



# CIPD Foundation Certificate in Human Resources Practice Application Form 2020-2021

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

I wish to register for: Certificate

Mr Ms Mrs

*\*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

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: \_\_\_\_\_

**Workshop Dates: Certificate:**

Unit 1: 16 December 2020 (PM only)  
& 17 December 2020

**Learning Set Meetings (LSM)\*:**

Unit 2: 5 or 6 January 2021

Unit 3: 4 February 2021

Unit 3: Day 1 - 10 March 2021

Unit 3: Day 2 - 11 March 2021

Unit 4: Day 1 - 14 April 2021

Unit 4: Day 2 - 15 April 2021 (AM only)

Unit 5: 13 May 2021

Unit 6: 17 June 2021 (AM only)

*\*LSM date and time will be confirmed at Unit 1.*

**Venue:** This course will be delivered via a combination online workshops and face to face workshop assessments.

**Programme Fee:** The fee for the CIPD Foundation Certificate in Human Resources Practice is €2,630 per person. Fee includes CIPD Student Membership Fee (to July 2021); 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 send your completed form to the IPA Central Bookings Office by no later than Friday, 4 December 2020.

**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)

*The IPA is a CIPD Approved Centre for the delivery of its Foundation Certificate and Diploma Programmes in Human Resources Practice and Learning and Development. In accordance with the IPA's [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](http://www.cipd.co.uk/privacy-policy)*