

2022/2023 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 _____ Settled status Pre-settled status

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 the HIGHEST 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		

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 at the same time as this course?** 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 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				

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 www.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. It helps ensure that public money distributed through the ESFA 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 3 years for operational purposes and 66 years for 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 what is 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 www.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
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 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, the provider may take action against me to reclaim any costs incurred.

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

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