

# 2023/24 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"/> 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 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](http://andover.ac.uk) or Apply Now page on [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 qualification                                   | <input type="checkbox"/> No qualifications   | <input type="checkbox"/> Other (please include any other qualifications that are not Full L2 or L3):<br>_____<br>_____<br>_____ |   |

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

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**COURSE DETAILS:**

Course Title	Course Code	Start Date	End Date	Fee
				Total Paid

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**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 2023 and in one of the groups listed below **when the course starts**, 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. 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.**

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Age on 31/8/23: \_\_\_\_\_ 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)
- 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 £617 (sole adult in benefit claim) or £988 (joint benefit claim with partner) a month\* (Fee Code A, C & M)
- 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 £617 (sole adult in benefit claim) or £988 (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\** (Fee Code A, C & M)
- Earn less than £20,319 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 or a copy of your Contract of Employment\** (Fee Code A, C & M)
- Aged 19 - 23 without a **FULL** Level 2 or above qualification and studying up to and including a Level 1 qualification\*~ (Fee Code H)
- Aged 19 - 23 applying for your first **FULL** Level 2 qualification\*~ (Fee Code A)
- 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)
- Aged 19-23 applying for your first **FULL** Level 3 qualification\*^ (Fee Code B & M)
- Aged 24+ applying for Level 3 remission as part of the Free Courses for Jobs offer and **not** unemployed or low wage\*^ (Fee Code M)

\* The College is required to carry out checks on your prior qualifications. For level 3 courses funded via Free Courses for Jobs, this includes a check to confirm that you have not previously been funded for a level 3 course through the Free Courses for Jobs offer; by ticking this box and signing this form you are confirming that you have not previously been funded via Free Courses for Jobs 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 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](http://andover.ac.uk) or **Apply Now** page on [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.

^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](http://andover.ac.uk) or **Apply Now** page on [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.

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## 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](http://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 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 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](http://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

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### 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](http://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 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](mailto: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](mailto: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.

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**Student name:**

**Student ID:**

**Course:**

**2023/24 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.

<b>Employer/Sponsor name</b>	
<b>Contact name</b>	
<b>Contact number</b>	
<b>Contact email</b>	
<b>Invoice Address</b>	
<b>Purchase Order Number</b>	
<b>Employer Signature</b>	
<b>Position in Company</b>	