 2018.

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