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IIPMM

Higher Certificate in Business (Procurement)

REGISTRATION FORM

The Procurement and Supply Management Institute

1. Personal Details

First Name: _____ Family Name: _____

PPS Number: _____ Gender: Male Female

Nationality: _____

Contact Details:

Phone (H): _____

Phone (W): _____

Email: _____ (mandatory)

Address: _____

Date of Birth: ____/____/____

PLEASE NOTE STUDY TEXTS WILL BE SENT TO YOUR EMPLOYERS ADDRESS UNLESS OTHERWISE INSTRUCTED

2. Education

Second Level: Year Completed

School: _____

Award: _____

Subjects passed: _____

 (copy of certificate required)

Third Level:

College: _____

Award: _____

College: _____

Award: _____

Professional Qualification(s):

Professional Body: _____

Award: _____

Professional Body: _____

Award: _____

Original evidence of academic achievement including, transcripts and syllabi, on which you are relying for exemptions must be submitted with this application.

3. Employment Details

Employer: _____

Address: _____

Current Position: _____

Main Duties/Nature of Work: _____

Commencement date: ____/____/____

Your experience in supply management (to the nearest year): _____ Years

Previous Employment History starting with your current role (you may continue on a separate sheet):

Date: ____/____/____ Company: _____ Position: _____

Date: ____/____/____ Company: _____ Position: _____

Date: ____/____/____ Company: _____ Position: _____

Recommendation by current employer:

I recommend this applicant as a student with the Institute and our organisation will provide the necessary support and mentoring to facilitate their development as procurement professional. The company signatory must be a senior member of the management team, preferably your line manager.

Signed: _____ Position: _____

Dated: ____/____/____

4. Modules to be taken

Level 6.1

Fundamentals of Accounting (10)

Economics (10)

Business Organisation and Information Technology (10)

Marketing and Business Communications (10)

Principles of Procurement (10)

Purchasing and the Commercial Environment (10)

Level 6.2

Statistics and Quantative Methods (15)

Fundamentals of Management (10)

Introduction to Supply Chain Management (10)

Storage and Distribution (15)

Commercial Relationships (10)

Study methodology

College (please specify below): _____

Distance Learning:

Dublin

Cork

Other:

Home Study

Examinations

Examination Centre Selection

Dublin Cork

Alternative (if available) _____

5. Exemptions

List any exemptions that you wish to apply for:

Level 6.1

Fundamentals of Accounting

Economics

Business Organisation and Information Technology

Marketing and Business Communications

Principles of Procurement

Purchasing and the Commercial Environment

Level 6.2

Statistics and Quantitative Methods

Fundamentals of Management

Introduction to Supply Chain Management

Storage and Distribution

Commercial Relationships

Original evidence of academic achievement including, transcripts of results and syllabi, on which you are relying for exemptions must be submitted with this application. (an exemption fee of €75 per module applies)

6. Fees

Are you or your employer a member of the Institute Yes / No (10% discount for corporate members where no other discounts apply)

If yes, provide membership number: _____

Fee Payment

Number of Modules:

Block Learning Tuition (including tutorial fees)

Level 6.1: 10 Credits _____ @ €225 per module € _____

Level 6.2: 10 Credits _____ @ €325 per module € _____

15 Credits _____ @ €525 per module € _____

Total Due € _____

Evening Classes Tuition (including tutorial fees)

Level 6.2: 10 Credits _____ @ €165 per module € _____

15 Credits _____ @ €260 per module € _____

Total Due € _____

All fees include registration fees, course materials, revision courses and examination fees but do not include tuition fees. These must be paid separately to the college of your choice. Distance learning fees include tutor fees and are paid directly to the IIPMM.

Payment Method

a). Credit Card / Laser

Laser

Mastercard

Visa

Card Number: _____

Expiry Date: _____

Security Number: _____ (three digit number on rear of card)

b). Cheque / Postal Order (must be included with Application) Total amt. _____

NB. Course Material will only be issued on receipt of full payment

7. Terms and Conditions.

I hereby confirm that I have read the Syllabus and Quality Assurance Policies and Procedures documents and will abide by the rules and regulations of the Irish Institute of Purchasing and Materials Management.

In particular, I have read and agree to abide by the rules and regulations (Copies of the Quality Assurance Policy and Procedures are available on our website), that apply to all assessments. I understand that cheating or personation in assessments may result in being barred from sitting any Institute assessments and that plagiarism in respect of assignments may also result in cancellation of results and being barred from taking any Institute assessments.

It is my responsibility to inform the Institute of any changes in personal circumstances including changes of address during the academic year.

It is my responsibility to ensure that I have enrolled on the appropriate tuition course for the IIPMM programme.

I agree that once accepted as a student of the Institute, I am fully liable for all fees due and that fees paid are non-refundable

This form along with the correct fee and payment details should be submitted no later than 1st October 2010 except in the case of Distance Learning where it should be submitted no later than 31st August 2010.

Processing of fees is not or cannot be implied to construe acceptance of any student application. Where an application is refused a full refund will be made.

Signed: _____

Dated: ____ / ____ / ____

8. Checklist

All sections of application form completed.

Evidence of academic achievement enclosed.

Two passport photographs signed on rear.

Correct fee and payment details are included.

This form along with all of the above should be submitted no later than 1st October 2010 except in the case of Distance Learning where it should be submitted no later than 31st August 2010.