



# CIPD Foundation Certificate in People Practice Booking Form November 2024 - May 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:  
13 November 2024 (PM only)  
Unit 1: 14 & 28 November 2024  
*First Facilitated Learning Set Meeting  
(LSM)^: 1 OR 2 December 2024*  
Unit 2: 9 & 23 January 2025  
Unit 3: 13 & 27 February 2025  
Unit 4: 20 March & 3 April 2025  
24 April 2025  
8 May 2025  
22 May 2025  
<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 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 18 October 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