



2009/10 Application Form

International Diploma in Risk Management

Instructions on completing this application form.

Please read the following instructions before completing and returning this application form.

Section A – Personal details

All sections should be completed. Please provide your name as you wish it to appear on your certificate of completion and all correspondence from the Institute.

Please note, examination results will be sent to the address you provide.

Most communication from the Institute is sent electronically. Therefore, please take care when providing your email address.

Section B – Qualifications, professional membership and experience

Applications will not be processed without proof of evidence meeting one or more of the entry requirements. Evidence of completed qualifications must be supplied, such as certificates confirming successful completion. Do NOT send in original copies unless requested to do so by IRM. All photocopies must be certified as true copies of the originals.

All applicants must attach an up to date CV.

Section C – IRM involvement

Getting involved in Institute activities is a great way to network and learn from other students and members. If a group does not exist in your region or covers your area of interest, then why not set up a group? Full details on all groups can be found on the IRM website.

Section D – Diploma enrolment and exam entry

Level One	Level Two	
IND001 – Principles of Risk	IND007 – Legal and Contract Risk	IND013 – Environmental Risk
IND002 – Risk and Organisations	IND008 – Public Sector	IND015 – Architecture, Engineering & Construction
IND003 – Risk Decisions	IND010 – Business Continuity & Crisis Mgmt	
IND004 – Risk Leadership	IND011 – Information Risk	
IND005 – Risk Solutions	IND012 – Project Risk Management	

Students who do not indicate their preferred exam centre will automatically be allocated the centre nearest to their provided postal correspondence address. Please note a fee is charged to change an examination centre.

Section E – Fees

Students can join the Institute at any time during the year. Students joining between 1 July 2009 and 15 December 2009 will be registered for the June 2010 examinations. Those who join between 15 December 2009 and 30 June 2010 will be registered for the June 2011 examinations.

Section F – Payment methods

Application forms will **NOT** be processed nor will access to learning materials be provided until all fees are received. If your employer is paying the fees, it is your responsibility to ensure payment is received promptly. All fees must be received by IRM by the closing date of registration 15 December for those registering for the June 2010 examinations.

FORMS SHOULD BE RETURNED TO

International Diploma in Risk Management – 2009/10 Application Form
Institute of Risk Management
6 Lloyd's Avenue, London, EC3N 3AX, United Kingdom
or Fax to +44 (0)20 7709 0716

International Diploma in Risk Management – 2009/10 Application Form

Section A – Personal details

DIPLOMA Please tick (✓) box

SINGLE MODULE Please tick (✓) box

MEMBERSHIP NUMBER (if already a member)

TITLE
Mr/Mrs/Miss/Ms/Other

DATE OF BIRTH

__ dd __ mm __ yyyy

FORENAME

SURNAME

Work Contact Details

JOB TITLE

ORGANISATION

ADDRESS

.....
.....

Town County/State

Postcode Country

TELEPHONE

FAX

MOBILE

EMAIL

Home Contact Details

ADDRESS

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Town County/State

Postcode Country

TELEPHONE

FAX

MOBILE

EMAIL

WHERE CORRESPONDENCE SHOULD BE SENT?

Tick for all email correspondence

Work Email

Home Email

Tick for all postal correspondence

Work Address

Home Address

Section A – Continued

INDUSTRY SECTOR – PLEASE ONLY TICK (✓) ONE BOX

Accountancy and Business Services <input type="checkbox"/>	Advertising, Marketing and PR <input type="checkbox"/>	Banking and Investment <input type="checkbox"/>
Broadcasting <input type="checkbox"/>	Central Government <input type="checkbox"/>	Construction <input type="checkbox"/>
Consultancy <input type="checkbox"/>	Education <input type="checkbox"/>	Engineering <input type="checkbox"/>
Environmental and Waste Services <input type="checkbox"/>	Emergency Services <input type="checkbox"/>	Food and Drink <input type="checkbox"/>
Farming, Forestry and Rural <input type="checkbox"/>	Health <input type="checkbox"/>	Hospitality <input type="checkbox"/>
HR and Recruitment <input type="checkbox"/>	Insurance <input type="checkbox"/>	Information Technology <input type="checkbox"/>
Legal Services <input type="checkbox"/>	Local, Regional Government <input type="checkbox"/>	Manufacturing <input type="checkbox"/>
Oil, Gas, Petroleum and Minerals <input type="checkbox"/>	Property <input type="checkbox"/>	Publishing <input type="checkbox"/>
Retail and Wholesale <input type="checkbox"/>	Social Care <input type="checkbox"/>	Science <input type="checkbox"/>
Sports and Leisure <input type="checkbox"/>	Transport and Logistics <input type="checkbox"/>	Tourism <input type="checkbox"/>
Fashion and Textiles <input type="checkbox"/>	Voluntary <input type="checkbox"/>	Other <input type="checkbox"/>

Section B – Qualifications, professional membership and experience (Please attach additional sheets of paper if required)

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

DETAILS OF QUALIFICATIONS HELD (Examination and/or awarding body)	DATE OF AWARD	DOCUMENTARY EVIDENCE SUPPLIED

RISK MANAGEMENT EXPERIENCE (Please attach an up to date CV)

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Section C – IRM involvement

I WOULD LIKE TO GET INVOLVED WITH THE FOLLOWING COMMITTEE

Please tick (✓)

International Development Risk Forum

PLEASE LIST YOUR AREAS OF EXPERTISE IN THE BOXES BELOW (eg insurance, health and safety, loss adjusting)

1 2 3

4 5 6

WOULD YOU BE WILLING TO...

Help with the organisation of the Annual Risk Forum? Yes No

I AM INTERESTED IN SETTING UP A SPECIAL INTEREST GROUP Yes No

Please state area of interest

I WOULD LIKE TO WRITE ARTICLES FOR THE INSTITUTE'S MAGAZINE Yes No

If yes, please state area of interest

Section D – Diploma enrolment and exam entry

Please provide the module codes for the exams you wish to take. The codes can be found at the front of this form or at www.theirm.org/Qualifications/dipStructure.html. Remember modules **MUST** be taken in sequential order.

LEVEL 1 Core modules	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	LEVEL 2 Specialisms	<input type="text"/>	<input type="text"/>
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LEVEL 3
Practical Assignment

This section can only be entered, once levels 1 and 2 have successfully been completed and confirmation of results provided. A proposal application form is also required to be completed and can be obtained from the above link.

EXAMINATION CENTRE All details of examination centres can be found on IRM's website www.theirm.org/Qualifications/overview/Exams.html

I WISH TO SIT MY JUNE 2010 EXAMINATIONS AT THE FOLLOWING CENTRE.

First choice

Second choice

I WISH TO APPLY FOR AN ICSA SPECIAL CENTRE & ATTACH THE SPECIAL CENTRE APPLICATION FORM. (This form must be sent on registration.)

Proposed centre and country

Section E – Fees

FEES	Standard Rate		Low GDP Rate		Partnership Rate	
	1 JULY – 14 DEC	15 DEC – 30 JUNE	1 JULY – 14 DEC	15 DEC – 30 JUNE	1 JULY – 14 DEC	15 DEC – 30 JUNE
One off admission fee	£106	£106	£87.55	£87.55	£106	£106
Student subscription	£116	£174	£99	£148	£116	£174
Module fee	£257	£257	£218.45	£218.45	£231.30	£231.30
Online resource fee per module	£103	£103	£103	£103	£103	£103

*Please note this fee provides membership up to 30 June 2010

FEES PAYABLE	QUANTITY	AMOUNT
One off admission fee	1	
Student subscription	1	
Module fee		
Online resource fee per module		
Total Payable		

Section F – Payment methods

Please tick method of payment (✓)

BY CHEQUE

Please make your cheque payable to Institute of Risk Management and attach it to your application form. Ensure your name, and any reference or invoice numbers are written on the back of the cheque.

BY CREDIT/DEBIT CARD
(Visa/Mastercard only)

VISA

MASTERCARD

DEBIT MY ACCOUNT FOR

£

Please enter your card details below

CARD NUMBER

3 DIGIT SECURITY CODE

EXPIRY DATE

SIGNATURE

CARDHOLDER'S NAME AND ADDRESS (If different from above)

Name

Company

Address

Postcode Country

Section F – Continued

BY BACS

You must ensure you quote your company name, and any reference or invoice number provided. There will be a delay in identifying your payment without this information.

IRM BANK DETAILS

Account Name	Institute of Risk Management
Bank Name	Lloyd's TSB
Account Number	00748112
Sort Code	30-93-23
Swift Code	LOYDGB21009
IBAN No	GB46LOYD30932300748112

BY BANK DRAFT

All bank drafts must be in UK sterling, any bank charges must be covered. Please ensure your name, membership number and any reference or invoice number provided is written on the back of the draft.

BY INVOICE

If you require an invoice, please confirm contact details if different from above.

INVOICE NAME AND ADDRESS (If different from above)

Name

Company

Address

Postcode

Country

Your application will not be processed or study material provided until payment has been received.

Section G – How did you hear about the IRM Diploma?

Word of mouth

Risk Forum delegate

IRM email alert

InfoIRM magazine

Partner organisation

Email alert/newsletter (non-IRM)

IRM website

Saw an ad in a Magazine (Please specify)

Search engine (Please specify)

Other website (Please specify)

Other (Please specify)

Section H – Declarations

STUDENT MEMBERSHIP

I hereby apply for student admission of the Institute of Risk Management and I agree, if admitted, to abide by its Memorandum and Articles of Association and Code of Conduct. The information given in this application is true and completed to the best of my knowledge and belief.

TERMS, CONDITIONS AND CANCELLATION

I have read and agree to the terms and conditions contained in the Guidance to Studying the Diploma, including details of my right to cancellation.

DATA PROTECTION AND PRIVACY

IRM holds your personal data on its computer database and will from time to time send your information on IRM events and services.

IRM is registered under the Data Protection Act 1998 and will process your data fairly. From time to time IRM may wish to pass your details to third parties in order for them to provide you with information on products and services which are likely to be of interest. If you do NOT wish your data to be used in this way, please tick here.

IRM will pass your details onto Strategic Risk Magazine, CIR Magazine and Business Insurance Europe for the purpose of giving you a free subscription to their publications. Your details will not be used for any other purpose. If you do NOT want this free membership benefit, please tick here.

IRM will from time to time share your details with other IRM members for the purpose of IRM events and activities. If you do NOT wish your details to be passed on please tick here.

SIGNED

DATED

Due to postal strikes currently taking place in the UK, we suggest you fax or scan your application to the IRM

Forms should be returned to: Institute of Risk Management, 2009/10 International Diploma Enrolment, 6 Lloyd's Avenue, London, EC3N 3AX or Fax to +44 (0)20 7709 0716