

# International Diploma in Risk Management

## Application for Standard Exemption



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

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

### 3 Section 3 – Exemption Request

I am applying for exemption from the following modules: Please tick (3)

Level 1	Level 2
Principles of Risk	Architecture, Engineering & Construction
Risk and Organisations	Business Continuity & Crisis Management
Risk Decisions	Environmental Risk
Risk Leadership	Financial Services
Risk Solutions	Governance
	Information Risk
	Project Risk
	Public Sector
	Non Specific

## 4 Section 4 – Evidence

I am applying for a Standard exemption on the basis that I hold the following qualification(s)

Qualification held	Awarding Body	Year Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I enclose the following:

- a copy of my certificate(s) confirming successful completion of my qualification(s)
- the exemption fee

## 5 Section 5 – Fees payable

EXEMPTION FEES	£
Standard exemption fee per module	£90
Standard exemption fee - all of level 1	£270

## 6 Section 6 – Payment

Please note that FULL payment must accompany this form.  
I wish to make payment of the following fees:

FEES PAYABLE	QUANTITY	AMOUNT	TOTAL
Standard exemption fee		£90	
Standard exemption fee - all level 1		£270	
TOTAL			

## 7 Section 7 – Payment method

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 (3) 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

## 8 Section 8 – Declaration

I certify that the information supplied with this form in support of my exemption application is correct.

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

We have prepared these guidance notes to help you with your exemption application. Please read them before completing your application form as any errors may delay your application.

### EXEMPTION POLICY

IRM operates an exemption scheme that offers students recognition for other relevant academic or professional qualifications/awards that they may hold. This policy outlines the requirements for exemptions to be offered.

### ROUTES TO EXEMPTIONS

There are two types of exemption - standard and non-standard.

#### Standard Exemptions

Standard exemptions are where the Institute has previously evaluated qualifications/awards and has determined that such qualifications/awards cover the relevant subject matter and have been tested to a level equivalent to that of the IRM Diploma.

A list of the current available standard exemptions can be found on the IRM website - <http://www.theirm.org/Qualifications/dipExemptions.html>

#### Non-standard exemptions

If you hold a qualification/award which is not shown on the standard exemptions table, but which you feel matches the subject matter and was tested to a level equivalent to the IRM Diploma, you may apply for a Non-standard exemption.

Students applying for a Non-standard exemption on the basis of another qualification held must provide evidence that they have covered 80% of the syllabus for the Diploma module from which they are seeking exemption.

### ELIGIBILITY FOR EXEMPTION

Exemptions are a concession and are awarded at the discretion of IRM. There is no automatic entitlement to exemptions. Where IRM determines that a qualification does not contain sufficient relevant coverage, no exemptions will be awarded.

Where IRM is unfamiliar with an international qualification or the awarding institution, the advice of UK NARIC will be sought. Where UK NARIC is unable to comment on an institution, IRM reserves the right to not award exemptions on the basis of that qualification.

All exemptions are granted on a module by module basis on the basis of completed qualifications. IRM does not award exemptions for exemptions.

Students who have previously failed an examination for a Diploma module are not permitted to subsequently submit an exemption application.

Standard exemption applications are only eligible where the qualification/award has been obtained in the last ten years unless the application is accompanied by a letter of good standing from the professional body who awarded the qualification. This letter should confirm that your knowledge, understanding and experience are up to date.

### WHEN TO APPLY

Applications for Standard exemptions must be made at the same time as you enrol as a student member. IRM will only confirm eligibility for exemptions once your student registration has been completed.

Applications for Non-standard exemptions may be made at any time.

### SUPPORTING DOCUMENTATION

All exemption applications must include a copy of the certificate confirming successful completion of an academic award/ professional qualification, or a letter from the awarding body confirming the date of completion of the qualification and modules passed.

In addition, if you are applying for a Non-Standard exemption you must complete the qualification assessment table which cross references the relevant elements of your qualification/award to the Diploma syllabus.

An assessment table for each module must be completed for each exemption sought. The assessment tables can be found at Appendix 1 and Appendix 2 of this Application form. They have already been populated with the module syllabus. Please remember to put your name at the top of each sheet.

If your original certificates were not issued in English, then you must submit certified translations of all documents together with copies of the original language documents. Any document which has been translated into English must be certified as an "Accurate translation of the original language documents" by someone who is fluent in both languages and who is not related to the applicant.

### FEES

An exemption fee of £90 is charged for each individual module from which you are claiming exemption. If you are applying for a standard exemption from all modules of Level 1 then a reduced rate of £270 is payable. The non standard exemption fee is £135 per module.

### ASSESSMENT OF EXEMPTION APPLICATIONS

All Standard exemptions will be acknowledged and confirmed within two weeks of receipt.

Non Standard exemptions will be reviewed by IRM's Exemptions Panel and candidates will normally be notified of the outcome within one month of their application.

The decision of IRM's Exemptions panel is final.

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

### SUBMISSION

Member and Student Services  
The Institute of Risk Management  
6 Lloyd's Avenue  
London  
EC3N 3AX

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

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