**Application Ref No: (For institution use only)**

**CIRENCESTER COLLEGE HIGHER EDUCATION APPLICATION FORM**

Please read the accompanying Notes for Guidance before completing this form.

Please complete all 11 sections of this form and return to:

**Student Journey Team (Admissions),**

**Cirencester College, Fosse Way Campus, Stroud Road, Cirencester GL7 1XA**

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| **1: Title/Name/Address** | | | |
| Title |  | | |
| Surname or Family Name |  | | |
| First or Given Name(s) |  | | |
| Postal Address line 1 |  | Home Address  (if different) line 1 |  |
| Address line 2 |  | Address line 2 |  |
| Address line 3 |  | Address line 3 |  |
| Address line 4 |  | Address line 4 |  |
| Postcode |  | Postcode |  |
| Mobile Telephone Number |  | Home Telephone Number  (including STD/area code) |  |
| Email address |  | | |

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| **2: Further Details** | | | | |
| Your age on 30 September  in year of entry | Years | Months | Ethnic Origin Code  (UK applicants only. Not used for selection purposes. Please refer to the Guidance Notes for  appropriate codes) |  |
| Date of birth |  | |
| Male / Female |  | |
| Area of permanent residence |  | | Date of first entry to live in  UK (dd/mm/yy) |  |
| Country of birth |  | |
| Nationality |  | | Residential Category  (please refer to the Guidance  Notes for appropriate codes) |  |

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| **3: Details of course(s) for which you wish to apply** | | | |
| Month and year in which you wish to start your course | | |  |
| Course Title | Mode of Study (full-  time, part-time, sandwich, other, please specify) | Year of Entry | Stage  (i.e., year 1, year 2) |
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| Please indicate how you heard of these courses | | | |

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| **4: Name and address of the two most recent educational establishments attended, within the last ten years only.** | From | | To | | Full-time or  Part-time |
| Month | Year | Month | Year |  |
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| **5: Formal Qualifications** | | | | | | | | | | | | | |
| Please list all the examinations or assessments you have taken below.  Notes: applicants should list all subjects taken, whatever the results, in chronological order. If you are awaiting the result of any examination recently  taken write PENDING under the results question. Where examinations are still to be taken, please list all modules with the value and level of each. Qualifications awarded by BTEC or SCOTVEC - please attach a transcript of results if known. Applicants who wish to be considered for accreditation of prior learning please complete this section in full. Qualification Levels - please specify eg, GCSE, AS-level, A-level, AVCE, HND, degree or professional qualifications. | | | | | | | | | | | | | |
| Qualification  Level | Subject / Unit /  Module / Component | Date | | | | Place  of  Study | Results  (grades or bands) | | | | CATS points (if  applicable) | | |
| Month | | Year | |
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| GCSE Maths at grade C or above? Yes/No | | | | | GCSE English at grade C or above? Yes/No | | | | | | | | |
| If you have completed a Modern Apprenticeship, please state which skill was covered | | | | | | |  | | | | | | |
| **6: Work Experience (please consult the Guidance Notes)** | | | | | | | | | | | | | |
| Names and addresses of recent employers.  Continue on a separate sheet if necessary. | | | Job Title and nature of work | | | | | From | | To | | | PT / FT |
| Month | Year | Month | | Year |
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**7: Additional Learning Support**

Please indicate any additional learning support required

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| **8: Personal Statement** | |
| Please provide a personal statement indicating why you wish to undertake the course (maximum 600 words): | |
| **9: Criminal Convictions** (Please refer to the Guidance Notes.) | |
| Do you have any criminal convictions (yes or no)? |  |

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| **10: References** | |
| Notes: Please give as referees two persons who are able to speak of your academic work and experience in industry,  commerce or public services. | |
| Referee 1  Name and Address |  |
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| Email Address |  |
| Telephone Number |  |
| Fax Number |  |
| Referee 2  Name and Address |  |
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| Email Address |  |
| Telephone Number |  |
| Fax Number |  |

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| **11: Declaration** | | |
| **ESFA Privacy Information**  Cirencester College collects information about all of its staff and students for various administrative, academic and health and safety reasons. The data you supply will be used by the Skills Funding Agency to issue you with a Unique Learner Number (ULN) and share information about your learning. Further details of how your data is processed and shared can be found at ***www.miap.gov.uk.***  **How we use your personal information**  This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of the Data Protection Act 1998, the DfE is the data controller for personal data processed by the ESFA. 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 may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with the Data Protection Act 1998.  The English European Social fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.  Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at:  https:www.gov.uk/government/publications/esfa-privacy-notice. | | |
| **Signed:** | | **Date:** |
| **Learning Record Service Fair Processing Notice** | | |
| Some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue and/or verify your Unique Learner Number (ULN) and up-date and/or check your own Personal Learning Record(PLR).  Your Personal Learning Record will include information about your qualifications, awards, training and learning achievements that you may collect throughout your lifetime – at all levels and also whilst you are working and learning.  Your Personal Learning Record can be shared with organisations who have a responsibility for providing, funding and serving your education and training.  If you are below the age of 16, you might wish to discuss this privacy notice with your parent or legal guardian. | The Skills Funding Agency is a public body that funds qualifications and training that you may be receiving. It is responsible for maintaining ULNs and Personal Learning Records on behalf of all individuals aged 13 and above in England, Wales and NI.  Your Unique Learner Number (ULN) is a ten digit reference number and is unique and individual to yourself for use within education. Please keep this number in a safe place. You will need it to access your Personal Learning Record.  The Skills Funding Agency may obtain and use third party reference data to assist when verifying your ULN and when checking that the data it holds about you is correct, in order to comply with the requirements of the Data Protection Act to keep your details accurate and up to date.  It is used to create and up-date your own Personal Learning Record (PLR), which will be conveniently located online for you to access at www.learningrecordsservice.org.uk/products/ learnerrecord | The Skills Funding Agency may use your information for management and statistical purposes and for monitoring the accuracy of the information it holds about you.  The Skills Funding Agency may share your ULN and Personal Learning Record information with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education.  Please note that you can opt-out of the Skills Funding Agency sharing your Personal Learning Record. However, you can not opt-out of the Skills Funding Agency storing your information.  You can opt-out of sharing your participation and achievement data by contacting the ***LRS Customer Helpdesk on 0845 602 2589***. You will be required to provide some personal details to confirm your identify, which may include your Unique Learner Number (ULN), if known |
| **Signed:** | | **Date:** |
| **How the College uses your information**  While you study with us the College will hold information relevant to your learning and physical, emotional support. We will only hold data for the express purpose of supporting you. Part of this requires the College to pass information to other companies, e.g. WisePay or Government agencies such as the Department of Education. In some circumstances, we will pass contact information to support government initiatives. In such cases, you will have an option to opt in to the service. The College will retain certain information i.e. your name, the programme you studied and the grades achieved for three years after you have left. There is a full list of the information we hold, why we hold it, how long we hold it for and who we pass it to available on the student zone. | | |
| **Signed:** | | **Date:** |

**For internal use ONLY**: ApplicantId: Staff Initials/date processed:

**END OF APPLICATION FORM**