

## Professional Certificate in Lending to Professionals, Self Employed and Micro SMEs (New applicants to this programme only)

### MEMBERSHIP

In order to register to an Institute programme you must be a current member of the Institute. The membership fee of €40 is applicable upon joining and falls due on 01 January each year.

To become a new member or renew membership go to [www.iob.ie/shopping](http://www.iob.ie/shopping)

If you were a member in the past, please call us on 01 6116500 to re-activate your membership and pay your fees.

If your employer is supporting your membership fee(s) by company invoice (please check with your HR/Training department), do not attach fees to this form.

### PERSONAL DETAILS

ALL FIELDS ARE MANDATORY

Membership number (insert if applicable)	<input type="text"/>
Surname	<input type="text"/>
First name	<input type="text"/>
Date of birth (dd/mm/yyyy)	<input type="text"/> DD / <input type="text"/> MM / <input type="text"/> YYYY Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Mother's maiden name	<input type="text"/>
County of birth e.g. Dublin	<input type="text"/> Postcode <input type="text"/>
If born outside Ireland, country of birth	<input type="text"/>
Is English your first language?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mobile phone number**	<input type="text"/>
Email address**	<input type="text"/>

\* 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	<input type="text"/>
Department	<input type="text"/>
Staff number	<input type="text"/>
Address	<input type="text"/>
County	<input type="text"/> Postcode <input type="text"/>
Work phone number	<input type="text"/>

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

### HOME DETAILS

Address	<input type="text"/>
County	<input type="text"/> Postcode <input type="text"/>

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.

**ENTRY REQUIREMENTS**

**COMPLETE SECTION A OR B**

**SECTION A**

**Holders of 30 ECTS at level 7 e.g. the Professional Diploma in Financial Advice**

The Institute of Banking

Programme name:

**DECLARATION OF WORK EXPERIENCE**

I confirm that I have 3 years experience in a relevant banking role. (See [www.iob.ie](http://www.iob.ie) or the prospectus for admission criteria.)

Applicant's signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Line manager name	<input type="text"/>											
Line manager signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**or SECTION B**

**Admission based on external qualifications e.g. an Honours Degree (min Hons. 2.2 Level 8 NFQ) etc. (See [www.iob.ie](http://www.iob.ie) or the prospectus for admission criteria.)**

Complete the third level education table below.

Original transcripts must be provided for entry to the programme. Please forward original transcript to The Institute of Banking, 1 North Wall Quay, Dublin 1.

If you are waiting on an original transcript from another college, you should forward a copy to hold your place on the programme.

If you wish to have your original transcript returned, please send in a self addressed envelope with your original transcript.

**THIRD LEVEL EDUCATION**

Names of institution(s) attended	Years of study		Programmes/Qualifications passed	NFQ level
	From:	To:		

# Professional Certificate in Lending to Professionals, Self Employed and Micro SMEs (New applicants to this programme only)

2018/2019

LEVEL 8

Modules	Exam Date and Start Time	Exam duration	Fee
Personal and Micro SME Credit Application, Negotiation, Documentation and Financing Alternatives	11 May 2019 - 3.00pm	2 hours	<input type="checkbox"/> €495
	14 Sep 2019 - 3.00pm	2 hours	<input type="checkbox"/> €495
Principles of Personal Credit Assessment	05 Jan 2019 - 9.00am	2 hours	<input type="checkbox"/> €475
	25 May 2019 - 9.00am	2 hours	<input type="checkbox"/> €475

## 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

Cork  Dublin

## EXAM VENUES

Venues are available subject to demand

Athlone  Belfast  Cork  Dublin  Galway  Letterkenny  Limerick  Waterford

## CLOSING DATE

Semester 1	Semester 2
Leading to January 2019 exams - 14/09/18	Leading to May 2019 exams - 11/01/19

## 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.

### 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.



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

## 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. Summit Finuas 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.

## 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, Portarlinton, 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)

### 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.

Signature  Date   /   /

COMPLETED FORMS CAN BE POSTED TO: THE INSTITUTE OF BANKING, IFSC, 1 NORTH WALL QUAY, DUBLIN 1 D01 T8Y1 OR BY EMAIL TO REGISTRATIONS@IOB.IE



PAYMENT ADVICE

Cheque/Draft

- Ensure you print your name and membership number (if applicable) clearly (in block capitals) on the back of the cheque or draft
- Post-dated cheques/drafts are not accepted
- Make cheques/drafts payable to The Institute of Banking

Credit card/Debit card

Please debit my card for the following amount   
Tick only one card  
Card Number   
Security Code\*   
Expiry Date   /    
Name on Card

€   
Visa  Mastercard   
  
   \*The last three digits on the back of your credit card. This code is mandatory for Visa/Mastercard  
  /

Signature of Cardholder  Date   /   /

NOTE: CARD INFORMATION WILL BE DESTROYED AFTER YOUR REGISTRATION HAS BEEN PROCESSED.