

# 2020/21 Apprenticeship 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 \_\_\_\_\_

National Insurance Number \_\_\_\_\_

Home No \_\_\_\_\_ Work No \_\_\_\_\_ Mob No \_\_\_\_\_

Email Address \_\_\_\_\_

Emergency contact 1: Name \_\_\_\_\_ Tel. No. \_\_\_\_\_ Email \_\_\_\_\_

Emergency contact 2: Name \_\_\_\_\_ Tel. No. \_\_\_\_\_ Email \_\_\_\_\_

(Please only include the names and numbers of people who have agreed to you giving us their details and who understand 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:

Medical Condition \_\_\_\_\_ Medication \_\_\_\_\_

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 tick the box if any of these apply to you:  In Care  Care Leaver  Young Parent  Young Carer

## 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](http://andover.ac.uk) or [sparsholt.ac.uk](http://sparsholt.ac.uk)

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

**Employment status prior to starting the course:**

Please tick the <b>employment status</b> that applies to you and then tick number of <b>hours</b> worked and number of months employed for.		✓ (tick)
<b>Paid Employment</b>		
<b>Self Employed</b>		
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	

<b>Not in Paid Employment</b> (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 6 months	
	6-11 months	
	12-23 months	
	24-35 months	
	36 months or more	

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Just before you start your apprenticeship, 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  Christian (all denominations)  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				

**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: \_\_\_\_\_

**Sparsholt Apprenticeships:**

Apprenticeships  
Sparsholt College, Westley Ln  
Sparsholt, Winchester, Hants SO21 2NF  
Tel: 01962 797437  
Email: apprenticeships@sparsholt.ac.uk

**Andover Apprenticeships:**

Apprenticeships  
Andover College, Charlton Road  
Andover, Hants SP10 1EJ  
Tel: 01264 360048  
Email: apprenticeships@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.



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Social Fund

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