|  |  |
| --- | --- |
| Full Name - | \*Date of Birth - |
| Work status: Internal ⬜ External ⬜  Company name –  Company Address | Job Title / Role – |
| Address (either personal or work) | Postal / Zip Code -  Email Address – |
| Telephone (day) (evening) | (mobile) |
| Emergency Contact | Telephone Relationship to you |
| Special Needs – dietary (e.g vegetarian, gluten free), mobility, etc. (please specify) | |
| \*Gender identity: | \*Race/Ethnicity: |
| How do you want your name to appear on your certificate? |  |

**\* these items are used to track our progress in maximising equity, diversity and inclusion**

Have you ever participated in an NTL Programme? (Delete as applicable)

**No** **Yes** - if so, please indicate which programme(s) and when:

***Please carefully consider the following questions, using several sentences in your responses:***

Why are you interested in the NTL Global Organisation Development Certificate Programme? What is your purpose and what benefits do you hope to get out of it?

Please share your personal theory or understanding of organisation development and what it has to offer to the world of work and people doing work.

Please describe briefly your professional and personal journey (including formative influences and experiences) and how that journey has brought you to the point of applying for this organisation development programme.

Participation in the programme implies a substantial commitment to working and learning with colleagues (25 days in modules and perhaps other connections outside of the modules). Are you in a position to make such a commitment?

Please share your views on experiential learning and your readiness to learn about yourself and others through working and learning together.

**Data Protection** (Please delete as applicable)

Assuming a successful interview and acceptance of a place on the programme:

I agree to allow my contact details to be added to the mailing lists of

* ODC Europe (NTL) Ltd……**YES / NO**
* NTL Global OD Alumni Association……**YES / NO**
* And, on specific request only (not for general mailing purposes), to give my contact details to the NTL Institute for Applied Behavioural Science (USA)……**YES / NO**

I understand that my details will only be used to inform me about matters related to the OD programme and they will never be shared with any organisation other than the three named here.

For our Privacy Policy please visit <https://ntl-od.uk/privacy-policy>

**Fees**

The fee for the NTL Global Organisation Development Certificate Programme (not including meals or accommodation) is £12,000 (plus VAT if applicable). Payment can be made in full or in three instalments with 40% of the tuition (£4,800 + VAT) due at time of acceptance to the programme. The remaining two payments of 30% (£3,600 + VAT) each will be due on 1 September 2022 and 1 January 2023 respectively. The timely payment of ODC invoices is a condition of participation in the programme and as a participant you are personally responsible for ensuring this condition is met. Applicants are reminded that the programme operates on a not-for-profit basis and any cancellation of attendance with less than two weeks’ notice will incur a fee of (currently) £250 due to non-refundable venue and printing costs.

**Cancellation Policy**

Fees are not refundable under any circumstances. By agreement, a participant who misses a module may be able to make it up by completing an equivalent NTL public programme in another country (most likely the USA), at a charge of £900 + VAT, or by joining a future OD Certificate Programme cohort for that module.

**Online Competencies and Requirements**

As a mixed mode programme featuring both f2f and online modules we wish to highlight that participants need to be able to use *Zoom* (for online meetings) and *Dropbox* or *MS Teams* (to access module material). We are not looking for high-level IT skills but you will need to have some basic familiarity and competence with these platforms. ODC is unable to offer IT support remotely so if this might be an issue we encourage you to seek out formal or informal assistance locally. (Obviously a stable wi-fi connection is essential for online meetings and video presence throughout is expected unless previously agreed otherwise with the Module Dean.)

Please send application forms to:

The Programme Manager, ODC Europe (NTL) Ltd, at [info@odceurope.co.uk](mailto:info@odceurope.co.uk) or, for further information before applying, please email questions to [info@odceurope.co.uk](mailto:info@odceurope.co.uk) .