



CIPD Foundation Certificate in People Practice Booking Form September 2024-April 2025

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

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:

25 September 2024 (PM only)

Unit 1: 26 Sept & 10 Oct 2024

First Facilitated Learning Set Meeting

(LSM[^]): 21 OR 22 October 2024

Unit 2: 7 & 21 November 2024

Unit 3: 12 Dec 2024 & 14 Jan 2025

Unit 4: 6 & 20 February 2025

13 & 27 March 2025

10 April 2025

[^]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 2025); attendance at online workshops; all IPA course materials including prescribed textbooks, unit workbooks and access to online resources; and, ongoing tutor support.

Where three 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.

Please note that individuals who will be paying for this course themselves must pay by credit card via the IPA website at the time of booking. Organisations paying for their staff to attend the course will be invoiced upon confirmation of your booking.

Please send your completed form to the IPA Central Bookings Office by no later than Friday, 6 September 2024.

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 | www.ipa.ie