

Level 4 Coaching Certificate application form

This is the application form for the British Equestrian Level 4 Coaching Certificate (endorsed by UKCC). This form should be read in conjunction with the privacy notice supplied at the end of this form, which is also available to view at britishequestrian.org.uk.

Click [here](#) for further details about the Level 4 Coaching Certificate.

Completing your application form

Completing the form electronically

1. Save the document on your computer and rename it using your full name
2. Complete all required fields by typing into them or using the drop-down lists where applicable
3. When the form is completed or if you wish to complete it later, you must save the changes before closing the document. This is done by using the SAVE-AS icon on the PDF toolbar at the top of the window.
4. Email your completed PDF application form to: participation@bef.co.uk

Completing the form by hand

1. Download the PDF document
2. Print the document
3. Complete all required fields
4. Post your application form to: *Participation Team, Level 4 Coaching Certificate, British Equestrian, Abbey Park, Kenilworth, Warwickshire, CV8 2RH*

IMPORTANT: You are advised to retain proof of postage, such as sending via recorded delivery, or a copy of the email sent.

For internal use only

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5. Employment history

Please provide brief details of your recent employment history, including the dates worked to and from. (NB. further details of your current coaching role can be given in section 7 below.)

Date	Employment details

6. Information technology skills

Please rate your skills accordingly by selecting the relevant option for each item listed below.

1. Using email

Excellent Good Adequate Need support

2. Accessing the internet

Excellent Good Adequate Need support

3. Using online applications such as YouTube, Skype and webinars

Excellent Good Adequate Need support

4. Using word processing programmes such as Microsoft Word

Excellent Good Adequate Need support

7. Current coaching role(s)

Please describe your current coaching role(s).

8. Current coaching environment

Please indicate the coaching environment that best describes the context that you are currently most active in. You may only select one option.

Riders up to the age of 12

Riders up to the age of 12 of all abilities, from learning to ride to training and competing.

Rider of 13–18 years

Teenagers of all abilities, including learning to ride, riding for pleasure, training and competing outside of talent programmes.

Adult participation riders

Riders over the age of 18 of all abilities, including learning to ride, riding for pleasure, training, and competing for wellbeing and personal goals at a range of levels.

Adult competitive riders

Rider with a focus on being competitive against others. These riders will train with the aim of competing successfully and moving up the levels.

Performance development riders

Riders who are identified for the talent pathway programme and squads, working towards senior high performance.

High-performance riders

Riders who are selected to represent their country.

9. Creating a high-performing environment

In what ways are you creating a high-performing environment in the area you have described in sections 7 and 8 above?

10. Your motivation

Please describe your motivation for making this application, including any relevant attributes and contributions to your sport that this qualification will enable you to achieve.

11. Key personal learning goals

Please identify what you anticipate will be your key personal learning goals for the Level 4 qualification.

12. Technical mentor(s)

Please nominate a technical mentor – this should be someone from your sport who has recognised expertise in the domain that you will focus on during your Level 4 professional study. Your mentor will be agreed between you and the Member Body.

You may suggest multiple individuals or leave blank if you are not sure and this can be discussed should you get to interview.

Mentor 1

Mentor 2:

Mentor 3:

13. Making a difference

How do you envisage the Level 4 helping you to make a difference in your coaching environment and sport?

14. Further information

Please add any further relevant information to support your application.

15. Particular learning requirements

Do you have any particular learning requirements for studying?

16. Declaration

I confirm that the information given here is genuine and accurate.

Signed

Date

British Equestrian may wish to share the contents of this application form with the wider cohort of member bodies to ensure the selection process is equal across all British Equestrian member bodies. If you are happy for us to share your information in this way, please tick the box:

Please return this form by email to participation@bef.co.uk

Application closing date: 12pm on 11 June 2021

Interviews will be held during the week commencing 5 July 2021

Data Protection

British Equestrian and the member body to which your application relates (the "Member Body") undertake to respect the privacy of the individual and have implemented strict procedures to protect the individual's rights under the General Data Protection Regulation. Please refer to the Privacy Notice below for further information.

Application privacy notice

As part of the application process for selection onto the Equi-Youth Coaching Project, British Equestrian collects and processes personal data relating to applicants. British Equestrian is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does British Equestrian collect?

During the course of the application process, British Equestrian collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- details of your membership with the relevant British Equestrian member body
- details of your training history
- details of your employment/education history
- information to confirm that you meet the minimum eligibility requirements of the relevant selection policy, such as your nationality and age (date of birth)

British Equestrian may also take photographs of you either during or at the end of the selection process.

British Equestrian collects this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Data will be stored in a range of different places, including on your application record, and on other IT systems (including email).

Why does the organisation process personal data?

British Equestrian needs to process your data in order to properly assess your application and in order to communicate with you.

Processing data from applicants allows British Equestrian to manage the selection process, assess and confirm an applicant's suitability for a place on the Programme and decide who should be offered a place on the Programme. British Equestrian may also need to process data from applicants to respond to and defend against claims for non-selection under the relevant selection policy.

British Equestrian therefore has a legitimate interest in processing personal data during the selection process and for keeping records of the process.

If you agree, photographs of you will be retained by British Equestrian for promotional purposes. Your consent will be asked for at the time you submit your application.

If your application is unsuccessful, British Equestrian will keep your personal contact details on file for two years to enable British Equestrian to contact you about applying

for future programmes. British Equestrian will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the selection process. This includes members of the British Equestrian team and relevant member bodies if access to the data is necessary for the performance of their roles.

British Equestrian will not share your data with third parties without your consent. If your application is successful and British Equestrian makes you an offer of a place on the Programme, it may then share your data with UK Sport, English Institute of Sport (EIS) or Sport England, and you will be provided with additional information in relation to how your data will be processed, stored and shared. British Equestrian will not transfer your data outside the European Economic Area.

How does the organisation protect data?

British Equestrian takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees and members of the team in the proper performance of their duties.

For how long does the organisation keep data?

If your application is unsuccessful, British Equestrian will hold your data on file for three months after the end of the relevant selection process. If you agree to allow British Equestrian to keep your personal data on file, British Equestrian will hold your data on file for a further two years to enable British Equestrian to contact you about applying for future programmes. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application is successful, personal data gathered during the selection process will be transferred to a file which is personal to you and will be retained whilst you are on the Programme. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request
- require British Equestrian to change incorrect or incomplete data
- require British Equestrian to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where British Equestrian is relying on its legitimate interests as the legal ground for processing
- ask British Equestrian to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override British Equestrian's legitimate grounds for processing data

If you would like to exercise any of these rights, please contact Lynne Bailey at Lynne.Bailey@bef.co.uk.

If you believe that British Equestrian has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to British Equestrian during the selection process. However, if you do not provide the information, British Equestrian may not be able to process your application properly or at all.

Automated decision-making

Selection processes are not based on automated decision-making.