

Payroll Technician Certificate

FACE TO FACE | Enrolment form



- 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)

I am a CIPP member* and wish to complete the Payroll Technician Certificate face to face (Includes six face to face days)	Member: £2,850+VAT	<input type="checkbox"/>
I am NOT a CIPP member and wish to complete the Payroll Technician Certificate face to face (Includes six face to face days)	Non-member: £3,200+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 I will receive a subscription notice for £130 and that subsequent membership years will be renewed at the advertised standard rate	£130	<input type="checkbox"/>

* rate is only applicable to associate, full, fellow and Chartered members

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 any allergies or intolerances that the CIPP should be aware of?							
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:
Postcode		Home <input type="checkbox"/>
		Work <input type="checkbox"/>
Phone number <i>Please provide and indicate which is your preferred</i>	Main	<input type="checkbox"/>
	Secondary	<input type="checkbox"/>
Email address <i>Please provide and indicate which is your preferred</i>	Work	<input type="checkbox"/>
	Personal	<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.

Select a month for commencement of your studies

Preferred month to attend the face to face (FTF) sessions

January	May	September
February	June	October
March	July	November
April	August	December

The education services team will contact you to discuss the location options for your preferred month.

Please note: the online element of this course will be at the next available intake after the face to face sessions. Due to legislation updates we do not run the online element in March, therefore if you choose to attend your FTF days in February your online section of your course will run in the new tax year in April. All choices are a guide only and, subject to student numbers, may change. Confirmed locations and any further details will be notified one week prior to the event. FTF sessions will be held at various locations. Assessments will be online through the CIPP online learning portal.

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"/>	<input type="checkbox"/>
Cheque	Please send cheque with application, made payable to IPP Education Ltd		<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 (payment reference should be your name)		<input type="checkbox"/>

Signature

SIGNATURE

(B) Company funded

IPP Education Ltd to invoice <i>Must be completed for all payment methods below</i>	Purchase order no. (this field must be completed)	<input type="text"/>	<input type="checkbox"/>
	Address	<input type="text"/>	
	Postcode	<input type="text"/>	
Cheque	Please send cheque with application, made payable to IPP Education Ltd		<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 company name)		<input type="checkbox"/>

Contact name:	<input type="text"/>	Company name:	<input type="text"/>
Email:	<input type="text"/>		

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 and agreed 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

- Assessment retake fee - £65+VAT
- Assessment non-submission fee - £65+VAT
- Assessment deferral fee - £150+VAT
- Course deferral fee - £150+VAT

Student signature

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.

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:

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

Email Phone Post 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

Student membership no:	
Sage client no:	
CIPP staff name:	Date:

	Date	Location
Introduction to income tax and NICs		
Essential additions to payroll basics		
Introduction to statutory payments		
Revision - basic payroll		
Revision - calculating a payslip		