

Diploma in Investor Relations

Application Form



Before completing this form, potential candidates should be familiar with the **Summary Information** related to the Diploma in IR (particularly the compulsory and optional syllabus topics).

PERSONAL DETAILS

Full name	<input type="text"/>
Job title	<input type="text"/>
Employer	<input type="text"/>
Email	<input type="text"/>
Phone number	<input type="text"/>
Address	<input type="text"/>

PROFESSIONAL QUALIFICATIONS AND TRAINING

Note: Diploma candidates are strongly encouraged to have sat the IR Society Certificate in Investor Relations, as it provides essential knowledge of the regulatory environment in which IROs operate and which will be examined. Other relevant qualifications and experience may occasionally be accepted.

Certificate in IR (if yes, date taken)	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	DATE: <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other qualifications (include dates)	1 <input type="text"/>								
	2 <input type="text"/>								
	3 <input type="text"/>								
Other relevant training undertaken	1 <input type="text"/>								
	2 <input type="text"/>								
	3 <input type="text"/>								
	4 <input type="text"/>								
	5 <input type="text"/>								

INVOLVEMENT IN INVESTOR RELATIONS

Note: 5 years' experience is normally expected. Where prior experience is particularly relevant, a minimum of 2 years may be accepted.

Years in IR

Roles held
(including dates)

1

2

3

Particular highlights

1

2

3

Joined IR Society

IR Society membership is a pre-requisite those taking the Diploma in IR

CONTRIBUTION TO THE PROFESSION AND THE IR SOCIETY

Provide examples

OPTIONAL TOPICS IN DIPLOMA

At least 3 must be selected from the list shown in **Appendix 1** of the **Summary Information** document

The optional syllabus
topics in which you
have / intend
developing greater
knowledge

1

2

3

4

5

I EXPECT THE DIPLOMA IN IR WILL BE OF VALUE TO ME BECAUSE...

Complete in between 100 and (no more than) 500 words

Please continue on a separate sheet if neccessary

REQUIRED COMPETENCIES

The next section is designed to explore required competencies of Diploma candidates. Please complete giving relevant, clear examples of where you have specific knowledge/experience in these fields. Please provide an assessment of where you would benefit from additional learning as part of the DiplR programme.

TECHNICAL

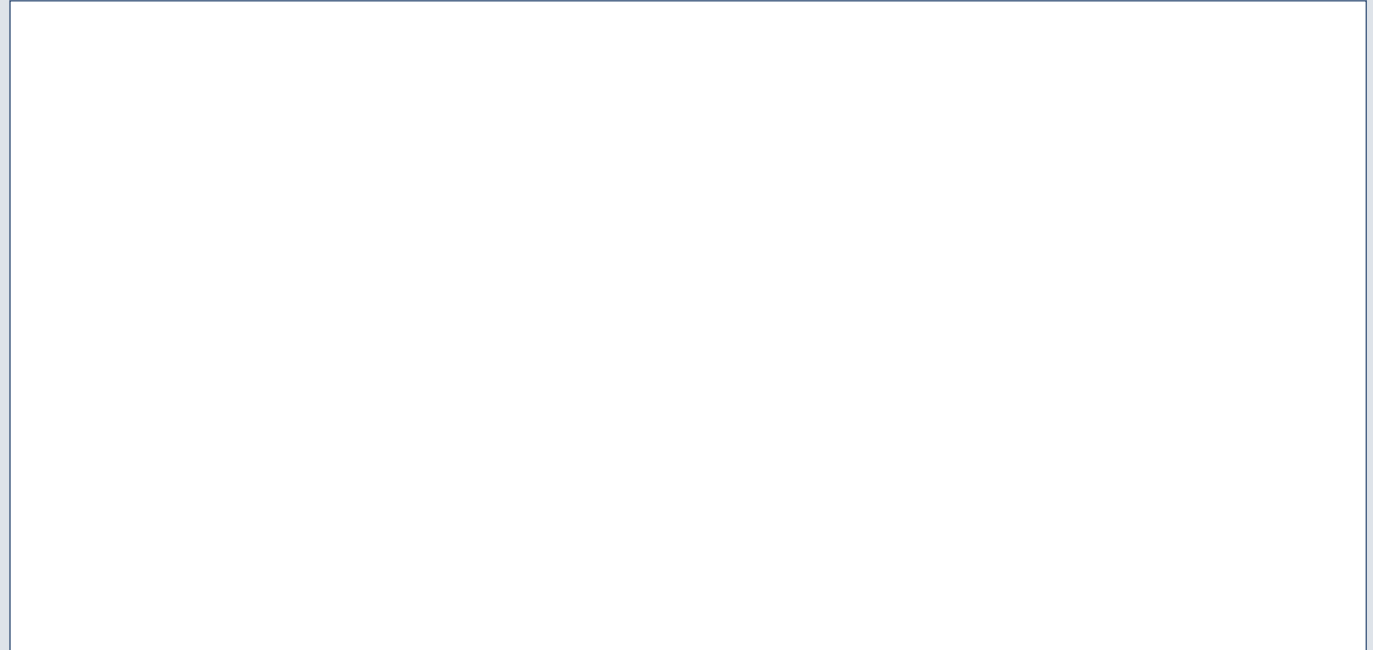
- | | |
|--|---|
| <ul style="list-style-type: none">• Numerical skills• Financial statements• Financial structure - Valuation/Modelling• Stock market workings• Regulatory environment• Corporate Governance• Annual reporting | <ul style="list-style-type: none">• Sustainability/ESG• Stakeholder ID/targeting• Crisis/risk management• Reputation building• Computer applications• Network of relevant contacts |
|--|---|

COMMUNICATIONS

- | | |
|--|--|
| <ul style="list-style-type: none">• Writing• Active listening• Clear communicator• Website• Digital communications• Messaging | <ul style="list-style-type: none">• Clarity• Creative• Presentation skills• PR/Wider corp comms• Media training• Stakeholder and internal comms |
|--|--|

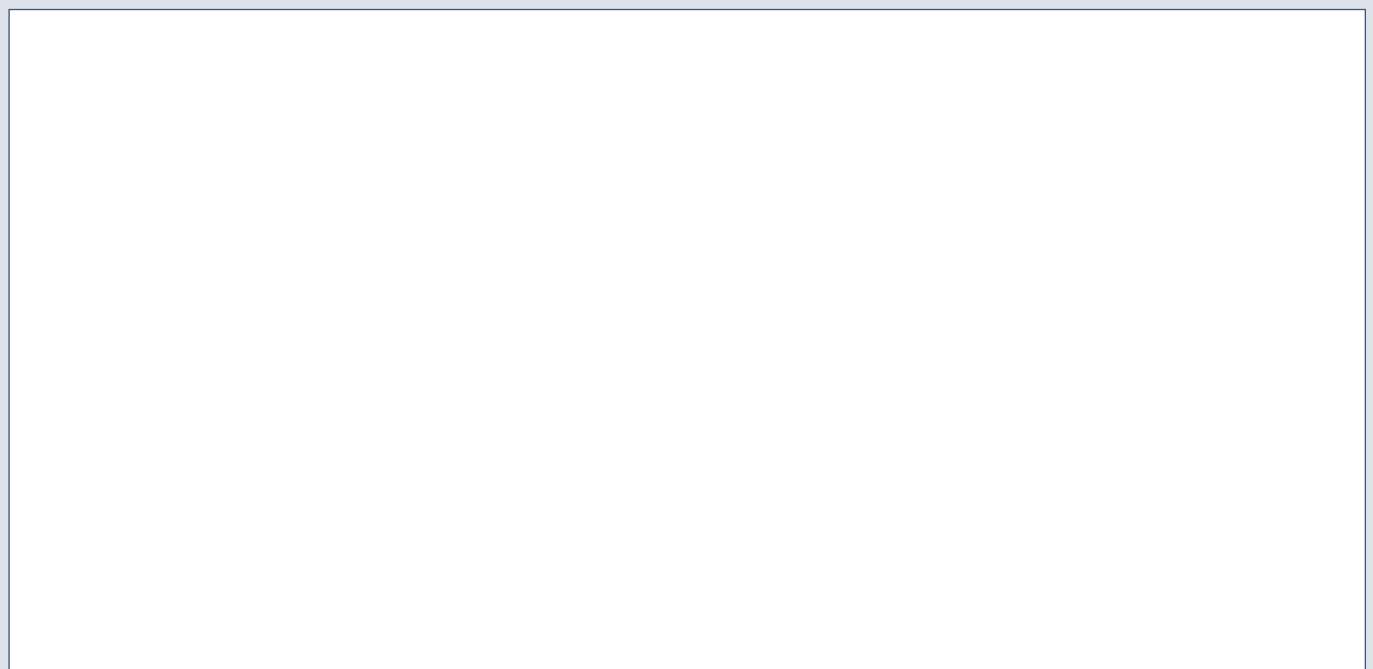
PERSONAL

- Ethical
- Independent
- Resilient
- Self-motivated
- Working under pressure
- Teamworking
- Credibility
- Trusted
- Networking
- Manage senior stakeholders
- Questioning/probing
- Organised
- Authority/presence



STRATEGIC

- Budget responsibility
- Supplier relationships
- Strategy
- Customer focus
- Managing a team
- Consensus building (internal)
- Business knowledge
- Operational knowledge
- Political/macroeconomic
- Coaching
- Negotiation skills
- Risk planning



LEADERSHIP

- Advocacy of profession
- Board level interaction
- Gravitas
- Opinion leading
- Contributing to IR Society

Completed forms should be returned to Janet Kelly by __ / __ / __

For further details or if you have any questions, please contact
Janet Kelly on janet.kelly@irs.org.uk or call +44 (0)20 7379 1763 and see
www.irs.org.uk/professional-development/diploma-in-ir

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