



# Digital Risk Management Certificate New

## Student Enrolment Form

December 2023 Examinations

**For Office Use Only**

Date received:	Ackn. Date:	EDU:	Membership Number:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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 indicate where you heard about IRM: Friend / Colleague  Findcourses.co.uk  Facebook  Twitter

Former Student  Internet / Search Engine  Employer  Careers Advisor  Press Release / Article

IRM Flyer/Letter  IRM Conference / Event  IRM Magazine (Risk Management Professional)  Other

Are you now, or ever been, a member or a student at the IRM? No  Yes  If yes, Membership No:

<p><b>Personal Contact Details:</b></p> <p>Address: <input type="text"/></p> <p>Town: <input type="text"/></p> <p>County / State: <input type="text"/></p> <p>Postcode: <input type="text"/></p> <p>Country: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Telephone: <input type="text"/></p> <p>Mobile: <input type="text"/></p> <p>Preferred Correspondence Details: Personal Address <input type="checkbox"/></p> <p>Personal Email <input type="checkbox"/></p>	<p><b>Business Contact Details:</b></p> <p>Employer: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Town: <input type="text"/></p> <p>County / State: <input type="text"/></p> <p>Postcode: <input type="text"/></p> <p>Country: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Telephone: <input type="text"/></p> <p>Mobile: <input type="text"/></p> <p>Business Address <input type="checkbox"/></p> <p>Business Email <input type="checkbox"/></p>
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Family Names (office use):

First Names (office use):

**2 Section 2 – Special Arrangements**

**Special Arrangements:**

I wish to make an application for Special Access Arrangements

Note: You must complete a separate Special Arrangements Application Form and attach it to this enrolment form. You will find a copy on the IRM website

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

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

Other - Please State:

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 details of your examination record and accreditation, 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 entered for the December 2023 examination. Students will be notified of the date they can book the test centre for the exam after they have enrolled on to the qualification and their payment successfully processed.**

I qualify for the :

**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, and receipt of access to the study material to begin the course

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

**Debit/Credit Card** To pay by credit card, please telephone us on +44 (0) 20 7709 4125 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

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## Section 6 Declaration

I hereby apply for admission as a student member of the IRM and enrolment on the **Digital Risk Management Certificate**. 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 examination rules and regulations
- I will use the study materials for my own purposes and will not sell, copy lend or give them to anyone else
- I have read and agree to IRM's qualifications terms and conditions of business including my right of cancellation
- I understand that I am enrolling for the December 2023 exam session as stated and that IRM do not offer deferrals or postponement of exams
- I understand that if successful in my examinations, IRM reserves the right to publish my name.
- I give IRM my explicit consent to control, save, transfer and process my personal data with Pearson VUE in order to register for the test centre and to transmit my exam result to the IRM. *Your personal data and test responses will be encrypted and transmitted from the test centre to Pearson VUE (located in the USA) and from Pearson VUE to the IRM, either of which may be outside of the country in which you are testing. Your personal data will be stored in the Pearson VUE and IRM databases for these purposes. The test centre only retains information on when and where your exam was taken.*

Applicant Signature:

Date:

**ALL FEES MUST BE PAID BY 31 MAY 2023 - NO ENROLMENTS WILL BE ACCEPTED AFTER THIS 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 and materials for your course.

### SECTION 2 – ADDITIONAL NEEDS

Please let us know in this section if that you are requesting Special Arrangements for your exams. Wherever possible, the Institute will provide examination arrangements that take account of students' special requirements. All applications must be made on the appropriate form and submitted by the deadline given. You can find a copy of the form on the website.

### SECTION 3 – 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 4 – 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 5 – PROGRAMME DETAILS AND FEES PAABLE

**The course fee covers your first examination entry, access to the student support site, and access to the qualification coach. Students who are not already members of the IRM will receive student membership for the duration of their studies (up to a maximum of 1 year from your enrolment date).**

Please note that you will not be granted access to the learning management system until full payment has been received. All fees are payable in Pounds Sterling. Invoices must be settled within 14 days. We accept bank transfers and debit/credit card payments. For debit/credit card payments we accept Visa/Mastercard/American Express only.

### SECTION 6 – 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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