

# Application Form

Please complete the sections clearly using BLOCK CAPITALS.

Before completing this form, please refer to the section 'Your Information'.

## 1. Course details

Course title:

Apprenticeship:  YES  NO

Year of entry (please tick):  2016  2017

Mode of study:  Full-time  Part-time

## 2. Your details

Mr/Mrs/Miss/Ms/Dr/Other:

Surname:

First name:

Date of birth:

Gender:  Male  Female  Other

National Insurance Number (Apprentices only):

Home address:

Postcode:

Home telephone no.:

Mobile:

Email:

Unique Learner Number (if known):

How did you hear about Writtle University College? e.g. library, local or trade press (give title), radio etc.

Are you currently 'in care' / 'looked after'?

A young person who is looked after by their Local Authority, e.g. placed with foster carers or in residential care.

YES  NO

Are you a 'care leaver'?

A person who has been looked after (see definition above) for at least 14 weeks since the age of 14 and who was in care on their 16th birthday.

YES  NO

Official use only - Date acknowledged:

Student reference no:

## 3. Nationality

Nationality:

How long have you lived in the UK/EU?  ALWAYS

If you have ticked ALWAYS, please go to Section 4.

If you have not always lived in the UK/EU, please complete the rest of this section.

When did you come to the UK/EU?  /

Total years in the UK/EU:

Are you the partner or spouse of someone who has been a UK/EU resident for more than three years?  YES  NO

Has full-time study been the main purpose of any part of your stay in the UK/EU?  YES  NO

If yes, date study from:  /  to  /

Total years of study in the UK/EU:  /  to  /

Do you or your parent or your guardian or your partner/spouse have a Commonwealth passport and intend to permanently settle in the UK?  YES  NO

If you have not always lived in the UK and where the purpose of stay was for full-time study:

Are you in any of the following groups?

- EU resident  Overseas  
 An asylum seeker  Exceptional leave to remain  
 A refugee

Do you have evidence of being an asylum seeker or refugee?

- Home Office letter  
 Solicitor's letter  
 Third party letter  
 Leave to remain

Who does the evidence relate to?

- You  Parent/guardian  Spouse/partner

## 4. Secondary and Further Education

Name of school/college:

Address:

Postcode:

Telephone number:

Contact name:

Dates attended:

You will be asked to bring your reference from school/college to your interview so your suitability for the course can be assessed. If it is less than five years since you left school or college, please give details of your head teacher/senior lecturer.

## 5. Name and address of an employment/practical experience referee

The referee below will be contacted regarding your level of practical skill, should the Course Tutor require this information.

Referee name:

Organisation name:

Type of work carried out:

Address:

Postcode:

## 6. Employer name and address

Name of organisation:

Address:

Postcode:

## 7. Personal statement

Please give details of your interests, work experience and relevant personal achievements, hobbies, sports and other activities in support of your application (please continue on a separate sheet).



## 10. Criminal Convictions

Do you have any criminal convictions? Please tick box:  Yes  No

Motoring offences incurring a fine or three penalty points or a spent conviction (as defined by the Rehabilitation of Offenders Act 1974) should not be disclosed.

Are you known to the Youth Offending Service or Probation Service? Please tick box:  Yes  No

A copy of the University College's Criminal Conviction policy is available upon request.

## 11. Signatures

### Data Protection Act 1998:

- The information you have provided will also be stored electronically and used to process your application.
- In completing this form the University College has obtained your consent for the collection, storage and processing of the data provided, including sensitive personal data.
- The processed data may be shared with individuals within the University College, the Careers Service, the Learner Record Service, the Local Authority, your School, funding bodies or other external agencies and, if you are under 18 years of age, to your parents/guardian.
- The University College undertakes to keep secure any personal data held about you and will make those details available to you on request.
- You have the right to see this information and should contact the University College Secretary if you wish to do so.
- Before your application can be processed, you are asked to sign the following 'consent to share' clause.

I agree to Writtle University College processing the personal data provided on this form for internal purposes to progress my application and to disclosing it to the external agencies detailed above. I give consent for the University College to contact my previous education provider, Connexions or other relevant bodies to seek information where this may assist with assessing my application.

### Availability of courses

At Writtle University College we are obliged to provide courses which are cost-effective. This means that each programme must recruit a minimum number of students. Occasionally this does not occur and as a last resort it may be necessary to cancel a programme. Please be assured that this is a situation we will do our utmost to avoid. In the event that we cannot offer you a place on your preferred course for this reason, we will, wherever possible, offer you a place on an alternative course.

Signature of applicant:

Signature of Parent/Guardian (if under 18):

Date:

Date:

Please return completed form to:

Admissions  
Writtle University College  
Chelmsford Essex  
CM1 3RR  
Tel: 01245 424200  
Fax: 01245 420456  
Email: [admissions@writtle.ac.uk](mailto:admissions@writtle.ac.uk)



# Equal Opportunities Monitoring

In pursuit of the University College's Equal Opportunities Policy, applicants are asked to complete this questionnaire. Your responses will not be made known to any member of the recruitment staff and will be kept separately from the application.

The information will be treated as strictly confidential and will be used for the purpose of equal opportunities monitoring only.

Thank you for taking the time to complete this form.

## Please tick boxes or supply information as appropriate.

Course applied for:

Within the following categories please describe yourself:

I am:

A. White

English  Welsh  Scottish  Northern Irish

British  Irish  Gypsy or Irish Traveller

Any other White background

B. Mixed / Multiple Ethnic Group

White and Black Caribbean  White and Black African

White and Asian

Any other Mixed / Multiple Ethnic background

C. Asian / Asian British

Indian  Pakistani  Bangladeshi  Chinese

Any other Asian background

D. Black / African / Caribbean / Black British

African Caribbean

Any other Black / African / Caribbean / Black British background

E. Arab

F. Any other ethnic group

G. Not provided

## Gender Identification

Is your gender identity the same as the gender you were originally assigned at birth?

Yes  No

## Sexual Orientation

What is your sexual orientation?

## Religion

What is your religion?

## Marital Status

What is your marital status?

## Single Equality Scheme

[http://www.writtle.ac.uk/pdfs/Equality\\_Policy.pdf](http://www.writtle.ac.uk/pdfs/Equality_Policy.pdf)

### Purpose of Scheme

To set out the University College's objectives and guidance in relation to Equality and Diversity in compliance with current legislation.

### Equality and Diversity at Writtle University College

Diversity at Writtle University College means recognising that everyone is different, respecting and encouraging these differences and valuing the benefits diversity brings.

Equality at Writtle University College means that everyone is treated fairly.

The University College believes Equality and Diversity is central to achieving the goals set out in the University College's Strategic Plan, whilst enhancing our cultural profile and labour demographic.

This Policy sets out how the University College will work to eliminate all forms of discrimination and promote good relations between people of different groups.

The Governing Body, the Academic Board and the Senior Management Team aim to ensure that places on courses at the University College are available to all who satisfy the stated entry requirements. The principle of equal opportunities shall apply to the recruitment and to all aspects of the treatment by the University College of its students. The University College monitors the composition of its student population using such data as applications and enrolments.

# Your information

The University College will use the information you provide on this form as follows:

## 1. Personal details

All personal details will be held on a database and used to process your application. Personal details may also be disclosed to the Local Authority, Awarding Bodies and Funding Councils and, if you are under 18 years of age, to your parents/ guardian.

## 2. Privacy Statement 2016/2017

### How we use your personal information

The personal information you provide is passed to the Chief Executive of the Skills Funding Agency (SFA) and, where required, the Education Funding Agency (EFA) to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office.

The SFA funds adult Further Education and skills training, including Apprenticeships, in England. The EFA is responsible for arranging the provision of funding for the education and training of young people in England. The SFA processes learner data on behalf of the EFA.

The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Education, the Department for Business, Innovation and Skills, Local Authorities, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the SFA, the EFA, or partners of those organisations.

The SFA also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN).

Further information about use of and access to your information is available on the SFA website ([www.gov.uk/government/organisations/skills-funding-agency#freedom-of-information](http://www.gov.uk/government/organisations/skills-funding-agency#freedom-of-information)) and on the EFA website ([www.gov.uk/government/organisations/education-funding-agency#freedom-of-information](http://www.gov.uk/government/organisations/education-funding-agency#freedom-of-information))

At no time will your personal information be passed to organisations for marketing or sales purposes.

The EFA, the Chief Executive of the SFA and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities, relevant to you.

Tick this box if you do not wish to be contacted in respect of surveys and research by mail or phone

Tick this box if you do not wish to be contacted about courses or learning opportunities by post

## 3. Referral

Occasionally, it may be useful to refer you to another provider of information, advice or guidance in order to help you make progress with learning or work goals. If this is the case, we will agree with you what happens on an individual basis. We will not release information about you to such a third party without your permission in each case.

## 4. Addresses

Student addresses are held and used for internal purposes only and will not be disclosed to anyone other than Writtle staff, who may only use the information for official purposes. The only exception is if disclosure is required by law, e.g. to the Police or the Funding Bodies or their agents, or in the event of a real emergency.

## 5. Ethnic origin

The ethnic origin data will be used by the University College for analysis in accordance with the University College's Equality Policy and Single Equality Scheme Action Plan and will be passed to SFA and EFA.

## 6. Disability / special learning difficulties / medical conditions

Any information relating to any individual student's disabilities will be regarded as confidential. The University College policy is to allow for necessary disclosure to those who need to know for teaching and assessment purposes and for reasons of health and safety. This information is also passed to the SFA and EFA.

## 7. More details and how to access your information

If you would like further information about the above, or have any concerns about, or objections to, the use of your data, please contact the University College Secretary at the address below.

You have the right of access to your personal records held on file by the University College. Requests should be made in writing to The University College Secretary, Writtle University College, Chelmsford, Essex, CM1 3RR. The University College reserves the right to charge a small fee (maximum £10.00) to cover administrative costs, which must be received before the information is released.

## 8. Criminal Convictions

If you answer 'Yes' to this question, your application for admission to the University College will be referred to the Admissions Committee. All information disclosed to the Admissions Committee will be considered confidential and held as such by the membership in accordance with the requirements of the Data Protection Act 1998.