



Practitioner Certificate in Consulting and Change (P3C)

APPLICATION FORM

Intake: November 2010

Surname: Title: Mr / Ms / Dr etc

Forenames:

Nationality: Male / Female

Company name / self-employed:

Official title of present post:

Work address:

.....

Tel no: Mobile:

Email:

Private address:

.....

Tel no: Email:

Please indicate preferred address for email: work / private
posted mail: work / private

Please include:

- 1. **A Statement** – brief, which should include something about your existing work, a guide as to your experience in consulting or change management and some ideas about how you hope this course might contribute to your professional development – use the next page, section 1
- 2. **Your CV** – Curriculum Vitae, no more than 2 pages: attach or include a brief CV
- 3. **Payment information** – how you are paying your booking fee and balance - fill in section 3

To make an application – return this form with your deposit by **14 September 2010**
Applications will be considered in June, August and September; applicants will be notified of the outcome shortly after each decision point. As there are a limited number of places available early application is advised to avoid disappointment.

To:
Sam Nightingale
The Tavistock Institute
30 Tabernacle Street
London EC2A 4UE

Tel: +44 (0)20 7417 0407
Fax: +44 (0)20 7417 0566

Email: s.nightingale@tavinstitute.org

Requirements relating to accessibility or special needs: Bedrooms and work rooms may be situated on more than one floor or building.

.....

Dietary requirements, known allergies, etc:

.....

Mailing List: If you don't want your details added to our database for Tavistock Institute use only, please mark this box:

How did you hear about this course?

- Previous participant:
- From a colleague or friend:
- Website – Tavistock Institute or other:
- Advertisement: Journal/brochure/leaflet
- Other:

Attendance:

To achieve The Tavistock Institute's Practice Certificate in Consulting and Change, participants are required to attend all modules and to submit a portfolio of work demonstrating development. The portfolio includes a detailed case study of working with a current client or project. The case can be submitted as a written document or using video and multimedia, and should utilize frameworks and concepts from the programme.

Withdrawals / Cancellations:

Please read carefully the attached the P3C Terms and Conditions, which includes the cancellation policy.

I have read the P3C Terms and Conditions. Please tick box:

1. STATEMENT:

3. PAYMENT

The programme fee is: £ 7,800

This includes residential costs: accommodation and meals during each module (3 days and 2 nights x 1 module; and 2 days and 1 night x 4 modules).

Please send a deposit of £750 with your application form to be considered for a place on the course. If you are not successful in obtaining a place, your deposit will be reimbursed.

Payment

Full payment (less deposit paid) should be made in full at least one month prior to the start of the programme by UK sterling cheque (made payable to The Tavistock Institute), bank transfer or credit card (subject to a 2-4% transaction fee, depending on credit card used).

Cheques/Bank drafts should be made payable to The Tavistock Institute and payment should be in **Pounds Sterling** only. Cheques should be drawn on a bank in the United Kingdom. Bank drafts in sterling currency are available from most banks. Please note that Eurocheque transactions are not accepted. If sending a cheque separately from the application form, write your name on the back or indicate clearly whom it is from.

Bank transfers: Pounds sterling only. Please contact the Programme Co-ordinator for our bank details. Ensure that your bank transfer clearly states your company or personal name and invoice number in the Reference section and that the amount **includes all bank charges**.

Credit Cards: please telephone or fax the Administrator if paying by credit card – Visa, Mastercard and Amex. An extra (non-refundable) charge of 2-4% (depending on credit card used) is made to all credit card payments to cover bank charges.

A Deposit:

I enclose £750 in payment of my deposit:

- | | |
|--|--|
| <input type="checkbox"/> Cheque | <input type="checkbox"/> Bank draft |
| <input type="checkbox"/> Credit card (+2-4%) | <input type="checkbox"/> Bank Transfer |

B Balance of Fee:

- I will pay the balance of fee (less deposit paid) in full by 27 October 2010.

Signed:.....

Date:.....

P3C Terms and Conditions

The following information is intended to provide you with information on the fees for the programme and payment methods available.

1. **Deposit**

A non-refundable deposit of £750.00 is required on submission of all applications. No invoice will be issued but a receipt can be produced if requested. Applications will not be considered if the deposit has not been received. The deposit will be deducted from the final sum due. Should you withdraw your application the deposit will not be refunded.

2. **Unsuccessful applications**

The Institute reserves the right to decline applications for any reason. If the Institute declines the application the deposit will be refunded.

3. **Date for applications**

Applications will be accepted from 4th May 2010 until 13th September 2010 or until the programme is fully subscribed.

4. **Programme fees**

The programme fee for the P3C 2010 -11, is £7,800. This includes the residential component (3 days and 2 nights x 1 module; and 2 days and 1 night x 4 modules) during each module.

5. **Payment**

Full payment (less deposit paid) should be made in full at least one month prior to the start of the programme by UK sterling cheque (made payable to The Tavistock Institute), bank transfer or credit card (subject to a 2-4% transaction fee, depending on credit card used).

6. **Accommodation**

The P3C programme is a residential programme taking place at Branksome Place. Programme fees cover the delegate package at the venue, which includes one night's bed and breakfast in an en-suite single occupancy room, use of specified meeting rooms, free access to wifi and wired Internet throughout the building, buffet lunch on both days and dinner on the evening of the first day. Unlimited tea and coffee are available throughout your stay. Participants are responsible for any other charges incurred and are payable to the venue directly. Credit card details will be taken by the venue on arrival. If you wish to stay at the venue additional nights, you will need to book this directly with Branksome Place

7. **Cancellation & withdrawal from programme charges**

To reflect the fact that the Institute will have incurred administrative expenses and may have turned down potential candidates to the course, cancellations of an accepted place and withdrawals from the programme will be charged 100% of the outstanding fee.