

## Registration Form with IFS Skillnet Funding

### Professional Certificate in Complex Financial Instruments in International Financial Services

#### 1 PERSONAL INFORMATION

##### PERSONAL DETAILS

IoB Membership number (insert if applicable)

Staff number (insert if applicable)

Surname

First name

Date of birth (dd/mm/yyyy)

Mother's maiden name

County of birth e.g. Dublin

If born outside Ireland, country of birth

Is English your first language?\*

Mobile phone number\*\*

Email address\*\*

ALL FIELDS ARE MANDATORY




 /  /      Title Mr ☐ Mrs ☐ Ms ☐

 Postcode 


Yes ☐ No ☐



\* Information on minimum language requirement is available at: [www.iob.ie/examdetails](http://www.iob.ie/examdetails). If no is selected above, original supporting documentation must be provided for entry onto the programme and must be sent to The Institute of Banking.

\*\* We will send you alerts when new correspondence is posted online to My Institute.

##### WORK DETAILS

Employer name

Department

Staff number

Address

County

Work phone number




 Postcode 


Personal details including your work/home address for existing members can be changed online within My Institute (the IoB student portal).

##### HOME DETAILS

Address

County

 Postcode 

Note: All postal correspondence is sent to your work address unless requested otherwise. The Institute of Banking does not accept responsibility for correspondence sent to home addresses.

Please tick here if you would prefer your postal correspondence to be sent to your home address. ☐

## 2 MODULE SELECTION

| Module                        | Exam Date and Start Time | Exam duration | Lecture venue | The Institute of Banking Full Fee | IFS Skillnet Funded Fee       |
|-------------------------------|--------------------------|---------------|---------------|-----------------------------------|-------------------------------|
| Complex Financial Instruments | 11 Jan 2020 - 9.00am     | 2 hours       | Dublin        | €1,250                            | <input type="checkbox"/> €915 |

### RECOGNISED PRIOR LEARNING

Credits for recognised prior learning may be available. Go to [www.iob.ie/rpl](http://www.iob.ie/rpl).

Note: you can only apply for recognised prior learning on initial admission to a programme

### LECTURE VENUES

Venues are available subject to demand

Dublin ☒

### EXAM VENUES

Venues are available subject to demand

Athlone ☐ Belfast ☐ Cork ☐ Dublin ☐ Galway ☐ Letterkenny ☐ Limerick ☐ Waterford ☐

### CLOSING DATES

| Autumn Trimester                       | Spring Trimester                       | Summer Trimester                        |
|--|--|---|
| Leading to Jan 2020 exams - 23/09/2018 | Leading to May 2020 exams - 30/01/2020 | Leading to Sept 2020 exams - 26/05/2020 |

### DATA PROTECTION NOTICE

#### About this data protection notice

This data protection notice sets out details of the personal data relating to you that we collect and how we process it.

#### Who collects your data?

Your data is collected by The Institute of Bankers in Ireland, 1 North Wall Quay, Dublin 1 (trading as The Institute of Banking) ('the Institute', 'we', 'us', 'our'). The Institute is a Data Controller and is committed to protecting your rights in line with the General Data Protection Regulation (GDPR).

#### What information do we collect about you?

In order to provide our services to you we collect contact, home and work details and other identifying information from you when you fill out this registration form. We may also collect and process personal data in connection with our ongoing relationship with you, such as via correspondence and calls with you and in relation to your participation as a student on one of our programmes. From time to time, we may collect personal data relating to you from third party sources, such as your employer.

#### Am I required to provide the information?

We require you to complete the mandatory fields identified in our registration form for the purposes of entering into a contract with you. If you do not provide us with the information required in these fields, we may be unable to process your registration to modules on this programme.



PLEASE TURN OVER THE PAGE TO REVIEW THE DATA PROTECTION NOTICE AND COMPLETE THE DECLARATION AND PAYMENT SECTION.

## How will your information be used?

Information gathered and generated during the course of your studies, may be used and disclosed by the Institute for all purposes which are reasonably incidental to the administration of your participation on the programme, including for the following purposes:

- registration to programmes of the Institute
- registration with University College Dublin
- administration of the programme, e.g. attendance notices for lectures, distribution of course material, issue of UCD student cards, student group allocations, etc.
- administration of exams, e.g. attendance notices, assessment processes, transcripts, etc.
- distribution of exam results
- collection of your education fees
- provision of educational support, e.g. programme management emails etc.
- other operational supports including IT support
- safeguarding and promoting the welfare of students
- carrying out surveys and statistical analysis
- providing and promoting information on our membership, education, designation and continuing professional development services
- tailoring communications to make them relevant to any preferences that you may have demonstrated
- establishing, exercising or defending legal claims.

## What are our legal bases for processing your personal data?

We process personal data on the following legal bases:

- The processing of your information is necessary to take steps at your request prior to entering into this contract with you, and for the performance of this contract between the Institute and you.
- The processing is necessary for the purposes of our legitimate interests or the legitimate interests of a third party to whom we provide your personal data. We will not process your personal data for these purposes if our or the third party's legitimate interests should be overridden by your own interests or fundamental rights and freedoms. The legitimate interests pursued in this regard consist of:
  - conducting our business in a meaningful and lawful manner;
  - dealing with any disputes that may arise;
  - carrying out direct marketing, subject to any preferences communicated by you; or
  - providing information relating to you to your employer, where they have a legitimate interest in obtaining that information
- In certain limited circumstances, we rely on your consent as our legal basis for processing.
- The processing is necessary for compliance with our legal obligations.

## Who receives your information?

We will share your information with our service providers (e.g. printers, IT support, auditors, legal advisors, and other professional advisors).

We may disclose your information to your employer or the Central Bank of Ireland e.g. for Minimum Competency Code/Regulation and/or Fitness and Probity requirements.

In certain circumstances, we may disclose your information to our educational partners, e.g. UCD, Higher Education Authority (HEA) to facilitate the Irish National Survey of Student Engagement.

Third party disclosure may also take place to relevant funding bodies and agencies (e.g. IFS Skillnet, Skillnet Ireland, Financial Services Ireland, Department of Employment Affairs and Social Protection) that support or sponsor your education. Please note that once registered and where appropriate, fees will be claimed from the relevant funding body.

We may also disclose your information to other legal and regulatory bodies where requested or where required by law.

## How long will your information be held?

Your information will be retained for no longer than necessary to provide our services to you as a college of UCD and for such a period of time after this as is necessary to comply with our obligations under applicable law and, if relevant, to deal with any claim or dispute that may arise in connection with our relationship with you.



PLEASE TURN OVER THE PAGE TO REVIEW THE DATA PROTECTION NOTICE AND COMPLETE THE DECLARATION AND PAYMENT SECTION.

## What are your rights?

You have the following rights, in certain circumstances and subject to applicable exemptions:

- You are entitled to ask for a copy of the personal data, which the Institute of Banking holds about you
- The right to have any inaccuracies in your personal data amended.
- The right to object to the processing of your personal data.
- The right to have the personal data that we hold about you erased.
- The right to restrict the processing of your personal data.
- The right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller.
- Where processing is based on consent, you have the right to withdraw your consent at any time.

If you want to exercise any of these rights, please contact the Institute's Data Protection Officer using the contact details below.

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact the Institute's Data Protection Officer using the contact details below.

The Institute of Banking has a Data Protection Officer who can be contacted through [dataprotection@iob.ie](mailto:dataprotection@iob.ie) or by writing to:  
The Data Protection Officer, The Institute of Banking, 1 North Wall Quay, Dublin 1.

If you remain dissatisfied then you have the right to apply directly to the Data Protection Commission for a decision. The Data Protection Commission can be contacted at [www.dataprotection.ie](http://www.dataprotection.ie) or by writing to: Data Protection Commission, Canal House, Station Road, Portllington, R32 AP23 Co. Laois.

## Additional products and services

From time-to-time, The Institute of Banking would like to keep you updated about products and services which we offer by email, post, SMS or other electronic means. If you would prefer not to receive these updates please tick the relevant box(es) below:

**Tick if you do NOT want to receive updates**

### Membership

(e.g. Member Events, Quarterly Newsletter, Career Portal)

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### Education

(e.g. New and Existing Programmes, Open Evenings, Programme Taster Lectures, Masterclasses)

☐

### Designation/Continuing Professional Development (CPD)

(e.g. CPD Webinars, CPD Competitions)

☐

If you have previously opted out of receiving updates on additional products and services and now wish to receive updates, please manage your preferences under 'My Details' in My Institute at [www.iob.ie](http://www.iob.ie)

## Employee Funding

If you are taking part in the programme in a private capacity and funding the programme fees yourself (i.e. outside the course of your employment) you may indicate that your information should not be disclosed to your employer by ticking the box below.

I can confirm that I am participating in this programme outside the course of my employment and funding the programme myself.

☐

However, if your employer subsequently seeks such information in relation to you and submits evidence to us that you took part within the course of your employment we reserve the right to disclose your information to your employer.

## DECLARATION

I wish to apply for programme registration of The Institute of Banking. I have read in full, understand and agree to be bound by the terms and conditions of the programme and referred to online at [www.iob.ie/terms](http://www.iob.ie/terms).

Signature

Date

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**COMPLETION OF ALL DETAILS IS REQUIRED. PLEASE USE BLOCK CAPITALS.**

## PAYMENT ADVICE

Select **one** of the payment options below and ensure to **fully complete** the option selected.

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**Option 1** - Invoice my employer, details and Company Authorisation below:

**I authorise IFS Skillnet/The Institute of Banking to issue an invoice in respect of programme fees selected overleaf.**

**I confirm that payment will be made on receipt of invoice.**

Purchase order number (if applicable)

[illegible]

Company name (to appear on Invoice)

[illegible]

Company address (to appear on Invoice)

[illegible][illegible]

**Authorised signatory** (the person in your company who has responsibility for authorising invoices for training programme fees.)

Name

[illegible]

Email Address

[illegible]

Phone

[illegible]

Signature

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Date

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**Option 2 - I attach Employer cheque (made payable to IFS Skillnet)**

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**Option 3** - I attach Personal cheque (made payable to IFS Skillnet) plus letter from my employer confirming I will be reimbursed for these programme fees.

**Note: We regret that we cannot accept payment by credit/debit card.**

Welcome to your Skillnet Ireland training programme. This Trainee Profile Form is used by Skillnet Ireland and IFS Skillnet (the "Learning Network") to collect profile information relating to participants on training programmes partially or fully-funded by Skillnet Ireland from the National Training Fund through the Department of Education and Skills (DES).

We ask you to complete this Form where you will share certain personal details. At the end of your Skillnet Ireland training programme you will be asked to complete a Reaction to Learning Form. The data you provide is invaluable to our continued efforts to provide a wide range of relevant and desirable training programmes, to communicate with you, and to enable us to operate effectively.

Skillnet Ireland and the Learning Network will comply with all applicable Data Protection Legislation in the processing of the information and personal data provided by you in this Form and the Reaction to Learning Form. Your data will be processed in line with the Skillnet Ireland Trainee Privacy Statement which you can access on the Skillnet Ireland website:

<https://www.skillnetireland.ie/data-protection/Skillnet-Ireland-Trainee-Privacy-Statement>

## WHAT WE USE YOUR PERSONAL DATA FOR

Your information will be shared with third parties in certain specific circumstances:

- 1) for the purposes of delivering Skillnet Ireland training programmes via the Learning Network
- 2) for the purposes of securely storing participant information with our IT services provider
- 3) for the purpose of conducting surveys to evaluate the quality and impact of the programmes delivered by the Learning Network. For such surveys, you may be contacted at some point in the future (no longer than 24 months following completion of your training with the Learning Network) either by telephone or email
- 4) for the purpose of providing DES with statistical information to help inform national policy in relation to skills. Only aggregated and statistical data will be reported to the DES.

## CONSENT TO PROCESS YOUR PERSONAL DATA

☐ By checking the box, I agree to provide **Skillnet Ireland** with my personal data and permit it to process and store this personal information for the purposes described above and under the terms of the Skillnet Ireland Trainee Privacy Statement.

☐ By checking the box, I agree to provide the **Learning Network** with my personal data and permit it to process and store this personal information for the purposes described above and under the terms of the the Learning Network's Trainee Privacy Statement.

**Please now complete the form overleaf**

Should you have any queries in relation to this form please email the Skillnet Ireland Data Protection Officer at [dpo@skillnetireland.ie](mailto:dpo@skillnetireland.ie)

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Gender: ☐ Male ☐ Female Home County: \_\_\_\_\_

Please select your age range below:

☐ Under 20 ☐ 20-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-49 ☐ 50-59 ☐ Over 60

Please select your highest attainment level on the National Framework of Qualifications (NFQ):

- |   |  |
|---|--|
| <input type="radio"/> NFQ 1 Certificate                 | <input type="radio"/> NFQ 6 Advanced/Higher Certificate            |
| <input type="radio"/> NFQ 2 Certificate                 | <input type="radio"/> NFQ 7 Ordinary Bachelor Degree               |
| <input type="radio"/> NFQ 3 Junior Certificate          | <input type="radio"/> NFQ 8 Honours Bachelor Degree/Higher Diploma |
| <input type="radio"/> NFQ 4 Leaving Certificate         | <input type="radio"/> NFQ 9 Masters Degree/Post Graduate Diploma   |
| <input type="radio"/> NFQ 5 Leaving Certificate Honours | <input type="radio"/> NFQ 10 Doctoral Degree                       |

Company Name: \_\_\_\_\_

Work address of employee: \_\_\_\_\_

What is your occupation category? ☐ Owner Manager ☐ Managerial / Supervisor ☐ Professional ☐ Semi Skilled  
☐ Technician / Technical ☐ Skilled Manual ☐ Operative Level

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Should you wish to receive further information regarding training programmes managed or administered by Skillnet Ireland and delivered by the Learning Network, please indicate your preferred method of contact by checking any of the following options below:

☐

via email

☐

via telephone

☐

via text

For further information on Skillnet Ireland and our Learning Networks please visit  
**[www.skillnetireland.ie](http://www.skillnetireland.ie)**

**OFFICE USE ONLY**