

Certificate and Diploma in Public Procurement 2011/2012

Application Form (Please complete in BLOCK CAPITALS)

Surname

First Name*

**Please note that the name provided will be used on the certificate awarded on completion of the programme.*

Mr Ms Mrs Sex: Male Female Nationality

Date of Birth / / (Please include a copy of your Birth Certificate with this application)

Address for Correspondence

N.B. Please affix
passport photo

E-mail

Mobile

Tel

Fax

Organisation

Position

Organisation Address

Higher/Further Education (Please include a copy of your relevant qualification with this application)

Send Invoice to Student Employer P.O. No (if applicable)

Address for Invoice

Signature of Applicant

Date

Signature of Authorising Officer

Date

FOR OFFICE USE ONLY Student Number:

PLEASE TURN OVERLEAF FOR PROGRAMME DATES AND FEES

The IPA would like to contact you from time to time with details of future relevant events such as seminars and conferences. Please tick this box if you do not wish to receive these updates.

Where did you hear about the course?

Achilles Website Course Brochure Former Student IPA mail shot or email

IPA Website Training/HR Office Other (please specify) _____

Applications for each programme will close two weeks before the course commencement date.
Please send your completed application form to the following address before the relevant closing date.

If faxing your application, please ensure to fax both sides of this form.

Have you included with this application:

Passport photo Copy of Birth Certificate Copy of relevant qualification

Please return completed application form to:

Central Bookings Office, Institute of Public Administration

57-61 Lansdowne Road, Dublin 4, Ireland

Tel: (01) 240 3666

Fax: (01) 668 9135

E-mail: training@ipa.ie

Web: www.ipa.ie

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The course is being offered on the following dates. As this is an intensive course which is developed and tailored to the emerging requirements of the participants, you will not be permitted to change between course dates except in very exceptional circumstances.

Please tick a box to indicate your preference.

Course Reference	Certificate - CPP 01/11 <input type="checkbox"/>	Certificate - CPP 02/11 <input type="checkbox"/>	Diploma - DPP 01/11 <input type="checkbox"/>
Module 1:	11-12 October 2011	15-16 November 2011	28-29 September 2011
Module 2:	9-10 November 2011	14-15 December 2011	26-27 October 2011
Module 3:	7-8 December 2011	11-12 January 2012	23-24 November 2011
Module 4:	17-18 January 2012	8-9 February 2012	18-19 January 2012
Module 5:	14-15 February 2012	7-8 March 2012	15-16 February 2012
Examination:	9 March 2012	3 April 2012	22 March 2012
Presentation:	–	–	10-11 April 2012

Cost

The fee for the Certificate and the Diploma is €4500 per participant.
(VAT not chargeable on Training Services)

Payment and Cancellation Policy

Participants will be invoiced after the commencement of the first module.

In the event that you are unable to attend this course, please give the Institute written notice at least two working weeks before the date of the first module, otherwise a 15% cancellation fee will be charged.

Substitutions may be made at any time up to the commencement of the course.

Individuals who will be paying for this course themselves can contact the IPA's Central Bookings Office to discuss payment options available.