Application for admission  
The Henley MSc/PGDip/PGCert in Coaching for Behavioural Change

**Please read the accompanying notes before completing this form. An incomplete application form may result in a delay with your application.** Fill in all sections and return along with your supporting documents by email to [**exec@henley.ac.uk**](mailto:exec@henley.ac.uk)or by post to Executive Education, Henley Business School, Greenlands, Henley-on-Thames, Oxon RG9 3AU

|  |  |
| --- | --- |
| Section 1 Programme details | |
|  | |
| **1.1** Please tick the programme you are applying for: | The Henley MSc in Coaching for Behavioural Change  The Henley Postgraduate Diploma in Coaching for Behavioural Change  The Henley Postgraduate Certificate in Coaching for Behavioural Change |
| **1.2** Have you ever applied for or completed another programme at Henley  Yes  No | |
| **1.3**  If yes, please provide details: |  |

|  |  |
| --- | --- |
| Section 2 Personal details | |
|  | |
| **2.1** Title (Mr/Mrs/Ms/Miss/other) |  |
| **2.2** Surname (Family name) |  |
| **2.3** Forenames (in full) |  |
| **2.4** Preferred name |  |
| **2.5** Sex (male/female) |  |
| **2.6** Date of birth (dd/mm/yyyy) |  |

|  |  |
| --- | --- |
| Section 3 Nationality and Residence | |
|  | |
| **3.1** Nationality |  |
| **3.2** Country of birth |  |
| **3.3**  Country of permanent residence |  |
| **3.4** Ethnic origin (UK & EU only) |  |

|  |  |
| --- | --- |
| Section 4 Contact details | |
|  | |
| **4.1** Home address |  |
| **4.2**  Country |  |
| **4.3**  Postcode |  |
| **4.4** Telephone |  |
| **4.5** Mobile |  |
| **4.6** Email |  |
| **4.7** Please indicate which address you would like us to use as your contact address | Home  Work |

|  |  |
| --- | --- |
| Section 5 Current employment | |
|  | |
| **5.1** Employment Status | I am currently:  employed  self-employed/own company  not in employment |
| **5.2**  Present job title |  |
| **5.3** Date appointed |  |
| **5.4** Employer  (or name of own company) |  |
| **5.5** Work Address |  |
| **5.6** Telephone |  |
| **5.7** Email |  |
| **5.8**  Nature of the organisation’s business or activity |  |
| **5.9** Please describe your current duties and responsibilities, and describe your major achievement in this role: | |

|  |  |
| --- | --- |
| Section 6 Experience and background | |
|  | |
| **6.1**  In order that the Henley Business School can fully consider your application and your suitability for the Coaching for Behavioural Change programme, you are asked to provide further details of your experience. Please complete the following sections which show different types of coaching, consultancy or managerial activity. In submitting your application, you are also asked to include a current curriculum vitae with this form. | |
| **a)** Experience of coaching within an organisational context, either as an external coach, or as an internal coach, or using coaching as part of your managerial role |  |
| **b)** Experience of being coached |  |
| **c)** Experience of managing others/working in a leadership role |  |

|  |
| --- |
| Section 7 Personal statement |
| In support of your application please give your main reasons for applying for the programme and where you consider your main areas of interest lie. Please explain how you believe you will benefit from the programme and state your career objectives by giving a frank expression of your strengths and weaknesses. You are expected to write 600–700 words. Please continue on an extra page if required (the box will expand if typing in form on screen). |
|  |

|  |
| --- |
| Section 8 Higher education |

| Qualification | Class or grade | Subjects | University or college | Dates of course | Graduation date |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| Please indicate the highest qualification you have achieved (university, college or school level as applicable) |  |

|  |
| --- |
| Section 9 Professional qualifications |

| Name & address of institution | Qualification and course | Year awarded | Associate / fellow / member |
| --- | --- | --- | --- |
|  |  |  |  |

|  |
| --- |
| Section 10 International applicants |

|  |  |
| --- | --- |
| **10.1** Is English your first language or was English the medium of instruction for your first degree?   Yes  No | |
| **10.2** If no, please provide details of English language tests taken, along with scores obtained and date test was taken: |  |

|  |
| --- |
| Section 11 Previous study information (please complete as applicable) |

**Please only select one option**

If you are a full-time, permanent member of staff of the University of Reading, please tick here and move to section 12

|  |  |
| --- | --- |
| **11.1 Please complete if you wish to register for The Henley MSc in Coaching for Behavioural Change** | **Please tick** |
| I have not completed the Henley Professional Certificate in Coaching/Executive Coaching in the last 5 years. |  |
| I am a University of Reading/ Henley Business School Alumnus and should receive the Alumni discount of £1,500 |  |
| I have completed the Henley Professional Certificate in Coaching/ Executive Coaching in the last 5 years |  |
| I have completed The Henley Postgraduate Certificate in Coaching and Behavioural Change in the last 5 years. |  |
| I have completed The Henley Postgraduate Diploma in Coaching and Behavioural Change in the last 5 years. |  |

|  |  |
| --- | --- |
| **11.2 Please complete if you wish to register for The Henley Postgraduate Diploma in Coaching for Behavioural Change** | **Please tick** |
| I have not completed the Henley Professional Certificate in Coaching/ Executive Coaching in the last 5 years |  |
| I am a University of Reading/ Henley Business School Alumnus and should receive the Alumni discount of £1,500 |  |
| I have completed the Henley Professional Certificate in Coaching/ Executive Coaching in the last 5 years |  |
| I have completed The Henley Postgraduate Certificate in Coaching and Behavioural Change in the last 5 years. |  |

|  |  |
| --- | --- |
| **11.3 Please complete if you wish to register for The Henley Postgraduate Certificate in Coaching for Behavioural Change** | **Please tick** |
| I have not completed the Henley Professional Certificate in Coaching/ Executive Coaching in the last 5 years |  |
| I have completed the Henley Professional Certificate in Coaching/ Executive Coaching in the last 5 years |  |

|  |
| --- |
| Section 12a N&P Module Choice |

|  |  |
| --- | --- |
| Please select the N& P Module (Module 2) date that you wish to join | 18 January 2023 start (in-person)  30 January 2023 start (live-online) |

|  |
| --- |
| Section 12b Professional Certificate in Executive Coaching Choice (please complete as applicable) |

|  |  |  |
| --- | --- | --- |
| I have not completed the Henley Professional Certificate in Executive Coaching (Module 1) within the last 5 years and would like to join this intake (please enter a 1st and 2nd choice) | 1st choice intake: | 2nd choice intake: |
| or | | |
| I am exempt from the Henley Professional Certificate in Executive Coaching (Module 1) having graduated within the last 5 years (please enter month and year of completion) | Completion date: | |

|  |
| --- |
| Section 13 Disability |

If you have a disability that you think may affect your learning or might help the Business School make any adjustments to facilitate your participation in the programme, please provide details. This information will be used for statutory statistical reporting but also will allow us to discuss with you any support or needs that you might have.

|  |  |  |
| --- | --- | --- |
| **13.1** Do you have a disability  Yes  No | | |
| **13.2** If yes, what is the nature of your disability | A specific learning difficulty, e.g. dyslexia  Anxiety Disorder  Asperger’s Syndrome  Autism  Blind / partially-sighted Deaf / hearing impairment  Mental health issue | Personal care support  Unseen disability, e.g. diabetes, epilepsy, asthma  Visual Stress  Wheelchair user / mobility difficulties  Multiple disabilities. Please specify below.  A disability not listed above. Please specify below. |
| **13.3** Further details of disability if required |  | |

|  |
| --- |
| Section 14 Further information |

|  |  |
| --- | --- |
| **14.1** 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. | Receive all updates  e-marketing Unsubscribe  Leadership  Strategic Management  Coaching  HR  Events  News and Insights  Apprenticeship Levy  The Henley Partnership  The Henley Centre for Coaching  Custom Programmes  Open qualification programmes  MBA Programmes |
| **14.2** Please indicate the main source of information which prompted you to apply for the MSc programme: | Recommended by current/former Henley student  Recommended by company contact  Henley Open Day  Advertisement. Location:  Direct mail brochure  Search Engine  Henley Business School website  Other. Please state: |

|  |
| --- |
| Section 15 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.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

The personal information you supplied will be used to help us respond to your request, 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 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.

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.

Application checklist  
The Henley MSc/ PGDip/ PGCert for Coaching and Behavioural Change

**Please complete this application checklist as a reminder of which documents should be enclosed with your application. If any of the required documents are missing, there may be a delay in the processing of your application.**

|  |
| --- |
| Copy of application form |
| Enclosed |

|  |
| --- |
| Certified copies of degree certificates |
| **Please also include English translation, if applicable.** |
| Enclosed |

|  |
| --- |
| Full transcript of degree programmes taken to date (*a transcript must be provided if your degree class or grade is not confirmed on your degree certificate)* |
| **Please also include English translation, if applicable.** |
| Enclosed |

|  |  |
| --- | --- |
| English language certificate (if applicable) | |
| **For example, IELTS, TOEFL, (if required)** | |
| Enclosed | |
| Or will be sent by (dd/mm/yyyy) |  |

|  |
| --- |
| Current curriculum vitae |
| Enclosed |