

Please complete all requested information on this form.

*\*Please note that the name provided will be used on the Diploma 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 D1: 26 September 2019  
Unit D2: 14 November 2019  
Unit D3: 12 December 2019

**Programme Fee:**  
The fee for the CIPD Foundation Diploma in HR Practice is €950 per person. Fee includes attendance at workshops; all IPA course materials including 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.

***Individual CIPD membership renewal fees are separate from the programme fee.***

Please send your completed form to the IPA Central Bookings Office by no later than Friday, 6 September 2019.

***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 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)

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