

# 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<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	

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 take-home pay as recorded on your Universal Credit statement (disregarding Universal Credit payments and other benefits) is less than £343 (sole adult in benefit claim) or £549 (joint benefit claim with partner) a month.
- In receipt of 'other' state benefits and either not employed but want to be employed or employed. Take-home pay (disregarding Universal Credit payments and other benefits) is less than £343 (sole adult in benefit claim) or £549 (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 – contact Admissions team for more details.
- 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.
- 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](http://andover.ac.uk) or [sparsholt.ac.uk](http://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](http://andover.ac.uk) or [sparsholt.ac.uk](http://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](http://andover.ac.uk) or [sparsholt.ac.uk](http://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

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### 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