

# International Diploma in Risk Management

## New Student Enrolment Form

### June 2011 Examinations



Leading the risk profession

For office use only

Date received:                      Ackn. date:                      EDU:                      Membership number:

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**PLEASE REFER TO THE GUIDANCE NOTES ON THE REVERSE OF THIS FORM BEFORE COMPLETING YOUR APPLICATION**

#### 1 Section 1 – Personal details

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Prof <input type="checkbox"/> Other <input type="checkbox"/>	
Family name:	Home address:
First names:	
Date of birth: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Town:
Email:	County/State:
Mobile:	Postcode:
Telephone:	Country:

#### 2 Section 2 – Business details

Job title:	
Employer name:	
Address:	
Town:	County/State:
Postcode:	Country:
Telephone:	Email:

**Industry sector** Please tick (✓) one box only

Accountancy & Business Services	Food & Drink	Pharmaceuticals
Advertising, Media & PR	Gas/Electricity/Utilities	Property, inc. Social Housing
Broadcasting	Healthcare	Publishing
Central Government	Hospitality/Sports/Leisure	Other Public Sector
Construction	Human Resources/Recruitment	Retail & Wholesale
Consultancy	Information Technology	Risk Management Services Firm
Education/Training	Insurance	Telecommunications
Engineering	Legal Services	Tourism
Environmental & Waste Services	Local Government	Transport/Logistics/Shipping
Farming, Forestry & Rural	Manufacturing	Voluntary/Charity/Not-for-profit
Financial Services	Natural Resources/Gas/Oil/Mining	

Other – please state \_\_\_\_\_

### 3 Section 3 – Mailing information

Please tick (✓)

Preferred postal correspondence address:

Home

Business

Preferred email correspondence address:

Home

Business

### 4 Section 4 – Qualifications and experience (Please attach additional sheets if necessary)

Please complete all relevant sections and attach copies of any relevant certificates.

DETAILS OF QUALIFICATION HELD (Examinations and/or awarding body)	DATE OF AWARD	DOCUMENTARY EVIDENCE SUPPLIED

RISK MANAGEMENT EXPERIENCE NAME OF EMPLOYER	DATES	JOB TITLE

I attach a copy of my current CV

### 5 Section 5 – Enrolment

Please indicate (✓) which modules you wish to enrol for:

Level 1		Level 2		Level 3	
Principles of Risk		Financial Services		Practical assignment	
Risk and Organisations		Public Sector			
Risk Decisions		Business Continuity & Crisis Management			
Risk Leadership		Information Risk			
Risk Solutions		Environmental Risk			
		Governance			
		Risk Management in Architecture, Engineering & Construction			

**NB:** All Level 1 modules must be taken in sequential order

## 6 Section 6 – Examination centre

Please state your preferred examination centre:

First choice

Second choice

**OR (Overseas candidates only)**

I wish to apply for a special centre and attach the special centre application form

A full list of examination centres can be found on IRM's website –  
<http://www.theirm.org/Qualifications/overviewExams.html>

## 7 Section 7 – Special arrangements

Wherever possible, IRM provides examination arrangements to take account of students' special requirements. If you wish to make an application for the first time then please complete a special arrangements application form and submit it to us with this application form no later than **28 February**. While the Institute aims to meet all such requests it cannot undertake to fulfil individual requirements where such submissions are received late. A copy of the special arrangements policy together with the special arrangements application form can be downloaded from the Institute's website.

## 8 Section 8 – Fees payable

ENROLMENT FEES	STANDARD RATE	LOW GDP RATE
Joining fee*	£85	£85
Student annual subscription (1 Sept 2010 to 30 June 2011)	£120	£102
Fee for each Level 1 module	£390	£345
Fee for each Level 2 module – Public Sector, Business Continuity & Crisis Management, Environmental Risk, Governance, Risk Management in Architecture, Engineering & Construction and Financial Services	£390	£345
Fee for each Level 2 module – Information Risk	£290	£245
Fee for Level 3 – Practical assignment	£290	£245

\*Members of SWERMA, NORIMA, MII, AIRMIC, PRIMA, ALARM the Chartered Quality Institute and subscribers to Fire Risk Management magazine (Fire Protection Association/Institution of Fire Engineers) are not required to pay IRM's joining fee.

If you are a member of one of the above bodies please provide your membership number and attach your certificate of membership.

**9**

**Section 9 – Payment**

I wish to make payment for the following fees:

FEES PAYABLE	QUANTITY	AMOUNT	TOTAL
Joining fee	1	£85	
Student annual subscription	1		
Module fees			
Practical assignment fee			
<b>TOTAL</b>			

**10**

**Section 10 – Payment method**

Payment method: Personal cheque  Company cheque  Bank transfer   
 please tick (✓) Personal credit card (see below)  Company credit card (see below)  (Please use your name as a reference).

Please note: Your application will be acknowledged, but will not be processed until full payment has been received.

**IRM Bank details**

**Bank name:** Lloyds TSB  
**Account holder's name:** Institute of Risk Management  
**Sort code:** 30-93-23 **Account number:** 00748112  
**Branch:** Fenchurch Street Branch  
**IBAN no:** GB46LOYD30932300748112  
**Swift code:** LOYDGB21009

Please tick (✓) if you require Invoice  Receipt

Purchase order number

Name and address for invoice:

**Credit card details**

Please note we only accept Visa and Mastercard.

Card number:

Valid from:

Expires:

Issue number:

Security code:

Name of cardholder:

Signature:

\*Delete card which does not apply

## 11 Section 11 – Personal information

IRM will use your information together with other information for administration, marketing, verifying information you provide and profiling your preferences, providing advice, processing your orders and requests, and informing you of member benefits and services, as appropriate. We may keep your information for a reasonable period and may disclose it to our service providers for these purposes. From time to time we may contact you by email, mail or telephone to let you know about our own products and services which we believe will be of interest to you.

Please tick this box if you do not wish to receive information about IRM's products and services.

### IRM Events

Please tick this box if you do not wish your details to be distributed to other attendees at the same event you are attending.

### Third Parties

On rare occasions IRM may wish to pass your details to third parties so they can provide you with information on products and services which are likely to be of interest.

Please tick this box if you wish to be included in these mailings.

## Membership promotion information

Please tick (✓) to show where you heard about IRM.

Friend or colleague	<input type="checkbox"/>	IRM letter/flyer	<input type="checkbox"/>	IRM website	<input type="checkbox"/>	IRM conference/event	<input type="checkbox"/>
Internet search engine	<input type="checkbox"/>	Press article	<input type="checkbox"/>	IRM magazine (Risk Management Professional)	<input type="checkbox"/>	Careers advisor	<input type="checkbox"/>
Employer	<input type="checkbox"/>	Other Please specify	<input type="text"/>				

## 12 Section 12 – Declaration

### ADMISSION TO MEMBERSHIP

I hereby apply for admission as a Student member of the Institute of Risk Management. I certify that the information supplied on this form is correct and I declare that:

- I have read and agree to abide by IRM's Code of Conduct.
- I have read and understood the Diploma Regulations and Guidelines and agree to abide by IRM's rules and regulations.
- I understand that if successful in my examinations IRM reserves the right to publish my name.
- I am not entitled to use the designatory letters MIRM until such time as I have passed all the requirements of the Diploma and have been accepted as a full member.

### INFORMATION DISCLOSURE

If your studies are sponsored by your employer, IRM may provide your employer with information on your attendance at examinations and your results. We may also provide confirmation of your membership status to your current or prospective employers when requested.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**THANK YOU FOR YOUR APPLICATION. WE LOOK FORWARD TO WELCOMING YOU AS A NEW STUDENT.**

## APPLICATION GUIDANCE NOTES

We have prepared these guidance notes to help you with your application to enrol as a student on the International Diploma in Risk Management. Please read them before completing your application form as any errors may delay your application.

### SECTIONS 1 AND 2 – PERSONAL AND BUSINESS DETAILS

Please complete these sections in full.

### SECTION 3 – MAILING INFORMATION

Important member services, including passwords to the member only pages of our website are delivered exclusively by email. If you do not express a preference we will use your business email address.

### SECTION 4 – QUALIFICATIONS AND EXPERIENCE

Please indicate that you hold the minimum entry requirements for the Diploma. Remember also to attach copies of certificates as evidence of your qualifications and include an up-to-date version of your CV.

### SECTION 5 – ENROLMENT

Please only enrol for the modules that you wish to take at one sitting. You are strongly advised to take no more than 3 modules at one time. Remember that Level 1 modules must be taken in sequential order.

**Exemptions:** If you wish to apply for an exemption from any of the Level 1 or Level 2 modules please complete and send us an exemption application form. You will find a copy of this form on our website.

### SECTION 6 – EXAMINATION CENTRE

**Special Centres:** A full list of examination centres can be found on IRM's website. Overseas candidates in areas other than those listed may make an application for a special centre. All special centre applications must be made on the appropriate form and submitted by the deadline of **28 February**. Please note that if arrangements are made you will be required to pay an additional fee of £50 plus any local supplementary charges involved.

### SECTION 7 – SPECIAL ARRANGEMENTS

Wherever possible, the Institute will provide examination arrangements that take account of students' special requirements. All applications must be made using the special arrangements application form which must be submitted no later than **28 February**. While the Institute aims to meet all such requests it cannot undertake to fulfil individual requirements where such submissions are received late. A copy of the special arrangements policy together with the special arrangements application form can be downloaded from the Institute's website – [www.theirm.org](http://www.theirm.org)

### SECTIONS 8, 9 AND 10 – FEES AND PAYMENT METHOD

Please note that full payment should accompany your application form. If your employer is paying your fees and requires an invoice, please indicate this on the form. Please be aware, however, that your application will not be processed until full payment is received. All fees are payable to the Institute in Pounds Sterling unless otherwise agreed.

### SECTION 11 – PERSONAL INFORMATION

**Data protection:** The Institute takes data protection very seriously. This section outlines how we use information and offers you the opportunity to decline information about non-membership related products and services. We will respect your preferences, which you can update online at any time. You can also unsubscribe from IRM emails at any time by using the unsubscribe option at the bottom of our emails.

IRM's online learning facility is administered by a third party and requires a separate login and password. Please be aware that we will forward your name and email address to this third party to enable them to issue you with these login details. No other personal information will be passed on. In signing and submitting your form you are authorising the Institute to disclose this information.

**Membership promotion:** It is helpful to us to know how you heard about the Institute.

### SECTION 12 – DECLARATION

**Code of Conduct:** At the end of the form you are required to sign a declaration. Your application cannot be processed if you do not sign the declaration. Part of the declaration is that you will abide by the Institute's Code of Conduct. The purpose of IRM's Code of Conduct is to sponsor and support the highest ethical and professional standards in risk management worldwide.

Please note that failure to comply with the Code may result in disciplinary action.

#### IRM CODE OF CONDUCT

The Board of Directors and membership of the Institute look to you as a member to uphold these standards and the reputation of the Institute by implementing and observing the following requirements

- 1.1 Behaving with integrity in your professional life and treating those with whom you have contact in a fair and respectful manner;
- 1.2 Observing all relevant laws including requirements of regulatory authorities, codes of practice and codes of conduct;
- 1.3 Dealing with regulators in an open and co-operative manner and in accordance with their requirements;
- 1.4 Giving fair and proper consideration and the appropriate priority to all the interests and requirements of employers and clients, obtaining and providing relevant information including all relevant documentation and respecting the confidentiality of information;
- 1.5 Acting at all times with skill, care and diligence;
- 1.6 Acting only within the limits of personal competence and any limits of authorisation;
- 1.7 Acting with fidelity and in an honest and prudent manner, including ensuring the protection of property, including money, entrusted to you by clients;
- 1.8 Ensuring that any conduct, promotions or other public announcements with which you, your name or qualifications are associated do not bring the Institute or your colleagues into disrepute;
- 1.9 Ensuring that your membership of the Institute is not publicised in any way as to imply the possession of any professional qualification that you do not hold.

Members must comply with paragraphs 1.1 to 1.9 and failure to do so in any respect may result in disciplinary proceedings.

#### ADDITIONAL CODE FOR FELLOW, MEMBER, SPECIALIST, GRADUATE AND CERTIFICANT HOLDERS

Those members who are entitled to use one of the above descriptive titles have additional responsibilities to the Institute and to Risk Management worldwide.

- 2.1 You are required to continue your professional development by whatever appropriate means are available to ensure that your technical knowledge does not fall below the required standard;
- 2.2 You must comply and be able to evidence compliance with the requirements of the Institute's scheme of Continuing Professional Development when called upon to do so;
- 2.3 You must ensure that the Institute is promptly advised of any change in your circumstances which might affect your entitlement to continue using your descriptive title;
- 2.4 The descriptive titles are granted to the individual member and must not be used as applying to firms, partnerships or corporate bodies.

Descriptive title holders must comply with paragraphs 1.1 to 2.4 and failure to do so in any respect may result in disciplinary proceedings.

#### Guide to good practice for all members

The guide to good practice amplifies, but is not part of the code.

- 3.1 Members should take every opportunity to improve their professional capability;
- 3.2 Members should support Institute activities;
- 3.3 Descriptive title holders should encourage others to obtain their professional qualification and help promote education in the Institute;
- 3.4 Members should be aware of the Risk Management Standard, and where practicable, implement the principles therein;
- 3.5 Members are encouraged to share knowledge, to promote the advancement of risk management on an international basis.

#### CANCELLATIONS AND WITHDRAWALS

We recognise that a change of circumstances may mean that a student has to withdraw from their course of study. A refund of the module fees paid less an administration charge of £100 per module will be made if written notice is received by the Institute before the close of the enrolment period. No refunds are permitted after the enrolment closing date. The application fee and the student annual subscription are non refundable.

#### LIABILITY

The Institute does not accept responsibility for anyone acting as a result of the information or views expressed in its study materials or on its workshops. Students should take specific advice when dealing with specific situations.

#### SUBMISSION

When you have completed your application form please send it to:

Member and Student Services  
The Institute of Risk Management  
6 Lloyds Avenue  
London  
EC3N 3AX

[www.theirm.org](http://www.theirm.org)

OR email it to: [studentqueries@theirm.org](mailto:studentqueries@theirm.org)

**We look forward to receiving your application form.**