**UKCC LEVEL 1 AWARD FOR ASSISTANT COACHES IN BADMINTON APPLICATION FORM**

**LEARNER REGISTRATION DETAILS**

**(Fields referenced with a \* denotes essential information)**

Before completing this form, please ensure that you read the Level 1 registration guidance notes. To secure a place, please complete this form electronically or in ***BLOCK CAPITALS.*** Please return it by post to the Education and Training Team, Badminton England, National Badminton Centre, Milton Keynes, MK8 9LA or by email to [coaching@badmintonengland.co.uk](mailto:coaching@badmintonengland.co.uk)

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| **COURSE INFORMATION – *please detail which course you would like to book on to*** | | | | | |
| Course Venue:\* |  | | | | |
| BE Course Code:\* (E.g. L1AC/16/09) | L1AC/ | | Course start date:\* | |  |
| **CONTACT DETAILS –** the name you write below will be the name on your certificate – please write clearly. The address you write below will be where your certificate will be sent. Changes to this information must be made in writing to Badminton England – [coaching@badmintonengland.co.uk](mailto:coaching@badmintonengland.co.uk) | | | | | |
| First name\* |  | | Surname\* | |  |
| Gender\* |  | | Date of Birth\* | |  |
| Home address\* |  | | | | |
| Home Phone No |  | | Postcode \* | |  |
| Mobile\* |  | | Email | |  |
| Do you confirm that you fulfil the course prerequisites as outlined in the registration guidance notes? | | | Yes  No | | |
| **EMERGENCY CONTACT** Please provide details of the person we may contact in the case of an emergency. | | Name:  Telephone Number: | |  | |
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| **MEDICAL INFORMATION** – please detail any medical conditions that you wish to make us aware of (e.g. epilepsy, asthma, diabetes, allergies etc) | | | | | |
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| **LEARNERS WITH SPECIAL REQUIREMENTS** |
| If you require resources to be supplied in a special format e.g. large print, please tick here and provide details.  *Every effort will be made to ensure that resources are available for the start of the course, however some formats may take longer to produce. We will contact you if there is a chance of delay* |
| Do you require extra assistance on the course (Please give details) |
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**EQUAL OPPORTUNITIES MONITORING**

Badminton England/1st4sport practise a policy of equitable provision of goods and services to all groups. Please help us monitor who is receiving services by filling in the following information.

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| **ETHNICITY GROUP** | I would describe my ethnic origin as (please check the appropriate box): | | | | |
| White | British | Irish | White European | White Non-European | Other White |
| Mixed | Mixed White and Asian | Mixed White and Black African | Mixed White & Black Caribbean | Other Mixed |  |
| Asian/Asian British | Asian British Indian | Asian British Pakistani | Asian British Bangladeshi | Bangladeshi | Indian |
| Pakistani | Other Asian |  |  |  |
| Black/Black British | Caribbean | African | British | Other Black |  |
| Chinese/ Other Ethnic Group | Chinese | Prefer not to say | Other ethnic background |  |  |

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| **DISABILITY** – The Disability Discrimination Act 1995 defines a disabled person as anyone with a ‘physical or mental impairment which has a substantial and long-term adverse effect upon his/her ability to carry out normal day to day activities’. | | | | | | | | |
| **Do you consider yourself to have a disability?** | | | | | Yes  No  Prefer not to say | | | |
| **If Yes, what is the nature of your disability?** | | | | | | | | |
| Hearing |  | Multiple |  | Mobility | |  | Other |  |
| Learning |  | Visual |  | Physical | |  | Prefer not to say |  |

**COURSE AND PAYMENT INFORMATION** – places are **not** guaranteed until payment has been received.

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| **Please be aware that payment is discounted if the candidate is already a member of Badminton England.** | | Standard Price - £225 | BE Member Price - £215 |
| **Method of payment\*** | Cheque enclosed (Made payable to Badminton England) | Purchase Order (Purchase Order Number must be provided)\* | Credit/Debit Card \*\* |
| **IF YOU WISH TO BE INVOICED PLEASE PROVIDE PURCHASE ORDER DETAILS BELOW** | | | |
| **Purchase Order Number\*** |  | **Name and address of organisation to be invoiced. (PO number must be supplied)\*** |  |
| **Email Address\*** |  | **Phone Number\*** |  |
| **Company Number** |  | **VAT Number** |  |
| **\*\*Credit Card Payment** | *Credit card payments can be made over the phone by contacting Badminton England on 01908 268400.*  *MasterCard or Visa accepted.* | | |

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| **Cancellation Policy** Cancelled 4 weeks prior to the course 100% refund minus £5.00 admin fee. |
| Cancelled 2 weeks prior to the course 50% refund minus £5.00 admin fee. |
| Cancelled less than 2 weeks prior to the course no refund |
| Once the course has started course fees are non-refundable and non-transferable. Failure to turn up to your assessment day will be classed as ‘Not Yet Competent’ and you will be required to attend a reassessment day at a charge of £25. Failure to attend any of the tutoring days will incur a charge of £25. This fee will be waived if there are extenuating circumstances that prevented you from attending. A full explanation in writing must be provided and if you cannot attend any of the course due to illness we require to see a doctor’s note. |