Application for admission  
Henley Professional Certificate in Coaching

Please fill in all sections and return by email to **exec@henley.ac.uk**

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| Section 1 Personal details | |
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| **1.1** Title (Mr/Mrs/Ms/Miss/other) |  |
| **1.2** Surname (Family name) |  |
| **1.3** Forenames (in full) |  |
| **1.4** Preferred name |  |
| **1.5** Gender (male/female) |  |
| **1.6** Date of birth (dd/mm/yyyy) |  |
| **1.7** Ethnicity (UK/EU applicants only) |  |

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| Section 2 Residence | |
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| **2.1** Nationality |  |
| **2.2**  Country of permanent residence |  |
| **2.3** Have you been resident in the UK prior to this course?   Yes  No | |
| **2.4**  If yes, please state how long for, give dates of most recent period of residence in the UK, and the reason for your visit: |  |

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| Section 3 Contact details | |
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| **3.1** Home address |  |
| **3.2**  Country |  |
| **3.3**  Postcode |  |
| **3.4** Telephone |  |
| **3.5** Mobile |  |
| **3.6** Email |  |

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| Section 4 Employment and experience details | | | |
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| **4.1**  Present job title |  | | |
| **4.2**  Department |  | | |
| **4.3** Employer |  | | |
| **4.4** Industry type |  | | |
| **4.5** Address (including postcode) |  | | |
| **4.6** Telephone |  | | |
| **4.7** Fax |  | | |
| **4.8** Email |  | | |
| **4.9** Please describe your current duties and responsibilities, and describe your major achievement in this role: |  | | |
| **4.10**  Number of years’ relevant management experience (e.g. managing people, projects) |  | **4.11** Number of years’ full-time work experience |  |
| **4.12** Previous coaching experience (please provide brief details) |  | | |
| **4.13** Programme expectations (please state the specific benefits you expect to gain from this programme) |  | | |

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| Section 5 Education and English language | |
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| **5.1** Please state your highest academic qualification (e.g. Bachelors degree, A levels) |  |
| **5.2**  Please state whether this was obtained in the UK/ EU/ Other overseas country |  |
| **5.3** Is English your native language? |  |
| **5.4** If no, please supply details of any English language test taken (date and result) |  |

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| Section 6 Disability |

If you have a disability that may affect your learning, please provide details:

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| Do you have a disability? | Yes  No | |
| If yes, what is the nature  of your disability? | A learning difficulty, e.g. dyslexia  Autistic Spectrum Disorder  Blind / partially-sighted Deaf / hearing impairment  Mental health difficulties  Personal care support | Unseen disability, e.g. diabetes, epilepsy, asthma  Wheelchair user / mobility difficulties  Multiple disabilities. Specify below.  A disability not listed above. Specify below. |
| Further details of disability  if required |  | |

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| Section 7 Programme details |

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| **Please indicate if you are completing this application as part of a corporate group undertaking a bespoke version of the programme** | | Yes  No |
| If yes, please do not select a programme date below | | |
| If yes, please indicate which organisation you are from: |  | |

If no, please select a programme that you would like to attend:

**UK programme dates for academic year 2019/0**

| **September 2019 (weekend workshops) – CICOSW19**  Workshop 1: 07-08 September 2019  Workshop 2: 11-13 October 2019  Workshop 3: 09-10 November 2019 |  | **September 2019 – CICOSE19**  Workshop 1: 17-18 September 2019  Workshop 2: 29-31 October 2019  Workshop 3: 26-27 November 2019 |  |
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| **September 2019 – CICOSL19**  Workshop 1: 26-27 September 2019  Workshop 2: 06-08 November 2019  Workshop 3: 05-06 December 2019 |  | **October 2019 – CICOOC19**  Workshop 1: 24-25 October 2019  Workshop 2: 10-12 December 2019  Workshop 3: 30-31 January 2020 |  |
|  |  |  |  |
| **November 2019 – CICONO19**  Workshop 1: 28-29 November 2019  Workshop 2: 22-24 January 2020  Workshop 3: 27-28 February 2020 |  | **December 2019 – CICODE19**  Workshop 1: 07-08 December 2019  Workshop 2: 11-13 January 2020  Workshop 3: 08-09 February 2020 |  |
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| **January 2020 – CICOJA20**  Workshop 1: 28-29 January 2020  Workshop 2: 11-13 March 2020  Workshop 3: 23-24 April 2020 |  | **February 2020 – CICOFE20**  Workshop 1: 22-23 February 2020  Workshop 2: 20-22 March 2020  Workshop 3: 25-26 April 2020 |  |
|  |  |  |  |
| **March 2020 – CICOMA20**  Workshop 1: 31 March – 01 April 2020  Workshop 2: 11-13 May 2020  Workshop 3: 25-26 June 2020 |  | **April 2020 – CICOAP20**  Workshop 1: 18-19 April 2020  Workshop 2: 16-18 May 2020  Workshop 3: 20-21 June 2020 |  |
|  |  |  |  |
| **April 2020 (London intake) – CICOAP20LO**  Workshop 1: 21-22 April 2020  Workshop 2: 19-21 May 2020  Workshop 3: 23-24 June 2020 |  | **May 2020 – CICOMY20**  Workshop 1: 14-15 May 2020  Workshop 2: 17-19 June 2020  Workshop 3: 20-21 July 2020 |  |
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| **June 2020 – CICOJN20**  Workshop 1: 27-28 June 2020  Workshop 2: 25-27 July 2020  Workshop 3: 05-06 September 2020 |  |  |  |
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**UK programme dates for academic year 2020/1**

| **August 2020 – CICOAG20**  Workshop 1: 06-07 August 2020  Workshop 2: 09-11 September 2020  Workshop 3: 20-21 October 2020 |  | **September 2020 – CICOSE20**  Workshop 1: 14-15 September 2020  Workshop 2: 13-15 October 2020  Workshop 3: 19-20 November 2020 |  |
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| **September 2020 (weekend workshops) – CICOSW20**  Workshop 1: 12-13 September 2020  Workshop 2: 16-18 October 2020  Workshop 3: 21-22 November 2020 |  | **September 2020 – CICOSL20**  Workshop 1: 24-25 September 2020  Workshop 2: 28-30 October 2020  Workshop 3: 03-04 December 2020 |  |
|  |  |  |  |
| **October 2020 – CICOOC20**  Workshop 1: 22-23 October 2020  Workshop 2: 30 Nov – 02 Dec 2020  Workshop 3: 07-08 January 2021 |  | **November 2020 (weekend workshops) – CICONO20**  Workshop 1: 07-08 November 2020  Workshop 2: 05-7 December 2020  Workshop 3: 09-10 January 2021 |  |
|  |  |  |  |
| **December 2020 – CICODE20**  Workshop 1: 10-11 December 2020  Workshop 2: 13-15 January 2021  Workshop 3: 18-19 February 2021 |  |  |  |
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| Section 8 Marketing information |

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| **8.1** Have you used Henley Business School before? | | Yes  No | |
| **8.2** Does your organisation regularly use other business Schools | | Yes  No | |
| If so, which one(s) does it use? |  | | |
| **8.3** Please indicate the main source of information which prompted you to apply for The Henley Professional Certificate in Coaching: |  | | |
| **8.4** We would like to keep you up to date with information, news, products and services. If you would like to hear more from The Henley Business School, please tick the relevant boxes. | Apprenticeship Levy Programmes  Coaching  Coaching Centre  Events  HR  Leadership  Management  News  Supervision  The Henley Partnership  Receive all of the above updates | | |
| **8.5** Please indicate if you are already a member of **Henley Partnership** | | | Yes  No |

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| Section 9 Declaration |

I declare that the information given on this form is true, complete and accurate and that no information requested,   
or other material, has been omitted.

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| Signature |  |
| Date |  |

If any of the information on your application form is found to be false, it may lead to the withdrawal of your place at the University.

Please return by email to **exec@henley.ac.uk**

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| Data protection |

Please note: the personal information you have supplied by applying to us will be used to help us respond to future enquiries, for quality assurance and for data analytics purposes. Your personal data will not be sold to any organisation, and will not be shared with any organisations outside the University of Reading apart from those that help us to provide this service or unless required by law. The information that has been provided in this form will be treated in accordance with the General Data Protection Regulation (2016), the UK Data Protection Bill (to become the Data Protection Act 2018) and all applicable Data Protection laws. Please refer to the University of Reading at (www.reading.ac.uk/15/about/about-privacy.aspx) for more information.