

2024/25 & 2025/26 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 _____ Settled status Pre-settled status

Home No _____ Work No _____ Mob No _____

Email Address _____

Emergency Contact Name _____ Number _____ Relationship _____

(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"/> Down Syndrome | <input type="checkbox"/> Other learning difficulty |
| <input type="checkbox"/> Temporary disability after illness or Accident | <input type="checkbox"/> Social and emotional difficulties | <input type="checkbox"/> Other medical condition (e.g. epilepsy, asthma, diabetes) |
| <input type="checkbox"/> Other physical disability* | <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Other disability | <input type="checkbox"/> Dyscalculia | |
| | <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 the HIGHEST FULL level of qualification you hold to date:

Examples of FULL level qualifications are indicated below – for further information/detailed list go to the Contact Us page on andover.ac.uk or Apply Now page on 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 qualifications | <input type="checkbox"/> Other (please include any other qualifications that are not Full L2 or L3):

_____ | |

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 6 months	
	6-11 months	
	12-23 months	
	24-35 months	
	36 months or more	
	Unemployed because of redundancy	

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 at the same time as this course?

Yes No

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

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 Atheist Buddhist Christian (all denominations) Hindu
 Jewish Muslim Sikh Any other religion: _____ Prefer not to say

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 a UK resident (who meets residency requirements – see Fees and Funding page on our website) and age 19 or over on 31st August 2024 and the course you are applying for starts on or before 31/7/25 or are age 19 or over on 31 August 2025 and the course you are applying for starts on or after 1/8/25 and you are in one of the groups listed below when the course starts, and the course you are applying for is available for Fee Remission (see fee code information on course pages on our website or contact Admissions team), you may not have to pay tuition or examination fees. You will need to supply supporting documentation, as appropriate. If you do not provide your NI number, we might not be able to process your remission form. Please read the categories below and if any will apply to you when the course starts, please tick the appropriate box. **Please note that you will be liable for tuition fees until we have confirmed your eligibility to receive Fee Remission.**

Age on 31/8/24: _____ Age on 31/8/25: _____

National Insurance Number: _____

(If you do not include your NI number we might not be able to process your remission form)

For Entry Level, Level 1, 2 & 3 courses (tick if any apply to you)

- In receipt of Job Seekers Allowance (JSA) including receipt of National Insurance credits only (Fee Code A, C & M)
- In receipt of Employment Support Allowance (ESA) (Fee Code A, C & M)
- For courses starting ON or BEFORE 31/7/25**
- In receipt of Universal Credit and take-home pay as recorded on your Universal Credit statement (disregarding Universal Credit payments and other benefits) is less than £892 (sole adult in benefit claim) or £1,437 (joint benefit claim with partner) a month (Fee Code A, C & M)
- For courses starting ON or AFTER 1/8/25**
- In receipt of Universal Credit and take-home pay as recorded on your Universal Credit statement (disregarding Universal Credit payments and other benefits) is less than £952 (sole adult in benefit claim) or £1,534 (joint benefit claim with partner) a month (Fee Code A, C & M)
- Are released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice (Fee Code A, C & M)
- For courses starting ON or BEFORE 31/7/25**
- In receipt of 'other' state benefits (not included above) and take-home pay (disregarding Universal Credit payments and other benefits) is less than £892 (sole adult in benefit claim) or £1,437 (joint benefit claim with partner) a month. Please note this is at the discretion of the College – contact Admissions team for more details (Fee Code A, C & M)
- For courses starting ON or AFTER 1/8/25**
- In receipt of 'other' state benefits (not included above) and take-home pay (disregarding Universal Credit payments and other benefits) is less than £952 (sole adult in benefit claim) or £1,534 (joint benefit claim with partner) a month. Please note this is at the discretion of the College – contact Admissions team for more details (Fee Code A, C & M)
- Not in receipt of any benefits but want to be employed and you can demonstrate that the course you are applying for is going to help you get a job and meet local labour market needs. Please note this is at the discretion of the College - contact Admissions team for more details. (Fee Code A, C & M)
- Employed or Self-Employed and earn below £25,000 annual gross salary (excluding any benefits you might receive). We will need to see valid evidence i.e wage slips/Universal Credit statements/bank statements that are within 3 months of your course start date or a copy of your current Contract of Employment (Fee Code A, C & M)
- Aged 19 - 23 applying for your first **FULL** Level 2 qualification/legal entitlement~ (Fee Code A)
- Aged 19-23 applying for your first **FULL** Level 3 qualification/legal entitlement^ (Fee Code B & M)
- Aged 19 - 24 with learning difficulties and you have an Education, Health and Care Plan (EHCP) **We will require a copy of your plan.** Course is English and/or Maths and do not already hold GCSE A*-C or Grade 4 or higher in the subject* (Fee Code F)

* The College is required to carry out checks on your prior qualifications and by ticking this box and signing this form you are confirming that you do not already have GCSE A*-C or Grade 4 or higher in the subject and give permission for the College to view your PLR (Personal Learning Record) held by the Learner Records.

~ 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 **Contact Us page on andover.ac.uk or Apply Now page on 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.

^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 **Contact Us page on andover.ac.uk or Apply Now page on 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.

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 sparsholt.ac.uk. Your personal information is used by the DfE to exercise its functions under article 6(1)(e) of the UK GDPR and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Their lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992). It helps ensure that public money is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research. They will retain ILR (Individualised Learner Record) learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in their research databases until you are aged 80 years so that it can be used for long-term research purposes. ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training. For more information about the ILR and the data collected, information on how your personal data is used, your individual rights and how to contact the DfE, please refer to the FULL version of the Privacy Notice available on our website at sparsholt.ac.uk.

We (the College) 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

The College may also share your data with the agents and service providers that it contracts with to deliver your education and associated services, such as transport and catering.

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's Data Protection policy and Privacy Notice both available on our website at sparsholt.ac.uk
- I agree to abide by the College regulations and pay all fees due. I understand that course fees remain due unless the following notice periods prior to the course start date are met: Short courses - minimum 14 days notice; Long part-time courses - minimum 28 days notice.
- 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: parttimecourses@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.

Student name:

Student ID:

Course:

2024/25 & 2025/26 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)

Course 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	