

Certificate in Pensions Administration

AUTUMN 2021

Enrolment form

- Please ensure you read the CIPP terms and conditions of training, membership and online qualification bookings (cipp.org.uk/terms), the members Code of Conduct (cipp.org.uk/code), and the privacy notice (cipp.org.uk/privacy)
- Please complete this form in **BLOCK CAPITALS**
- Completed forms should be returned to education@cipp.org.uk

I wish to complete the Certificate in Pensions Administration	£1,595 + VAT <input type="checkbox"/>
I would also like to join as an affiliate member using the information provided on this enrolment form (optional) If I select to become an affiliate, I understand that I will receive an invoice for £90 and that subsequent years will be renewed at the advertised standard rate for affiliate membership	£90 <input type="checkbox"/>

Personal details

Forename/s	Legal gender Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/>						
Surname/s	Previous surname (if changed)						
Date of birth	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y
D	D	M	M	Y	Y		
Do you have a disability, learning difficulty, or health issue you feel the CIPP should be aware of? Yes <input type="checkbox"/> No <input type="checkbox"/>							
<i>Any declaration will be treated in strict confidence. The disclosed information is requested in order for the CIPP to make reasonable provision to meet your specific needs. If yes, the CIPP will contact you for details.</i>							

Contact details

Home address											
Postcode <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>											
Phone number	Main										
	Secondary										
Email address <i>Please do not provide a generic email address, for example: admin@cipp.org.uk</i>	Main										
	Secondary										

The information provided above will be stored on our database and used to facilitate the requested product delivery. Limited information will also be passed securely to third parties such as tutors, delivery partners and accrediting bodies. For details of what information is stored and shared, visit our privacy notice (cipp.org.uk/privacy) or contact us at admin@cipp.org.uk.

Payment details

Please complete the relevant section

Self funded - Complete section A

Company funded - Complete section B

(A) Self funded	
IPP Education Ltd to invoice	Invoice address <input type="text"/>
BACS payment	Qualification Royal Bank of Scotland Sort code: 16-31-26 Account no: 10219723 Membership Royal Bank of Scotland Sort code: 16-31-26 Account no: 10219707 <small>(reference of payment should be your name)</small>
Credit/debit card	Please call 0121 712 1063 to provide your card details (Visa/Mastercard/Switch/Delta accepted)
Cheque enclosed	Qualification - cheque made payable to IPP Education Ltd Membership - cheque made payable to CIPP
Signature TYPE NAME TO SIGN	

(C) Company funded	
IPP Education Ltd to invoice <small>Must be completed for all payment methods below</small>	Purchase order no. (this field must be completed) <input type="text"/> Address <input type="text"/> Postcode <input type="text"/>
BACS payment	Qualification Royal Bank of Scotland Sort code: 16-31-26 Account no: 10219723 Membership Royal Bank of Scotland Sort code: 16-31-26 Account no: 10219707 <small>(reference of payment should be your name)</small>
Credit/debit card	Please call 0121 712 1063 to provide your card details (Visa/Mastercard/Switch/Delta accepted)
Cheque	Qualification - cheque made payable to IPP Education Ltd Membership - cheque made payable to CIPP
Contact name	Company name
Email	
I, the fee payer, acknowledge that this enrolment is between the CIPP and the individual student whom I am funding and that should they leave the employment of my organisation no refund will be provided by the CIPP. I have read and agree to the terms and conditions (available at cipp.org.uk/terms) in relation to this and understand that it is my responsibility as an employer to protect the investment should the individual cease employment for any reason.	
Additional fee information: Exam re-sit fee - £65+VAT Exam did not attend - £65+VAT Exam deferral - £65+VAT Module retake - £150+VAT	
Fee payer's signature TYPE NAME TO SIGN	

Student signature TYPE NAME TO SIGN	By signing here, you are confirming that you have read and agree to the CIPP terms and conditions, the training course and online qualification bookings terms and conditions (cipp.org.uk/terms) and the privacy notice (cipp.org.uk/privacy). If applying for affiliate membership you also agree to the members' Code of Conduct (cipp.org.uk/code), and confirm that the information you have supplied is correct to the best of your knowledge.
Date	If any of your personal details change please inform education@cipp.org.uk immediately.

From time to time your fee payer may request access to your results in order to assess if there is a need for additional support. Please tick if you want us to issue this information.

Please ensure that you have completed all relevant sections of this enrolment form. Missing or incorrect information may result in delays processing your enrolment.

Optional information

This information will be used by the CIPP for student marketing and profiling purposes



Job title										
Company name										
Work address										
	Postcode									

Business sector/industry type of your employer:

Accommodation and food service	<input type="checkbox"/>	Education and training	<input type="checkbox"/>	Insurance and reinsurance	<input type="checkbox"/>	Security	<input type="checkbox"/>
Accounting and auditing	<input type="checkbox"/>	Electricity, gas, steam, air conditioning	<input type="checkbox"/>	Investments and trusts	<input type="checkbox"/>	Shipping	<input type="checkbox"/>
Administrative and support service	<input type="checkbox"/>	supply	<input type="checkbox"/>	Justice, judicial and defence	<input type="checkbox"/>	Software	<input type="checkbox"/>
Advertising	<input type="checkbox"/>	Emergency services	<input type="checkbox"/>	Law	<input type="checkbox"/>	Sport and leisure	<input type="checkbox"/>
Agency	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Local government	<input type="checkbox"/>	Sports venue	<input type="checkbox"/>
Agriculture forestry and fishing	<input type="checkbox"/>	Extraterritorial organisation bodies	<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>	Tax consultancy	<input type="checkbox"/>
Architectural	<input type="checkbox"/>	Factory	<input type="checkbox"/>	Market research and public opinion	<input type="checkbox"/>	Technical testing and analysis	<input type="checkbox"/>
Arts, entertainment and recreation	<input type="checkbox"/>	Film and photography	<input type="checkbox"/>	polling	<input type="checkbox"/>	Translation and interpretation	<input type="checkbox"/>
Bookkeeping	<input type="checkbox"/>	Finance and banking	<input type="checkbox"/>	Mining and quarrying	<input type="checkbox"/>	Transportation/storage	<input type="checkbox"/>
Building societies	<input type="checkbox"/>	Foreign affairs	<input type="checkbox"/>	NHS	<input type="checkbox"/>	Travel and tourism	<input type="checkbox"/>
Bureaux	<input type="checkbox"/>	Fund management	<input type="checkbox"/>	Pension services	<input type="checkbox"/>	Utilities	<input type="checkbox"/>
Charities	<input type="checkbox"/>	Historic house	<input type="checkbox"/>	Professional body	<input type="checkbox"/>	Veterinary	<input type="checkbox"/>
Committee	<input type="checkbox"/>	Holding companies	<input type="checkbox"/>	Public relations	<input type="checkbox"/>	Water supply, sewage, waste	<input type="checkbox"/>
Communication/media	<input type="checkbox"/>	HR services	<input type="checkbox"/>	Real estate activities	<input type="checkbox"/>	management, remediation activities	<input type="checkbox"/>
Construction	<input type="checkbox"/>	Human health and social work	<input type="checkbox"/>	Research and experimental	<input type="checkbox"/>	Wholesale trade	<input type="checkbox"/>
Credit union	<input type="checkbox"/>	Independent consultancy service	<input type="checkbox"/>	development	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>
Design	<input type="checkbox"/>	Information and communication	<input type="checkbox"/>	Retail trade	<input type="checkbox"/>		<input type="checkbox"/>

How many employees are on your payroll?

What is your main reason for choosing this qualification?

Career development	<input type="checkbox"/>	Increase professional standing	<input type="checkbox"/>
CIPP member	<input type="checkbox"/>	Location	<input type="checkbox"/>
Convenience/timing	<input type="checkbox"/>	New to payroll/pensions	<input type="checkbox"/>
Cost	<input type="checkbox"/>	Out of the industry and want to retrain	<input type="checkbox"/>
Course content	<input type="checkbox"/>	Prove ability to employer	<input type="checkbox"/>
Duration	<input type="checkbox"/>	Reputation of CIPP	<input type="checkbox"/>
Employer requirement	<input type="checkbox"/>	Used CIPP before	<input type="checkbox"/>
Increase confidence in job	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>
Increase knowledge	<input type="checkbox"/>	<input type="text"/>	

How did you hear about the CIPP and this qualification?

AAT	<input type="checkbox"/>	Recommendation	<input type="checkbox"/>
Advert	<input type="checkbox"/>	Social media	<input type="checkbox"/>
Email	<input type="checkbox"/>	Website	<input type="checkbox"/>
Event	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>
Findcourses.co.uk	<input type="checkbox"/>	<input type="text"/>	
Mailing	<input type="checkbox"/>		

Contact preferences

From time to time the CIPP will contact you with information on relevant products or services. Your personal data will never be passed or sold to third parties for marketing or sales purposes. Please select the methods of contact and the types of communications you are happy to receive below.

Email Post Phone Text

Please note: these preferences will not affect student or membership communications. By not completing this section you will be opted out of all marketing communications.

CIPP use only

Membership no	Sage client no	
CIPP staff name	Ref no	Date