

# Revised International Diploma in Risk Management

## Student Enrolment Form



**For Office Use Only**

Date received:      Ackn. Date:      EDU:      Membership Number:

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**PLEASE REFER TO THE APPLICATION GUIDANCE NOTES AT THE BACK OF THIS FORM**

### 1 Section 1 - Personal Details & Contact Information

Family Name:      Title: Mr      Mrs      Miss      Dr      Prof      Other

First Names:      Date of Birth:

**Please select which best describes you:**

I have completed one of the IRM's International Certificate qualifications:      IRM Membership No :

I have been granted exemptions from the International Certificate qualifications and am joining the Diploma as a new student:

**Personal Contact Details:**

**Business Contact Details:**

Address:      Employer:

Town:      Address:

County / State:      Town:

Postcode:      County / State:

Country:      Postcode:

Email:      Country:

Telephone:      Email:

Mobile:      Telephone:

Mobile:

**Preferred Correspondence Details:**

Personal Address :

Business Address:

Personal Email :

Business Email:

### 2 Section 2 - Employment Information

Industry Sector - Please tick **one** box only

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

Family Names (office use):

First Names (office use):

IRM will ensure that your personal data is processed in line with Data Protection legislation and IRM's Data Protection & Privacy Statement (Available on IRM's website). In submitting this application you are deemed to have consented to IRM processing your data

#### Sharing Your Data with Third Parties

IRM will never sell your data to third parties for commercial gain. However, we may have to share your data with third parties who provide products and services that complement those offered by IRM  
Please let us know if you consent to using your data in this way.

Yes                      No

#### Sharing Information with Your Employer

Please indicate if, upon request, we are able to provide your employer with your results including all attempts and future entries.

Yes                      No

#### Privacy & Electronic Communications Regulations

IRM may from time to time wish to draw your attention to other IRM products and services electronically which are likely to be of interest to you.  
Please indicate if you consent to us using your data in this way.

Yes                      No

**By submitting this application, you will be registered onto the International Diploma in Risk Management and the modules selected.**

Fee Type	Standard	Low GDP
Course Fee	£3,495	£2,970
Fee Per module (pay as you go)	£975	£830

**You have the option of paying for the full cost of the Diploma qualification upfront or on a module by module basis.**

**Please indicate your preference below:**

Pay full qualification fee upfront :

Please choose the module(s) you'd like to request access to initially (only applies to students paying the full qualification fee):

Pay on module by module basis :

#### Payment Options:

**Bank Transfer**      If you are choosing to pay by Bank Transfer please use the bank details below and ensure to quote your full name & membership number as reference.

**Failure to quote your full name or membership number will delay the identification of the payment, which will delay your access to your Virtual Learning Environment (VLE).**

<b>Bank Name:</b>	Lloyds	<b>Account Name:</b>	Institute of Risk Management
<b>Branch:</b>	Fenchurch Street	<b>IBAN:</b>	GB46LOYD30932300748112
<b>Sort Code:</b>	30 – 93 – 23	<b>Swift Code:</b>	LOYDGB21009
<b>Account Number:</b>	00748112	<b>Reference:</b>	

**Credit/Debit Card**      To pay by credit card, please telephone us on +44 (0) 20 7709 9808 with your card details. We accept Visa/Mastercard/American Express only. Please note that all card payments can only be made in Pounds Sterling.

**You are strongly advised not to send credit card information by email**

**Invoice**      **Please complete these fields if you require an invoice**

Purchase Order Number:

Address & Email for Invoice:

**5**      **Section 5 - Declaration**

I hereby apply for admission as a student member of the IRM and enrolment on the **International Diploma in Risk Management** . I declare that all information provided by me on this form is true and correct to the best of my knowledge. I further declare that:

- I have read and agree to abide by IRM's Code of Conduct
- I agree to abide by IRM's assessment rules & regulations
- I will use the study materials for my own purposes and will not sell, or share my access to VLE with anyone else
- I have read and agree to IRM's qualifications terms and conditions of business including my right of cancellation. All fees are non- refundable following the cooling off period.
- I understand that I am responsible for purchasing my own core text books.
- I understand that if successful in my assignments, IRM reserves the right to publish my name.

Applicant Signature:

Date:

# APPLICATION GUIDANCE NOTES

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.

## SECTION 1 – PERSONAL DETAILS AND CONTACT INFORMATION

Please complete this section in full, specifying which address and email address you would like to be your main contact details. The details you select will be where you are sent information for your course.

## SECTION 2 – EMPLOYMENT INFORMATION

Letting us know which sector you work in will help us understand the types of businesses our students work for and help us to ensure information and learning materials are relevant when course updates are made.

## SECTION 3 - DATA PROTECTION AND PRIVACY

**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.

## SECTION 4 - PROGRAMME DETAILS AND FEES PAYABLE

**The course and module fee covers your access to the Virtual learning environment (VLE) and your first assignment submission. You will receive access to the VLE once payment has been received. However, your access to the VLE will cease once you have submitted your assignment for a module. If you fail any of your assignments, you will need to pay a resubmission fee in order for your access to be reactivated.**

You will not need to pay any membership subscription fee as long as you remain a current student.

All fees are payable in Pounds Sterling. Invoices must be settled within 14 days. We accept bank transfers and debit/credit card payments including Visa/Mastercard/American Express.

## SECTION 5 – 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 complete Code of Conduct can be found on the next page.

## CANCELLATIONS AND WITHDRAWALS

We recognise that a change of circumstances may mean that a student has to withdraw from their course of study. You have the right to cancel your application within 7 working days of receipt of our confirmation and to receive a full refund of fees paid. You are required to make any such request in writing by email to [studentqueries@theirm.org](mailto:studentqueries@theirm.org). A refund of the fees paid by you which relate to the cancellation will be sent to you within 30 days of the receipt of your notice of cancellation.

Should you wish to cancel your application after the 7 day cooling off period you may do so within the following 28 day period. You are required to make any such request in writing by email to [studentqueries@theirm.org](mailto:studentqueries@theirm.org). A refund of the fees paid less an administration charge of £250 will then be made. Refunds will be sent to you within 30 days of receiving the notice of cancellation. No refunds will be granted after the 28 day period.

The full qualifications terms and conditions of the business can be found on the website.

## LIABILITY

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

## SUBMISSION

When you have completed your application form please email to:

**[studentqueries@theirm.org](mailto:studentqueries@theirm.org)**

We look forward to receiving your application form.

# 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 and Certified Fellow, Member and Certified Member, Technical Specialist, Graduate and Certificate 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.

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