SPARSHOLT CAMPUS
ANDOVER CAMPUS

2025/2026 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

Mixed / Multiple ethnic groups
- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other Mixed/multiple ethnic background

Asian / Asian British
- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Any other Asian background

Black / African / Caribbean / Black British
- ☐ African
- ☐ Caribbean
- ☐ Any other Black / African / Caribbean background

Other ethnic group
- ☐ Arab
- ☐ Any other ethnic group

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)

- ☐ Visual impairment
- ☐ Hearing impairment
- ☐ Disability affecting mobility
- ☐ Profound/complex disabilities*
- ☐ Temporary disability after illness or Accident
- ☐ Other physical disability*
- ☐ Other disability
- ☐ Mental health difficulty
- ☐ Autism spectrum disorder
- ☐ Down Syndrome
- ☐ Social and emotional difficulties
- ☐ Dyslexia
- ☐ Dyscalculia
- ☐ Speech, language and communication needs
- ☐ Severe learning difficulty
- ☐ Other specific learning difficulty
- ☐ Moderate learning difficulty
- ☐ Other learning difficulty
- ☐ Other medical condition (e.g. epilepsy, asthma, diabetes)
- ☐ Prefer not to say

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**

- ☐ NVQ Level 1 — GCSE/O Level (grades D-G)
- ☐ NVQ Level 2 — 5+ GCSEs/O Levels (grades A*-C), First Diploma, C&G National Certificate
- ☐ NVQ Level 3 — A Levels/AS Levels, BTEC Nationals, C&G Advanced National Certificate
- ☐ NVQ Level 4 — BTEC HNC
- ☐ NVQ Level 5 — BTEC HND, Foundation Degree
- ☐ Level 6 — First Degree
- ☐ Level 7 — PGCE, MA, PhD, Other postgraduate qualification
- ☐ No qualifications
- ☐ 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:

_____

_____

_____

_____

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
☐ School Event
☐ Careers Fair
☐ Teacher / School
☐ Careers Adviser
☐ Word of Mouth
☐ Twitter / Facebook
☐ Google Advert
☐ Bus Advert
☐ Other - please specify: _____
☐ Outdoor Banner
☐ Radio
☐ Newspaper
☐ Train Station

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 **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

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

Please sign declaration below

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

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