



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

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

*\*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:

7 November 2023 (PM only)

Unit 1: 8 Nov & 22 Nov 2023

First Facilitated Learning Set

Meeting (LSM^): 30/11 or 1/12/23

Unit 2: 18 Dec 2023 & 18 Jan 2024

Unit 3: 9 Feb 2024 & 22 Feb 2024

Unit 4: 14 March & 11 April 2024

11 May 2024

16 May 2024

30 May 2024

<sup>^</sup>LSM date (one meeting each day)

allocation will be confirmed at Unit 1.

**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 27 October 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 Friday, 27 October 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)