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): ☐ 2023 ☐ 2024

Mode of study: ☐ Full-time ☐ Part-time

2 – Your details

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

First name:

Surname:

Date of birth:

Gender: ☐ Male ☐ Female ☐ Other
☐ Prefer Not to Say

National Insurance Number (Apprentices only):

Contact address:

Postcode:

Contact telephone no.:

Mobile:

Email:

2 – Your details continued

Are you currently 'in care' / 'looked after'?
A young person who is looked after by their Local Authority,

☐ 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

3 – Nationality

Nationality:

Are you an UK/EU citizen by birth?

☐ YES ☐ NO

If no, we will issue you a fees status questionnaire

4 – Secondary and Further Education

Name of school/college:

Town:

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 – Qualifications

Date	Examination level	Subject	Expected grade	Grade achieved

7 – Special Educational Needs and Disability (SEND)

We welcome applications from prospective students who have a who have a disability, learning and/or medical/mental health condition(s). Applications are considered on the same academic criteria as used with all students, but it is recognised that additional support may be required.

In order to help us to consider any reasonable adjustments and additional support you may need, it is helpful for us to have information about any difficulty/disability you have that may affect your studies. Please tick the relevant box below; a letter from the Learning Support Team will be sent to you in due course. If you have any queries or concerns in the meantime, please feel free to contact them.

Do you have a learning difficulty and/or disability?

☐ YES ☐ NO

If yes, please tick the appropriate box or boxes below.

1. ☐ You have a specific learning difficulty, e.g. dyslexia, dyspraxia.

2. ☐ You are blind or partially sighted.

3. ☐ You are deaf or have a hearing impairment.

4. ☐ You are a wheelchair user or have mobility difficulties.

5. ☐ You need personal care or assistance.

6. ☐ You have mental health difficulties.

7. ☐ You have an unseen disability, e.g. diabetes, epilepsy or a heart condition. Please specify in space below.

8. ☐ You have two or more of the above. Please specify in space below.

9. ☐ You have a disability, specific learning difficulty or medical condition which is not listed. Please specify in space below.

10. ☐ You have Autistic Spectrum Disorder or Asperger Syndrome.

Confidentiality of information:

Any information relating to any individual student's SEND is to 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.

8 – Signatures

Data Protection:

Writtle University College will use the data you provide in order to process your application. For further information about how we use your personal data, including your rights as a data subject, please see our Privacy Notice on our website: writtle.ac.uk/Privacy-and-Cookies

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.

Keeping in touch:

We would like to keep you informed about the latest WUC news and events, including information about our courses, student life and other campus updates.

How would you like to receive this information?

Email	☐ Yes	☐ No
Phone	☐ Yes	☐ No
Post	☐ Yes	☐ No
Text/SMS	☐ Yes	☐ No

You can unsubscribe at any time. For more information on how we use your data, please see our Privacy Notice.

Signature of applicant:

Signature of parent or guardian (if under 18):

Date:

Date:

Please return completed form to:

Admissions
Writtle University College
Lordship Road
Chelmsford Essex
CM1 3RR

TEL 01245 424200
FAX 01245 420456
EMAIL admissions@writtle.ac.uk

1 8 9 3

Writtle
University
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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 select from the list the category which most closely describes your ethnic origin. If you do not wish to provide this information, please select I prefer not to say.

Responding to this question is optional. The response to this question will not be considered as part of your application.

- [ ] White
- [ ] White - Irish
- [ ] White - English, Welsh, Scottish, Northern Irish, British
- [ ] White - Scottish
- [ ] Irish Traveller
- [ ] Gypsy or Traveller
- [ ] Other White background
- [ ] Black or Black British - Caribbean
- [ ] Black or Black British - African
- [ ] Other Black background
- [ ] Asian or Asian British - Indian
- [ ] Asian or Asian British - Pakistani
- [ ] Asian or Asian British - Bangladeshi
- [ ] Chinese
- [ ] Other Asian background
- [ ] Mixed - White and Black Caribbean
- [ ] Mixed - White and Black African
- [ ] Mixed - White and Asian
- [ ] Other mixed background
- [ ] Arab
- [ ] Other ethnic background
- [ ] Not known
- [ ] I prefer not to say

Gender Reassignment

Do you identify as transgender?

Responding to this question is optional. The response to this question will not be considered as part of your application.

- [ ] Yes - [ ] No - [ ] I prefer not to say

Sexual Orientation

What is your sexual orientation?

Responding to this question is optional. The response to this question will not be considered as part of your application.

- [ ] Bisexual
- [ ] Gay man
- [ ] Gay woman/lesbian
- [ ] Heterosexual
- [ ] Other
- [ ] I prefer not to say

Religion

What is your religion or belief?

Responding to this question is optional. The response to this question will not be considered as part of your application.

- [ ] No religion
- [ ] Buddhist
- [ ] Christian
- [ ] Christian - Church of Scotland
- [ ] Christian - Roman Catholic
- [ ] Christian - Presbyterian Church in Ireland
- [ ] Christian - Church of Ireland
- [ ] Christian - Methodist Church in Ireland
- [ ] Christian - Other denomination
- [ ] Hindu
- [ ] Jewish
- [ ] Muslim
- [ ] Sikh
- [ ] Spiritual
- [ ] Any other religion or belief
- [ ] I prefer not to say
- [ ] Not known

Single Equality Scheme

Writtle University College recognises that there are abilities in all members of the community. We seek to ensure that all at the College feel valued and able to fulfil their potential.

Your information

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

1. Personal details

In completing this form, you consent to the collection, storage and processing of the data provided, including sensitive personal data. The information you provide will be held on a database and used to process your application. We may contact your previous education provider or other relevant bodies to seek information where this may assist with processing your application.

The processed data may be shared within the University College, the Careers Service, the Learner Record Service, the Local Authority, awarding bodies and funding bodies, your school and, if you are under 18 years of age, with your parents/guardians.

The University College undertakes to keep secure any personal data held about you and will make those details available to you on request. At no time will your personal information be passed to organisations for marketing or sales purposes.

2. 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.

3. Addresses

Student addresses are held and used for internal purposes only and will not be disclosed to anyone other than Writtle University College 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.

4. 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 Education and Skills Funding Agency.

5. 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 Data Protection Officer 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 Data Protection Officer, Writtle University College, Chelmsford, Essex, CM1 3RR.