

FE Application Form 2020/2021 v1



COMPLETE THIS FORM and send to ahed@psc.ac.uk

Section 1: Personal Information

Personal Details (As they appear on your passport, birth certificate, driver's licence or other official ID):

Title: Surname: Other names:

Any previous official Surnames or names changed by Deed Poll?

Date of Birth: / / Gender: M / F

Address:

Postcode:

Tel No: Mobile:

Email Address:

Name of Previous School
(Under 19 at 31 August of academic year enrolling in):

Emergency Contact Name: Emergency Contact Number:

Please specify how best for us to contact you (please tick): Post Email Phone

Section 2: Under 19s ONLY (Under 19 on 31 August in the academic year that you are enrolling in) The College may need to contact this person(s) regarding your programme of study

Please complete this section about who has parental responsibility for you (this is a legal requirement):

Name of Parent(s) / Guardian(s) with Parental Responsibility:

First Contact (1):

1.	
Relationship to yourself (Mother/Father/Stepmum/Guardian, etc):	
1.	
Address (if different to yours):	
1.	
Tel No:	Mobile No:
1.	1.
Email Address:	
1.	

Second Contact (2):

2.	
Relationship to yourself (Mother/Father/Stepmum/Guardian, etc):	
2.	
Address (if different to yours):	
2.	
Tel No:	Mobile No:
2.	2.
Email Address:	
2.	

Section 3: Residency

Have you lived in this country for 3 years prior to your course starting? Yes / No I have lived here Years, Months

If No, please state country:

Please state the date of entry to the UK/EEA:

If you have lived outside of the UK/EEA for the past 3 years of more, please answer the following:

As we are currently unable to take International Students please answer the following so that we comply with Regulations:

Do you currently have a visa to enter the UK? Yes / No

If YES, enter type, expiry date and Visa number:

Have you been granted Indefinite Leave to Remain? If YES, enter date:

If you have a Visa, you will need to show this to Registry on enrolment

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Please select an option from the list below which best describes your ethnic origin:	
White English/Welsh/Scottish/Northern Irish British: <input type="checkbox"/> Irish: <input type="checkbox"/> Gypsy or Irish Traveller: <input type="checkbox"/> Any other White background: <input type="checkbox"/>	Asian / Asian British Indian: <input type="checkbox"/> Pakistani: <input type="checkbox"/> Bangladeshi: <input type="checkbox"/> Chinese: <input type="checkbox"/> Any other Asian background: <input type="checkbox"/>
Mixed / Multiple ethnic groups White & Black Caribbean: <input type="checkbox"/> White & Black African: <input type="checkbox"/> White & Asian: <input type="checkbox"/> Any other mixed / multiple ethnic background: <input type="checkbox"/>	Black / African / Caribbean / Black British African: <input type="checkbox"/> Caribbean: <input type="checkbox"/> Any other Black / African / Caribbean background: <input type="checkbox"/>
Other ethnic group Arab: <input type="checkbox"/> Any other ethnic group: <input type="checkbox"/>	Not known / Not provided: <input type="checkbox"/>

Section 4: Study Support

The College encourages you to disclose any disability/medical condition, which could disadvantage your ability to study. All offers are made on academic grounds only and the information you supply here will enable us to establish your support needs:

Do you have or have you ever had a Statement of Educational Need or an EHCP (Educational Health & Care Plan)?	*Yes / No
*If "Yes", please contact your Local Authority for the correct process to be followed	
Failure to follow the correct procedure or to disclose this information, may deem any subsequent enrolment with us void as we may not be able to comply with all the stipulations of the Plan	

Do you have a disability or learning difficulty such as dyslexia, etc?	Yes / No
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Did you receive additional help at school or college and/or have extra time in exams, use a word processor or scribe?	Yes / No
If you had exam arrangements at school or college, please bring the relevant supporting evidence with you to interview, so that any necessary arrangements can be put in place here in plenty of time!	

Do you have a physical or sensory disability? (visual/hearing impaired)	Yes / No
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Do you have a medical or mental health condition?	Yes / No
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If you have answered YES to any of the questions above, please give further information below OR if you wish to discuss this, please contact Adult Study Support either on 01962 889537 or via melinda.cripps@psc.ac.uk

Section 5: Qualifications

Existing qualifications: Please enter the **number** of all the qualifications you have achieved:

No qualification:	<input type="text"/>	Certificate of Higher Education (1 st year of degree course):	<input type="text"/>
Functional Skills Entry Level:	<input type="text"/>	Foundation Degree Level 5 (2 nd year of degree course):	<input type="text"/>
GCSEs at D-G:	<input type="text"/>	HND:	<input type="text"/>
GCSEs at A*-C, 1 A level, BTEC First Dip:	<input type="text"/>	Diploma in Higher Education:	<input type="text"/>
AS Level:	<input type="text"/>	First Degree Level 6:	<input type="text"/>
BTEC First Dip:	<input type="text"/>	PGCE:	<input type="text"/>
A Level:	<input type="text"/>	Masters Level 7:	<input type="text"/>
BTEC National Certificate:	<input type="text"/>	Doctorate Level 8:	<input type="text"/>
NVQ Level 3:	<input type="text"/>	Any other qualifications (<i>please state level</i>):	<input type="text"/>
BTEC National Diploma:	<input type="text"/>		<input type="text"/>
NVQ Level 4:	<input type="text"/>		<input type="text"/>

Do you have 5 GCSEs or more at A*-C / 4-9, 1 A Level or a BTEC First Dip? This equates to a FULL Level 2 Yes / No

Please Note: If you are 19-23 and applying for a Level 2 course, it **must** be a Full Level 2 course if you have not already achieved your first Full Level 2 in order to obtain your course Free of Charge

Do you have 2 or more A Levels, 4 or more AS Levels or a BTEC Nat Cert/Dip? This equates to a FULL Level 3 Yes / No

Please note that there may be other combinations of qualifications that may equate to a FULL Level 2 or FULL Level 3

Please confirm whether or not you have achieved a grade C / 4 or above in GCSE Maths and English:

Maths grade: English grade: *Please state both grades you have achieved*

Would you like to receive information on how to obtain help with your Maths and/or English skills? Yes / No

If you are aged under 19 on 31 August of the academic year you are enrolling in and you do not already have a grade C / 4 in English and/or Maths, you agree to attend the relevant level class of Maths and/or English alongside your course, even if classes are on a separate day to your course. This is a Government condition of funding. Yes / No

Proof of relevant qualifications, including English & Maths, to be brought in with you to interview, if possible

Section 6: Course you are applying for:

Course Code	Course Title & Level (req. for mixed classes)	Entry Year / Level	Day	Time	Student Start Date	Student End Date	Fee	Other Fee

You may be required to attend extra-curricular activities in connection with your course to achieve your qualification. These activities may be held on different days and times to the normal class timetable, for example, preparation for student Hair Show, Beauty Events, Trips, etc

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Section 7: Employment Details & Household Situation

Employment Details

The following information is now required in order for the College to obtain funding for your chosen course.

In paid employment? Yes / No If Yes, is this self-employment? Yes / No

If in employment, please state the number of hours you work per week:

Looking for work? Yes / No Available to start work? Yes / No

Length of time since last in paid employment (*months*):

Type of benefit in receipt of (*if appropriate*):

This question for Apprenticeships Only:

Please state how many months you have been with your employer: months

Household Situation

Not required if you are aged Under 19 on 31 August in the academic year you are enrolling in

The following information is now required in order for the College to obtain funding for your chosen course.

Please tick which of the following statements apply (*one or more may apply*):

- No household member is in employment and the household includes one or more dependent children aged 0-17 or full time students aged 18-24 years:
- No household member is in employment and the household does not include any dependent children:
- Learner lives in a single adult household with dependent children aged 0-17 or full time students aged 18-24 years:
- None of these statements apply:

OR

- I confirm that I wish to withhold this information:

Section 8: Declaration of Criminal Record

IMPORTANT

In an effort to help the College reduce the risk of harm or injury to their staff and students caused by the criminal behaviour of other students we must know about any criminal convictions an applicant has.

Criminal Conviction Declaration:

Have you ever been convicted of a criminal offence? Yes / No (*You do not need to disclose speeding tickets*)

If you have responded YES to this question, you will be sent a declaration to complete and sign disclosing your conviction; please note this information will be kept confidential.

Section 9: Marketing/Contact

How did you hear about this course? Previous learner: Facebook: College webpage
Internet search: Newspaper: Word of Mouth: Library: Other:

Contact Options: Tick the box if you **do not** wish to be contacted about courses or learning opportunities and/or:

Surveys and research And prefer not to be contacted by: Post Telephone Email

Section 10: Interview

Please state the best days and times for interview:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

How we use your Personal Information

This information will be maintained in computerised and manual systems for administrative purposes including analysis for management requirements and statutory returns, subject to the General Data Protection Regulation (GDPR) 2018. The College takes great care as to how it collects, stores and uses your personal data. Please refer to the staff/student privacy notice for further information available on our webpage via www.psc.ac.uk/ahed

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR).

Your course may be co-financed by the European Social Fund (ESF). The ESF aims to improve employment opportunities in the European Union (EU). It supports Member States' employment and skills policies and contributes to the Europe 2020 strategy for jobs and growth. The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You may **opt out of being contacted** by ticking the relevant boxes in **Section 9: Marketing/Contact** above.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at: <https://www.gov.uk/government/publications/esfa-privacy-notice>

Section 11: Student Declaration

I understand that fees and funding may be subject to change dependent upon Government regulations

I understand the Handbook and Policies & Procedures can be accessed via the website <https://ahed.psc.ac.uk> under "Student Zone".

I confirm that the information given on this form is true, complete and accurate. I understand that any statements on this form, which prove to be untrue or purposely misleading, will render the application void. Furthermore, if inaccuracies are highlighted at a later stage, you retain the right to retract any offer made or may expel me with no refund of fees.

I accept that if I am successful in enrolling on this programme and subsequently withdraw or am withdrawn from my **programme I will remain liable for the FULL COURSE FEES** including any Registration fees, materials, etc.

I agree to Peter Symonds College processing the personal data collected about me concerning and directly related to my attendance at this College and any other appropriate data that the College may obtain from me or others whilst I am a student in the College. I agree to the processing of such data for any purposes connected with my studies, the administration of the College, health and safety or for any other legitimate reason. I confirm that all personal details provided are accurate.

I consent to the storage of this data by Peter Symonds College under the provision of the General Data Protection Regulation (GDPR) 2018.

I agree to provide any relevant documentation requested to evidence the responses I have made within this Application Form.

I understand that the College reserves the right to refuse admission to me if I

- currently have outstanding fees from a previous academic year/enrolment;
- am unable to demonstrate that I hold the minimum entry requirements;
- am seeking to undertake a programme where there is no realistic chance of success;
- have a criminal conviction which bars me from certain areas of work and therefore some courses will not be available to me.

Student signature: _____

Date: _____

Registry staff processed by: _____

Date: _____

Completed Application Form to be returned to:

Registry, Peter Symonds College, Adult & Higher Education Division, Stoney Lane, Weeke, Winchester SO22 6DR

For College use only:

Date Received: _____

Application Logged: _____

Interview Date: _____

Interview Time: _____

Copied To: _____