



International Academy for Professional Development Ltd

## TRAINING PROGRAMME APPLICATION FORM

This is a fillable PDF

### ATTENDEE DETAILS

<b>Name</b>	
<b>Email</b>	
<b>Postal address for training material</b> A training manual is sent to this address, it is not available in electronic format	
<b>Contact telephone number</b>	
<b>Occupation</b>	

### WHICH TRAINING PROGRAMME(S) DO YOU WISH TO BOOK?

All learners receive a certificate of attendance (CPD). A full IAFPD Certificate of Achievement will only be awarded to learners who have paid the full Certificate fee and satisfactorily completed the training programme requirements including the Post Programme Review (PPR).

#### Training Programme 1

<b>Training Programme Name</b>		<b>CPD</b>
		<b>Full Certificate</b>
<b>Training Date</b>		

#### Training Programme 2

<b>Training Programme Name</b>		<b>CPD</b>
		<b>Full Certificate</b>
<b>Training Date</b>		

#### Training Programme 3

<b>Training Programme Name</b>		<b>CPD</b>
		<b>Full Certificate</b>
<b>Training Date</b>		

All Programmes are participatory workshops and take place via Zoom in UK real-time

To ensure the training programme you have applied for is suitable – please provide us with some further information:

Do you have any previous training in coaching, therapy or related fields?	YES	NO
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Do you have any previous training in the models used? (tick all that apply)	GROW	CBC	SPACE	PRACTICE
	CBT	SFT/SFC	REBT	REBC

Why do you want to attend this particular programme?	
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Please provide a <u>brief</u> outline of your work-related coaching experience	
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Relevant Qualifications	
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Is there anything else we need to know?	
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Where did you find out about us?	
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**I am interested in the Institute of Leadership and Management (TILM)**

Further details about TILM can be found [HERE](#)

**PAYMENT**

If you are accepted onto the programme(s), a booking confirmation email will be sent to the email address stated above along with a link to an online invoice.

Prices include UK VAT at 20%.

If you are based in Europe, please provide your VAT number:

Fees must be paid by the due date on the invoice, which is approximately 5-6 weeks prior to the training date. If payment has not been received by this date and despite our best efforts to contact you, your place will be cancelled.

Payment can be made securely online with a card or via PayPal. We are unable to take payment over the phone.

**Your place is not confirmed until payment is received.**

**Organisational Fee**

If your employer is making payment, this will be invoiced at the Organisational Fee. Please provide invoicing details.

<b>Company Name</b>	
<b>Company Address</b>	
<b>Contact Name</b>	
<b>Email address to send invoice</b>	
<b>Purchase Order Number</b> (If applicable)	

## **CANCELLATION & TRANSFER POLICY**

The contract is cancellable within the standard 14 day cooling off period. If cancelled within this 14 day period, we will provide a full refund.

As our class size normally consists of 12 or less learners, we have a cancellation & transfer policy. If you cancel after the 14-day cooling off period, the following cancellation fees will apply:

More than 4 weeks before training programme begins	Full Refund
2-4 weeks before training programme begins	75% of fee
1-2 weeks before training programme begins	50% of fee
7 days or less before training programme begins	No refund

If you choose to transfer within the 4-week period the following additional fees apply:

More than 4 weeks before training programme begins	No fee
2-4 weeks before training programme begins	25% of original fee
1-2 weeks before training programme begins	50% of original fee
7 days or less before training programme begins	Full fee

The Centre reserves the right to alter or cancel training programmes. If we cancel a training programme, learners will be offered the choice of a 100% refund or a direct transfer to another event run by the Centre and Academy. No liability is accepted for any consequential loss or any other expenses directly or indirectly incurred by any cancellation.

## **BOOKING TERMS & CONDITIONS**

1. All training programmes are conducted in English in UK real-time via the Zoom Platform. (For purposes of VAT, this is not a digital service).
2. There is an expectation that you will use your camera and audio for the duration of the training. Please ensure that you can participate from a confidential setting (which is essential to coaching and/or therapy). If you are unable to ensure a confidential setting in which no other people can view or hear any part of the workshop for its duration, please apply at a time you are able to do so, as you may be asked to leave the training.
3. Our training programmes can be fast paced and immersive. You may find the Zoom platform more tiring than traditional learning within a room. If this applies to you, we suggest this course may not be suitable for you at the present time.
4. A zoom link and training programme information will be issued to you approximately 2-3 weeks prior to the training date – provided payment has been received. Don't forget to check your spam folder. It is your responsibility to ensure you have received the 'Joining Information' email.
5. Training materials are posted to the address listed above 2-3 weeks prior to the training date – provided payment has been received. It is your responsibility to let us know if these do not arrive 1 week prior to the training course. Late bookings/payment can result in materials not arriving in time, therefore we suggest booking a minimum of 2 weeks prior to the training (subject to availability).
6. Overseas learners may experience a delay in the package arriving. There may also be import duties levied which the customer is responsible for, these are out of our control and we are unable to reimburse. Electronic copies of the training manual are unavailable.
7. If payment is not made by the invoice payment due date and we have made every effort to contact you via email/text/phone we reserve the right to cancel your place. Places are not confirmed until payment is received.
8. Due to the nature of the workshops, delegates must attend over 90% of any individual training programme to satisfy attendance requirements if certification is required. A CPD Certificate is issued to all attendees. A full IAFPD Certificate of Achievement will only be awarded to learners who have paid the full certificate fee and satisfactorily completed the training programme requirements including the Post Programme Review (PPR).
9. The Institute of Leadership and Management (TILM) is a professional body that approves a number of our coaching development programmes. Attendance of these programmes provide eligibility to Associate or Full Membership of the TILM upon payment of a further fee.

**YOU ARE NOT BOOKED ONTO A TRAINING PROGRAMME UNTIL YOU RECEIVE THE BOOKING CONFIRMATION EMAIL – THIS IS GENERALLY SENT WITHIN 2-3 DAYS SO CHECK YOUR SPAM FOLDER!**

I have read the **Privacy Policy**: [www.centreforcoaching.com/privacy](http://www.centreforcoaching.com/privacy)

I have read and agree to the above conditions. I confirm that I have read the training programme details including the section headed **General course information** which can be found here: <https://www.centreforcoaching.com/general-course-information>

<b>Signature of Applicant</b> (Type your name)	
<b>Date of Application</b>	

**SAVE AND SUBMIT COMPLETED FORM TO: [office@iafpd.one](mailto:office@iafpd.one)**