

2020/21 Short Course and Part-time Training Application and Learning Agreement

Applicants should supply relevant information on ALL sides of this form. (Please complete in BLOCK CAPITALS)

SURNAME _____ TITLE (Mr/Mrs/Miss/Ms) _____

FORENAMES _____ DATE OF BIRTH _____

Permanent Address _____

Postcode _____

If you will be living at a different address at the start of your course enter the postcode here: Postcode _____

Nationality _____ Country of Residence (for last 3 years) _____

If in UK less than 3 years please state date of entry _____

Home No _____ Work No _____ Mob No _____

Email Address _____

Emergency contact name and number _____

(Please only include the name and number of someone who has agreed to you giving us their details and who understands we will hold and only use that information in the event of an emergency during your time on the course)

Ethnic Origins

White

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Any Other White Background

Asian / Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Other ethnic group

- Arab
- Any other ethnic group

Mixed / Multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed/multiple ethnic background

Black / African / Caribbean / Black British

- African
- Caribbean
- Any other Black / African / Caribbean background

Do you have a disability, health problem or learning difficulty? Yes No

(If YES please tick all that apply to you – if you have ticked more than one please circle the one that you think has the most impact on your learning)

- | | | |
|---|---|--|
| <input type="checkbox"/> Visual impairment | <input type="checkbox"/> Mental health difficulty | <input type="checkbox"/> Severe learning difficulty |
| <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Autism spectrum disorder | <input type="checkbox"/> Other specific learning difficulty |
| <input type="checkbox"/> Disability affecting mobility | <input type="checkbox"/> Asperger's Syndrome | <input type="checkbox"/> Moderate learning difficulty |
| <input type="checkbox"/> Profound/complex disabilities* | <input type="checkbox"/> Social and emotional difficulties | <input type="checkbox"/> Other learning difficulty |
| <input type="checkbox"/> Temporary disability after illness or Accident | <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Other medical condition (e.g. epilepsy, asthma, diabetes) |
| <input type="checkbox"/> Other physical disability* | <input type="checkbox"/> Dyscalculia | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Other disability | <input type="checkbox"/> Speech, language and communication needs | |

If you ticked above indicating some form of medical, physical and/or mental health condition and there is anything staff need to be aware of please provide further details:

If you have an EHCP (Education Health Care Plan) please tick the box

* Please list any support needs that you have in order to be able to attend an interview if applicable (e.g. wheelchair user):

Please indicate your highest FULL level of qualification:

Examples of FULL level qualifications are indicated below – for further information/detailed list go to the application page on **andover.ac.uk** or **sparsholt.ac.uk**

- | | | | | |
|--|---|--|---|---|
| <input type="checkbox"/> NVQ Level 1
GCSE/O Level
(grades D-G) | <input type="checkbox"/> NVQ Level 2
5+ GCSEs/O Levels
(grades A*-C)
First Diploma
C&G National Certificate | <input type="checkbox"/> NVQ Level 3
A Levels/AS Levels
BTEC Nationals
C&G Advanced National
Certificate | <input type="checkbox"/> NVQ Level 4
BTEC HNC | <input type="checkbox"/> NVQ Level 5
BTEC HND
Foundation Degree |
| <input type="checkbox"/> Level 6
First Degree | <input type="checkbox"/> Level 7
PGCE, MA, PhD
Other postgraduate
qualification | <input type="checkbox"/> No qualification | <input type="checkbox"/> Other (please state) _____ | |

Employment status prior to starting the course:

Please tick the employment status that applies to you and then tick number of hours worked and number of months employed for.		✓ (tick)
Paid Employment		
Self Employed		
Hours	0-10 hours per week	
	11-20 hours per week	
	21-30 hours per week	
	31+ hours per week	
Employed for	Less than 3 months	
	4-6 months	
	7-12 months	
	More than 12 months	

Not in Paid Employment (please tick looking or not looking for work and how long you have been unemployed)		✓ (tick)
Looking for work and available to start work		
Not looking for work and/or not available to start work		
How long?	Less than 3 months	
	4-6 months	
	7-12 months	
	More than 12 months	
	36 months or more	

Business (voluntary question): _____
 Email (voluntary question): _____
 Postcode (voluntary question): _____

Just before you start your course, will you have been in full-time education or training?
 Yes No

Are you studying any other courses at another College/Educational establishment from September 2020?

Yes No

If YES, please give details of the course and College: _____

Household Situation:

If you are over 19 years old or on an apprenticeship or traineeship programme the government has requested that all colleges collect some information about your household situation. Please tick as appropriate.

If you do not tick one of the boxes below we will not be able to process your course application form. Note that more than one may apply. (Adult means 18 or over. Dependent child means under 18 or 18-24 full-time student/not working)

- No household member (including me) is in employment and the household includes one or more dependent children
 No household member (including me) is in employment and the household does not include any dependent children
 I live in a single adult household with dependent children
 Prefer not to say
 None of these statements apply

Do you have any unspent criminal convictions? Yes No

If 'yes' please give more details: _____

The College is keen to support students to help them succeed and having a criminal conviction will not necessarily prevent you from enrolling on one of our courses. However failure to disclose a criminal conviction may jeopardise your place.

Beliefs: What is your religion? (This question is voluntary and by ticking one of the boxes below you are agreeing to us holding and processing this information internally for statistical and data analysis purposes.)

- No religion Buddhist Hindu Jewish
 Muslim Sikh Any other religion: _____

Sexual Orientation (This question is voluntary and by ticking one of the boxes below you are agreeing to us holding and processing this information internally for statistical and data analysis purposes.)

- Heterosexual Lesbian/Gay Bisexual Other Prefer not to say

Please indicate where you first heard of the College:

- Taster Day Word of Mouth Outdoor Banner
 School Event Twitter / Facebook Radio
 Careers Fair Google Advert Newspaper
 Teacher / School Bus Advert Train Station
 Careers Adviser Other - please specify: _____

COURSE DETAILS:

Course Title	Course Code	Start Date	End Date	Fee
			Total Paid	

Fee Remission Application – if this doesn't apply to you move to the next section

If you are over 19 and in one of the groups listed below and the course you are applying for is available for fee remission (see PT Guide 19+ Funding Key for details of eligible courses or contact Admissions team), you may not have to pay tuition or examination fees. You will need to supply supporting documentation, as appropriate. Please read the categories below and if any apply to you, please tick the appropriate box and add your National Insurance Number in the space provided. Please note that you will be liable for tuition fees until we have confirmed your eligibility to receive Fee Remission.

Age on 31/8/20: _____ National Insurance Number: _____

For Entry Level 1 & 2 courses (tick if any apply to you)

- Unemployed in receipt of Job Seekers Allowance (JSA) including receipt of National Insurance credits only.
- In receipt of Employment Support Allowance (ESA).
- In receipt of Universal Credit and earned income from employment (disregarding benefits) is less than £338 (sole adult in benefit claim) or £541 (joint benefit claim with partner) a month.
- Earn less than £17,004 annual gross salary – we will need to see valid evidence i.e wage slips/Universal Credit statements that are within 3 months of your course start date and a copy of your Contract of Employment.
- In receipt of 'other' state benefits and either not employed but want to be employed or employed. Earned income (disregarding benefits) is less than £338 (sole adult in benefit claim) or £541 (joint benefit claim with partner) a month and you can demonstrate that the course you are applying for is going to help you get a job or improve your current employment situation; by ticking this box and signing this form you are confirming that you wish to enter employment or progress in employment and require the skills of this course to do so. Please note this is at the discretion of the College – please contact Admissions team for more details.
- Aged 19 - 23 without a **FULL** Level 2 or above qualification and studying up to and including a Level 1 qualification.
- Aged 19 - 23 applying for your first **FULL** Level 2 qualification (e.g. you don't already have 5 GCSEs, grades A*-C or grade 4 or higher, Level 2 Certificate, Diploma etc.) refer to the application page on andover.ac.uk or sparsholt.ac.uk for full list of L2 or equivalent qualifications; by ticking this box and signing this form you are confirming that you do not already have a FULL Level 2 qualification and give permission for the College to view your PLR (Personal Learning Record) held by the Learner Records Service. The College is required to carry out checks on your prior qualifications.
- Aged 19 - 24 with learning difficulties and you have an Education, Health and Care Plan (EHCP). We will require a copy of your plan.
- Applying for English and/or Maths course and do not already hold GCSE A*-C or Grade 4 or higher in the subject. The College is required to carry out checks on your prior qualifications.

For Level 3 courses (tick if any apply to you)

- Aged 19 - 23 applying for your first **FULL** Level 3 qualification (e.g. you don't already have a Level 3 Certificate, Subsidiary Diploma, Diploma, Extended Diploma, 2 A Levels, 4 AS Levels etc.) refer to the application page on andover.ac.uk or sparsholt.ac.uk for full list of Full L3 or equivalent qualifications; by ticking this box and signing this form you are confirming that you do not already have a FULL Level 3 qualification and give permission for the College to view your PLR (Personal Learning Record) held by the Learner Records Service. The College is required to carry out checks on your prior qualifications.
- Aged 19 - 24 with learning difficulties and you have an Education, Health and Care Plan (EHCP). We will require a copy of your plan.

Data Privacy Notice

To find out how your personal information is used, please refer to the full version of the Privacy Notice available on our website at andover.ac.uk or sparsholt.ac.uk. 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 information will be securely destroyed after it is no longer required for these purposes. Your information may be used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training. Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

You can agree to be contacted by other third parties by ticking any of the following boxes if you wish to be contacted:

- about courses or learning opportunities
- for surveys and research

If you have ticked one or both of the boxes above, please now tick to confirm your preferred method(s) of contact:

- by post
- by phone (including text messages)
- by email

We may wish to communicate with you directly once you have completed your programme of learning if we have opportunities that we think may interest you, if you'd like to be contacted please tick any of the boxes below.

I wish to be contacted by the College:

- about courses or learning opportunities
- for surveys and research

Learning Agreement information and advice:

Information and advice should satisfy you in the following key areas:

- The implications of doing your course
- The entry requirements for doing your course
- A check to see if you had any previous experience or qualifications that could be counted towards your course
- A check to see whether you require any additional support (practical, tutor or financial)
- A check to see that the course is suitable for your requirements

By signing this form you agree to the following:

- I certify that the information provided on this form is correct
- I have read and fully understand the booking conditions
- The recording and processing of personal data as outlined in the College Data Protection policy
- I agree to abide by the College rules and regulations and pay all fees due
- The information and advice I received adequately covered the broad areas set out under Learning Agreement information and advice

Please sign declaration below

Declaration

I confirm that all the information on this form is correct and I understand that if I have declared false information relating to Tuition Fee Remission, the provider may take action against me to reclaim the tuition fees and any support costs provided.

Signed (Student) _____ Date: _____

Signed (College) _____ Date: _____

When complete, please forward to the College where the course is being delivered:

Sparsholt/Online courses:

Part-time Courses, Admissions
Sparsholt College, Westley Ln
Sparsholt, Winchester, Hants SO21 2NF

Tel: 01962 797213

Email: courses@sparsholt.ac.uk

Andover courses:

Part-time Courses, Admissions
Andover College, Charlton Road
Andover, Hants SP10 1EJ

Tel : 01264 360030

Email: courses@andover.ac.uk

PLEASE NOTE THIS FORM IS CORRECT AT THE TIME OF GOING TO PRINT BUT IS DEPENDENT ON GOVERNMENT LEGISLATION AND IS SUBJECT TO CHANGE.



European Union
European
Social Fund

Student name -
Student ID -
Course -

2020/2021 FE Part-Time and Short Course Payment Form

Payment method

Please indicate your preferred method of payment. The Admissions Team will confirm your place on the course and they will provide you with instructions on how to make payment, including a link to the online store and any relevant deadlines.

Course length - 10 days or less

Option 1- Payment in full - by credit/debit card via the online store

Option 2- Sponsor payment - Please complete your sponsor/employer details below

Option 3- Fee Remission - I will be applying for fee remission (if applicable)

Courses length - more than 10 days

Option 1- Payment in full - by credit/debit card via the online store

Option 2- Payment by instalments - Instalment plan and 10% initial payment via the online store

Option 3- Sponsor payment - Please complete your sponsor/employer details below

Option 4- Advanced Learner Loan - I will be applying for an Advanced Learner Loan (if applicable)

Option 5- Fee Remission - I will be applying for fee remission (if applicable)

Sponsor/Employer Details

This section only needs to be completed if your sponsor/employer is paying your tuition fees.

Employer/Sponsor name	
Contact name	
Contact number	
Contact email	
Invoice Address	
Purchase Order Number	
Employer Signature	
Position in Company	