

Professional Development Award in Team Management



Enrolment form

Spring 2019 intake

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

<input type="checkbox"/> I wish to complete the Professional Development Award in Team Management	£1,395 + VAT
<input type="checkbox"/> I would also like to join as an associate member using the information provided on this enrolment form (optional) I understand that £120 will be added to the cost of this enrolment and that subsequent membership years will be renewed at the standard rate	£120

Personal details

Title:	Membership number (if applicable):						
Forename/s:							
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? <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.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, the CIPP will contact you for details	

Contact details

Address	Is this address: <input type="checkbox"/> Home <input type="checkbox"/> Work										
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 numbers <i>Please provide and indicate which is your preferred</i>	Work	<input type="checkbox"/>
	Home	<input type="checkbox"/>
	Mobile	<input type="checkbox"/>

Email address <i>Please provide and indicate which is your preferred</i>	Work	<input type="checkbox"/>
	Home	<input type="checkbox"/>

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 purely for the basis of facilitating delivery and customer servicing of this product. For details of what information is stored and shared, visit our privacy notice (cipp.org.uk/privacy) or contact us at info@cipp.org.uk.

Payment details

Please complete the relevant section

SELF-FUNDED - Complete section **A**

COMPANY FUNDED - Complete section **B**

(A) Self funded			
<input type="checkbox"/> Cheque	Please send cheque with application, made payable to IPP Education Ltd		
<input type="checkbox"/> IPP Education Ltd to invoice	<table border="1"><tr><td>Invoice address</td><td></td></tr></table>	Invoice address	
Invoice address			
<input type="checkbox"/> Credit/debit card	Please call 0121 712 1063 to provide your card details (Visa/Mastercard/Switch/Delta accepted)		
<input type="checkbox"/> BACS payment	Royal Bank of Scotland Sort code: 16-31-26 Account no: 10219723 (reference of payment should be your name)		
Signature			
SIGNATURE			

(B) Company funded																	
<input type="checkbox"/> IPP Education Ltd to invoice <i>Must be completed for all payment methods below</i>	<table border="1"><tr><td>Purchase order no. (this field must be completed)</td><td></td></tr><tr><td>Address</td><td></td></tr><tr><td>Postcode</td><td><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></td></tr></table>	Purchase order no. (this field must be completed)		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>										
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Contact name:		Company name:															
Email:																	
Fee payer's signature																	
SIGNATURE																	

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 IPP Education Ltd. I have read 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

- Assessment fail re-sit fee - £65+VAT
- Assessment deferral - £65+VAT
- Course deferral fee - £150+VAT
- Assessment non-submission fee - £65+VAT

Student signature	By signing here, you are confirming that you have read and agree to the terms and conditions of training and online qualification enrolments (cipp.org.uk/terms), the privacy notice (cipp.org.uk/privacy), and for membership applications - the members Code of Conduct (cipp.org.uk/code), and that the information you have supplied is to the best of your knowledge, correct.
Date:	
	If any of your personal details change please inform admin@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.

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



Job title	
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Company name	
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Work address	
Postcode	<input type="text"/>

Business sector/industry type of your employer:

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

How many employees are on your payroll?

What is your main reason for choosing this qualification?

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

How did you hear about the CIPP and this qualification?

AAT
 Advert
 Email
 Event
 Findcourses.co.uk
 Mailing
 Portfolio Payroll
 Recommendation
 Social media
 Website
 Other (please specify)

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.

<input type="checkbox"/> Email	<input type="checkbox"/> Phone	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.
<input type="checkbox"/> Post	<input type="checkbox"/> Text	

CIPP use only	
Student membership no:	Date received:
Sage client no:	
CIPP staff name:	Date: