

# April 2024 pOSTgRADUATE cERTIFICATE Student Application form

**Before completing the form, please ensure that you have read the** [**prospectus**](https://ahep.ac.uk/wp-content/uploads/2023/11/PgCert-Prospectus-April-2024-intake.pdf) **in order to familiarise yourself with the curriculum and entry requirements.**

The details you provide in this application will be used to create your AHEP record if you do not already have one, or to update your existing record.

**Please note** that your name and email address must match your AHEP account and the same name and email address will be used for all AHEP membership and PgCert correspondence. If you need to update your AHEP account details, please log in here: [My AHEP account](https://ahep.ac.uk/member-login/)

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| 1. Personal details |
| **Please provide your full name as used on official documents.** |
| Title (Mr/Ms/Miss/Mrs, etc.): | Click here to enter text. | Surname / family name: | Click here to enter text. |
| First / given name(s): | Click here to enter text. | Preferred first name: | Click here to enter text. |
| Gender: | M [ ]  F [ ]  Other [ ]  | Date of birth: |  |  | - |  |  | - |  |  |  |  |
| AHEP Member?  | NO [ ]  YES [ ]   | AHEP Membership No: Click here to enter text. |
| CORRESPONDENCE CONTACT Details  |
| Email address: | Click here to enter text. | Preferred postal address (choose one):  | Work address [ ] Home address [ ]  |

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| 1.1 PERSONAL cONTACT DETAILS |
| Home address: | Click here to enter text. |
| Town/City: | Click here to enter text. | County: | Click here to enter text. | Postcode:  | Click here to enter text. |
| 1.2 EMPLOYMENT CONTACT DETAILS |
| Job title: | Click here to enter text. |
| Department: | Click here to enter text. |
| Organisation: | Click here to enter text. | Daytime telephone no.: | Click here to enter text. |
| Address: | Click here to enter text. |
| Town/City: | Click here to enter text. | County: | Click here to enter text. | Postcode:  | Click here to enter text. |

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| 2. PRINCIPAL WORK AREAS |
| **Select three areas which most clearly describe your current responsibilities** |
| Academic Administration |  [ ]  | Finance |  [ ]  | Marketing / External Relations |  [ ]  | Research |  [ ]  |
| Estates Facilities  |  [ ]  | Human Resources |  [ ]  | Planning |  [ ]  | Student Services |  [ ]   |
| Faculty / School / Department |  [ ]  | IT / Data / Communications |  [ ]  | Quality |  [ ]  |  |
| Other (please state): |  |
| 3. Education and qualifications |
| **Indicate all levels of qualifications gained (select all boxes that apply):** |
| ‘A’ Levels / GNVQ / BTEC National (higher) |  [ ]  | Undergraduate Degree |  [ ]  | Master’s degree |  [ ]  |
| Postgraduate Certificate / Diploma |  [ ]  | Professional Qualifications (e.g. CIPD) |  [ ]  |  |
| **Qualifications completed / pending -** List all subjects taken, including awards pending (i.e**.**  School, college, university and professional courses) in chronological order.  |
| **Level, e.g. GCSE, HND, UG, PG, or professional qualifications** | **Subject** | **Date of award** | **Name of educational establishment attended** | **Result** |
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| 4. english language  |
| Is English your first language? | Yes [ ]   | No [ ]   |
| If English is not your first language please provide details of your highest English Language qualification. Please refer to [NTU English Language Requirements](https://www.ntu.ac.uk/international/your-application/entry-requirements/english-language-requirements) for further information on eligibility: |
| Click here to enter text. |

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| 5. PROFESSIONAL EXPERIENCE |
| Give details of current and all previous roles starting with the **most recent first**. Also account for any periods of time not spent in full or part time employment.  |
| Job title | Name of organisation | Details of roles / responsibilities | From | To |
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| 6. ENTRY QUALIFICATIONS |
| **Which one of the following statements applies to you:** |
| I do not have a first degree but hold other qualifications (‘A’ Levels / GNVQ / BTEC National (higher)  | [ ]  |
| I have a first degree (UK, ROI, or equivalent)  | [ ]  |
| I have a first degree (UK, ROI, or equivalent), and a Postgraduate qualification  | [ ]  |
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| 7. Supporting statement |
| State your reasons for wishing to join the programme and details of any relevant experience. This may also include formal / informal / voluntary experience. The statement must be 250 – 500 words in length and will be assessed for suitability for the programme by the Programme Team. |
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| 8. Reference |
| All applicants must submit a reference statement on headed paper at the point of application from someone who can comment on their suitability for the programme. This may be a line manager, or academic from a programme of study undertaken. Please note that applications will not be considered until the reference is received.  |
| Name of referee: | Relationship to applicant: |
| Email address of referee: |

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| 9. HOW DID YOU HEAR ABOUT AHEP PGCERT?  |
| AHEP Conference |  [ ]  | Perspectives |  [ ]  | Email bulletin from AHEP |  [ ]  | Institution staff developer  |  [ ]  |
| Social Media channels |  [ ]  | AHEP webpages |  [ ]  | Mailshot from AHEP |  [ ]  | Colleague/Peer |  [ ]  |
| Other (Please specify):  |

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| 10. DECLARATION |
| I declare that the information given above is correct. I have read through the programme information, understand the programme curriculum and the nature of self-directed study. I understand that attendance at workshop sessions are mandatory and will be delivered as online webinars spread across the programme – there are no face-to-face events for this cohort.Provisional sessions are currently due as below. Please note dates may be subject to change. Exact timings will be shared prior to enrolment.* Intro Workshops 1 to 4 – w/c 22 April 2024 (4 x two hour sessions spread across four days)
* Workshop 5 – w/c 15 July 2024
* Workshop 6 – w/c 29 July 2024
* Workshop 7 – w/c 7 October 2024
* Workshop 8 – w/c 14 October 2024
* Workshop 9 – w/c 2 December 2024
* Workshop 10 – w/c 9 December 2024
* Workshop 11 – w/c 3 March 2025
* Workshop 12 – w/c 10 March 2025

If admitted to the programme, I understand that I am personally liable for the fees in accordance with the [AHEP PgCert Payment Terms and Conditions](https://ahep.ac.uk/professional-development/pgcert/payment-terms-conditions/)I agree to comply with [NTU Policies and Procedures](https://www4.ntu.ac.uk/current_students/resources/policies_procedures/index.html) including:* Student code of behaviour
* Policy on Freedom of Speech
* Computer use regulations
* Intellectual property
* Student Fitness to Study Policy
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| Signature: |  | Date: |  |
| Applications are normally processed within 10 working days of receipt and you will be notified of the outcome by email. If your application is successful, you will receive a formal offer of a place on the Postgraduate Certificate programme and you will be asked to accept or decline this offer by a deadline specified within the offer correspondence. In accepting the offer you will be required to submit additional information such as payment and invoicing details.You are entitled to cancel an accepted place without charge up to 21 working days in advance of the first day of the Intro Workshops. If you cancel after that point, you will be charged an administration fee in accordance with the [AHEP PgCert Payment Terms and Conditions](https://aua.ac.uk/professional-development/pgcert/payment-terms-conditions/).By submitting this form you are agreeing that your data will be processed by AHEP in line with our [Privacy Statement](https://ahep.ac.uk/ahep-privacy-statement/). As this is a collaborative programme with Nottingham Trent University your information will be shared with NTU for enrolment and course related purposes only. **We would appreciate you completing the monitoring information in the following section.** |

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| **Monitoring Information** |
| The following information is voluntary and is used for data monitoring purposes only. Any information you provide will be treated confidentially in line with AHEP’s [Privacy Statement](https://ahep.ac.uk/ahep-privacy-statement/). This information is not used to make decisions relating to your application.The options given below have been matched to information collected by HESA.If you receive an offer of a place on the PgCert programme, you will have the opportunity to provide details of any disability or medical condition during the enrolment process to inform your support needs. More information can be found at: [NTU Student Services](https://www4.ntu.ac.uk/student_services/index.html) |

Please tick those that apply:

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| **Disability** | **🗸** |  | **Ethnicity** | **🗸** |
| No known disability |  |  | White |  |
| Blind or a serious visual impairment |  |  | White - Irish |  |
| Deaf or a serious hearing impairment |  |  | White - English, Welsh, Scottish, Northern Irish, British |  |
| A physical impairment or mobility issues |  |  | White - Scottish |  |
| Mental health condition |  |  | Irish Traveller |  |
| A long-standing illness or health condition |  |  | Gypsy or Traveller |  |
| Two or more conditions |  |  | Other White background |  |
| Social communication/Autistic spectrum disorder |  |  | Black or Black British - Caribbean |  |
| Specific learning difficulty |  |  | Black or Black British - African |  |
| Another disability, impairment or medical condition |  |  | Other Black background |  |
| Prefer not to say |  |  | Asian or Asian British - Indian |  |
|  |  |  | Asian or Asian British - Pakistani |  |
| **Religion** | **🗸** |  | Asian or Asian British - Bangladeshi |  |
| No religion |  |  | Chinese |  |
| Buddhist |  |  | Other Asian background |  |
| Christian |  |  | Mixed - White and Black Caribbean |  |
| Christian - Church of Scotland |  |  | Mixed - White and Black African |  |
| Christian - Roman Catholic |  |  | Mixed - White and Asian |  |
| Christian - Presbyterian Church in Ireland |  |  | Other mixed background |  |
| Christian - Church of Ireland |  |  | Arab |  |
| Christian - Methodist Church in Ireland |  |  | Other ethnic background |  |
| Christian - Other denomination |  |  | Not known |  |
| Hindu |  |  | Prefer not to say |  |
| Jewish |  |  |  |  |
| Muslim |  |  | **Sexual Orientation** | **🗸** |
| Sikh |  |  | Bisexual |  |
| Spiritual |  |  | Gay man |  |
| Any other religion or belief |  |  | Gay woman/lesbian |  |
| Prefer not to say |  |  | Heterosexual |  |
|  |  |  | Other |  |
|  |  |  | Prefer not to say |  |