



Leading the risk profession

International Certificate in Risk Management

New Student Enrolment Form

November 2012 Examinations

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"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y <input type="text"/> Y	Town:	
Email:		County/State:	
Mobile:		Postcode:	
Telephone:		Country:	

2 Section 2 – Business details

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

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 – 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>

5 Section 5 – 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 31 July. 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.

6 Section 6 – Introductory Workshops

Practical workshops are available to help students with their studies as well as providing an opportunity to meet with examiners and fellow students and to share information and experiences. All workshops are held in the UK. The standard rate Certificate fee includes the cost of the Introductory Workshop. IRM offer two workshop dates each session. Please indicate below your preferred choice of date and ensure that you read the guidance notes on the back of this form. Joining instructions for the workshop will be sent to you nearer the time.

Please tick (/)

Introductory Workshop – 4 May 2012

Introductory Workshop – 31 May 2012

7 Section 7 – Fees payable

FEES	STANDARD RATE (Including workshop)	OVERSEAS RATE (Excluding workshop)	OVERSEAS LOW GDP RATE (Excluding workshop)	PARTNERSHIP RATE (Including workshop)	ALARM/PRIMA RATE (Including workshop)
Certificate fee	£1,700	£1,445	£1,360	£1,530	£1,360
Please tick (/) the appropriate fee to be paid					

Members of SWERMA, NORIMA, AIRMIC, and the Chartered Quality Institute are eligible for the reduced partnership rate. A special discount is available to members of ALARM and PRIMA.

If you are a member of a partner organisation please provide the following details:

Name of partner Membership number Organisation

Please select (a), (b), (c) or (d)

(a) Bank transfer

Bank transfer - Please ensure that your name is quoted as a reference

IRM Bank transfer details

Bank name: Lloyds TSB

Sort code: 30-93-23

Account number: 00748112

Account holder's name: Institute of Risk Management

Branch: Fenchurch Street Branch

IBAN no: GB46LOYD30932300748112

Swift code: LOYDGB21009

(b) Cheque

Cheque attached

Cheque to follow

(c) Credit card

Payment by credit card

Please debit my Visa/Mastercard* for:

Name of cardholder:

£

Card number:

Valid from:

Expires:

*Delete card which does not apply

Please note that we will need to contact you by telephone to obtain your three digit security number. Please provide a contact telephone number.

(d) Invoice

Please tick (/) if you require an invoice to be sent to your employer. A copy will also be sent to you for your records.

Purchase Order Number

Address for invoice

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"/>				

ADMISSION TO MEMBERSHIP

I hereby apply for admission as a student member of the Institute of Risk Management and enrolment on the International Certificate. 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 Qualification 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.

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.

We have prepared these guidance notes to help you with your application. Please read them before completing the 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 – 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 for the June examinations and by 31 July for the November examinations. Please note that if you apply for a special centre you will be required to pay an additional fee of £50. You must also pay any local supplementary charges imposed by the centre.

SECTION 5 – 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 for the June examinations and by 31 July for the November examinations. While the Institute aims to meet all such requests it cannot undertake to fulfil individual requirements where submissions are received late. A copy of the Special Arrangements Policy together with the application form can be downloaded from the Institute's website.

SECTION 6 - WORKSHOPS

Practical workshops are available to help you get the most from your studies and prepare for the examinations. The standard rate Certificate fee includes the cost of the introductory workshop. Please indicate on the form your preferred workshop date. We will endeavour to place you on the workshop of your choice. However, spaces will be allocated on a "first come, first served" basis.

Optional revision courses are also available at a separate charge. Details of these revision workshops will be sent to you separately after enrolment.

Joining instructions will be sent out approximately 2 weeks before the date of each workshop.

SECTIONS 7 AND 8 - 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 9 – 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.

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

SECTION 10 – DECLARATION

Code of Conduct: At the end of the application form you are required to sign a declaration. Your application cannot be processed if you do not sign this declaration. Part of the declaration is that you agree to 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.

A copy of the Code of Conduct can be found on the final page of this application form.

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 fees paid less an administration charge of £250 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.

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 Lloyd's Avenue
London
EC3N 3AX

www.theirm.org

OR email it to: studentqueries@theirm.org

We look forward to receiving your application form.

IRM CODE OF CONDUCT

The Institute of Risk Management (IRM) aims to sponsor and support the highest ethical and professional standards in risk management worldwide.

The Code

- 1 The Board of Directors and membership of the IRM require you as a member to uphold the standards set out in Parts 1 and 2 of the Code and to maintain the good reputation of IRM by implementing and observing the following requirements.
 - 1.1 To behave with integrity in your professional life and to treat those with whom you have contact in a fair and respectful manner, and without discrimination;
 - 1.2 To observe all relevant laws and the requirements of regulatory authorities, codes of practice and codes of conduct within your jurisdiction. This means not only working within the law, but within the spirit of the law;
 - 1.3 To deal with regulators in an open and co-operative manner and in accordance with their requirements;
 - 1.4 To have proper regard for public health, safety and the environment;
 - 1.5 To give fair and proper consideration and appropriate priority to all the interests and requirements of colleagues, employees, employers and clients;
 - 1.6 To obtain and provide when requested, clear information and documentation that is relevant to the request, and to respect the confidentiality of such information and documentation unless otherwise required by law;
 - 1.7 To act at all times with skill, care and diligence;
 - 1.8 To act only within the limits of personal competence and any limits of authorisation;
 - 1.9 To act with fidelity and in an honest and prudent manner, and to ensure the protection of property, including money, entrusted to you by clients;
 - 1.10 To ensure that any activities or actions, and any promotions or other public announcements with which you, your name or qualifications are associated do not bring IRM or your colleagues into disrepute whether through your actions in work or outside work;
 - 1.11 To ensure that your membership of IRM is not publicised in any way as to imply the possession of any professional qualification that you do not hold;
 - 1.12 To ensure, where possible and within your authority, that those who work for you have appropriate training, education and supervision; otherwise you should encourage employees to meet this requirement.

All members must comply with paragraphs 1.1 to 1.12, and failure to do so in any respect may result in disciplinary proceedings in accordance with Articles 46 to 50 of IRM's Memorandum and Articles of Association.

The additional code for Fellow, Member, Specialist, Graduate and Certificant title holders

- 2 Those members who are entitled to use one of the above descriptive titles have additional responsibilities to IRM and to risk management worldwide.
 - 2.1 you are required to continue your professional development by whatever appropriate means in order to ensure that your technical knowledge does not fall below the required standard;
 - 2.2 you must comply and be able to provide evidence of compliance with the requirements of IRM's scheme of continuing professional development;
 - 2.3 you must ensure that IRM is promptly advised of any change in your circumstances which might affect your entitlement to continue using your descriptive title;
 - 2.4 you must not use the descriptive title which is granted to you as an individual member in connection with 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.

The guide to good practice for all members

- 3 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 IRM activities;
 - 3.3 holders of descriptive titles should encourage others to obtain their professional qualification and should help promote education in IRM;
 - 3.4 members should be aware of internationally accepted standards in risk management, including the Risk Management Standard and any associated or succeeding documents, and where practicable, implement the principles therein;
 - 3.5 members are encouraged to share knowledge in order to promote the advancement of risk management on an international basis.

The Institute of Risk Management
6 Lloyd's Avenue
London EC3N 3AX

T +44 (0)20 7709 9808
F +44 (0)20 7709 0716
E enquiries@theirm.org
W www.theirm.org

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