

## APPLICATION FORM

 Have you attended Nescot before?  Yes  No

 Gender?  Male  Female

Surname:

Forenames:

Title:

 Date of Birth  Age on 31st August 2010

 DD  MM  YY 
**Permanent home address:**


Post Code

**Address whilst at college** (if different from above):

Post Code

(Alternative) Tel Number:

### Which subject are you applying for?

Please enter subject title:

**Course Start Date?**

 MM  YY 
*Please tick, do you want to study:*

- Full-time  
 Part-time (day)  
 Part-time (evening)  
 Apprenticeship

### Ethnicity

- BG  Asian or Asian British – Bangladeshi
- IN  Asian or Asian British – Indian
- PK  Asian or Asian British – Pakistani
- OA  Asian or Asian British – Any other Asian Background
- BA  Black or Black British – African
- BC  Black or Black British – Caribbean
- BO  Black or Black British – Any other Black Background
- CH  Chinese
- MWA  Mixed – White and Asian
- MWF  Mixed – White and Black African
- MWC  Mixed – White and Black Caribbean
- MO  Mixed – Any other Mixed Background
- WH  White - British
- IR  White - Irish
- WO  White – Any other White Background
- OT  Any other
- PNS  Prefer not to say

National Insurance Number

 UCAS Number *(Only applies to HE students)*


 Are you supported by AIM Higher? 

### Residence (To be filled in by all applicants)

In which country do you normally live?

 Have you lived OUTSIDE of the UK/EU within the last 3 years?  Yes  No

**If YES**, on which date did you enter the UK/EU? (Excluding holidays):

 Do you require a VISA to enter or stay in the UK?  Yes  No

 Are you an asylum seeker / refugee?  Yes  No

Nescot Office Use Only:

- Referred OA  Residency checked  Proof Attached

Interview Date:

**Education** Please enter your ULN (Unique Learner Number):

Name & Address of most recently attended School, College or University	Date From	Date To

**Qualifications** Please list in date order all the examinations you have taken or will be taking before the start of your course (please include all results, whatever the grades)

Qualification e.g. GCSE	Subject	Predicted Grade	Result / Grade	Exam Date	Exam Board (if Known)

**Nescot Office Use Only:**  Qualifications checked  Evidence of Qualifications Attached **HE ELQ**  Yes  No

**Individual Needs**

We are committed to meeting your needs and offer support for many disabilities, learning difficulties and medical conditions. **Please let us know if you need additional support:**

.....

**Language:** Is English your first language?  Yes  No

If no, would you like language support?  Yes  No

**Do you consider yourself to have a learning difficulty or disability?** Please tick the box(es) you feel relate most closely to your need.

**Disability:**

- Visual Impairment
- Hearing Impairment
- Wheelchair user/mobility need
- Temporary disability or illness
- Multiple disabilities
- Mental Health Issues
- Unseen disability e.g. epilepsy, asthma
- Emotional / behavioural difficulties
- Other: .....

**Learning Difficulty:**

- Moderate learning difficulty
- Severe learning difficulty
- Dyslexia
- Other specific learning difficulty
- Other: .....

Please tick this box  **to receive** a Support Needs Questionnaire (for you to complete and return)

Please tick this box  **if you need** any special support at interview e.g. signer

## Relevant Work Experience & Further Information

Please supply any relevant information that you feel will support your application. (E.g. Employed/practical experience, study abroad, volunteer work, hobbies or activities, positions of responsibility). In particular, you should explain why you are applying for your chosen course (if necessary please continue on separate sheet and attach to this form).

Name of Employer	Your Position / Role	From Date	To Date	Full or Part Time

**Employment** - Please tick the statement that applies to you:

- |  |   |
|--|---|
| <input type="checkbox"/> I have been released by my employer to study a course related to my job | <input type="checkbox"/> Self employed  |
| <input type="checkbox"/> I am employed but this course is not related to my job                  | <input type="checkbox"/> Economically inactive                                |
| <input type="checkbox"/> I am not currently employed due to redundancy                           | <input type="checkbox"/> Full-time education or training                      |
| <input type="checkbox"/> I am not currently employed due to other reasons                        | <input type="checkbox"/> Still at school                                      |
|  | <input type="checkbox"/> 14 - 19 and not in employment, education or training |

## How did you find out about courses at Nescot?

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Family / Friends | <input type="checkbox"/> Open Evenings | <input type="checkbox"/> Radio           | <input type="checkbox"/> Other please state: .....  |
| <input type="checkbox"/> School           | <input type="checkbox"/> Employer      | <input type="checkbox"/> Website         |   |
| <input type="checkbox"/> Connexions       | <input type="checkbox"/> Newspaper     | <input type="checkbox"/> Roadside Banner | <input type="checkbox"/> <b>Please tick if you would like to receive Marketing information from Nescot.</b> |

Nescot is committed to ensuring that learners are enrolled on suitable courses and it is important to know if applicants have criminal convictions. All applicants for courses involving working with children and vulnerable adults will be required to complete a CRB check.

**Have you ever been convicted of a criminal offence, spent or otherwise?**  Yes  No  
(excluding minor motoring offences).

If you answer YES further information will be asked for, which will be treated in a confidential manner.

Signature of Applicant

Date

**\*\*\* YOUR APPLICATION IS NOW COMPLETE \*\*\***

**Please return to:** Advice & Guidance, NESCOL, Reigate Road, Ewell, Epsom, Surrey, KT17 3DS

☎ **020 8394 3038**

✉ [info@nescot.ac.uk](mailto:info@nescot.ac.uk)

🌐 [www.nescot.ac.uk](http://www.nescot.ac.uk)

### Data Protection Statement 2009/2010

Data Protection Act 1998 –The information you provide will be passed to the Learning and Skills Council (the LSC). The LSC is responsible for funding, planning and encouraging education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes.

Other organisations with which we will share information include, the Department for Children, Schools and Families, the Department for Innovation, Universities and Skills, Connexions, Local Authorities, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners. The LSC also administers the learner registration service (LRS) which will use your information to create and maintain a unique learner number (ULN). The LSC is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and the ULN and what they do, may be found at [www.lsc.gov.uk/providers/Data/help/dataprotection](http://www.lsc.gov.uk/providers/Data/help/dataprotection). At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan future provision.

Tick this box  if you do not wish to be contacted by the LSC or its partners in respect of surveys and research.

The LSC values your views on the education or training which you receive, and will use these to help bring about improvements for learners in England. The LSC or its partners may wish to contact you from time to time about courses, or learning opportunities relevant to you.

Please tick here  if you do not wish to be contacted about courses or learning opportunities by post.

Fair Processing Notice: The Learning and Skills Council (LSC) also administers the Managing Information Across Partners (MIAP) Programme on behalf of the MIAP membership. More information about MIAP membership can be found at [www.miap.gov.uk](http://www.miap.gov.uk). LSC is responsible for the development and operation of the Learner Registration Service (LRS) and also the creation of a learner record. For learners of 13 years and over, identification information will be passed to the LRS to create and maintain a unique learner number (ULN). In addition, participation and achievement information will be passed to the MIAP Service to create and maintain a learner record. The MIAP Service will enable, for the first time, a learner to have direct access to information held about them which learners are able to challenge, if appropriate. The Learner Registration Service will enable organisations allowed by Law and detailed at [www.miap.gov.uk](http://www.miap.gov.uk) to access the ULN and integrate it into their systems. In addition, such organisations will have access to the participation and achievement information attributed to each ULN and thereby saving individuals having to supply the same information repeatedly to different organisations. Individuals are able to opt-out of sharing participation and achievement information in their learner record with those organisations detailed at [www.miap.gov.uk](http://www.miap.gov.uk), if they so wish. Details of how to opt out can also be found at [www.miap.gov.uk](http://www.miap.gov.uk) or by telephoning 0845 6022589.

# Learner Learning Agreement (To be completed with a member of Nescot staff at Enrolment)

**Disclosure Statement:** By agreeing to be part of Nescot College, I am aware that the college reserves the right to contact my parent/guardian (if I am under 19 years old at the start of my programme) to share attendance, progress and achievement data. I understand that if my employer is paying my fees or releasing me from work details of my attendance, progress and achievement can be shared with my employer. I understand that in certain circumstances Nescot may need to share attendance, progress and achievement data with other concerned professionals, such as social workers, youth team workers and learners support services. I understand that Nescot will respond to reference requests from employers.

- I confirm that I have been interviewed and assessed for this course and received advice and guidance as appropriate.
- I know that the course involves all activities of learning and accreditation and achievement, including assessment, general and specific learner support services, and enrichment activities as appropriate.
- I have been advised that if I am enrolling on a course leading to a qualification under Section 96 or Section 97 of the Learning and Skills Act 2000, I will be expected to enter or register for the examination, or the equivalent, at the appropriate time and pay any associated fees.

I have read the details above. I have read and understood the Student Code of Conduct and agree to follow the behaviours as stated in the document shown to me. I understand that if I do not pay my fees, or am late for classes, or do not attend, my enrolment may be terminated by the College. I agree to Nescot using personal data contained in this form or any other data which the College may obtain from me, or other people, whilst I am a student for any purposes connected with my studies or my health and safety whilst on the premises, or for any other legitimate reason. I confirm that the College will from time to time contact me by SMS regarding college related matters.

**Learner Signature**

**Name (please print)**

**Date**




**Signed on behalf of Nescot College**

**Name (please print)**

**Date**




## FOR OFFICE USE ONLY

To be completed by a member of college staff at Enrolment

Input by (staff name/initial)

Course Title

Course Code

Course GLH

Fees

TU

REG

AFF

Start Date

Expected End Date

EX

MT

OTH

## Prior Attainment Level

(please enter the learner's highest qualification gained)

- |   |                                     |                                     |   |  |
|---|-------------------------------------|-------------------------------------|---|--|
| 07 <input type="checkbox"/> PRE - ENTRY LEVEL | 01 <input type="checkbox"/> LEVEL 1 | 03 <input type="checkbox"/> LEVEL 3 | 05 <input type="checkbox"/> LEVEL 5             | 98 <input type="checkbox"/> Not known        |
| 09 <input type="checkbox"/> ENTRY LEVEL       | 02 <input type="checkbox"/> LEVEL 2 | 04 <input type="checkbox"/> LEVEL 4 | 97 <input type="checkbox"/> Other qualification | 99 <input type="checkbox"/> No qualification |

## Total Fees Payable (inc. Affiliation)

- STUPAY  Myself (the learner)
- SPONPAY  Myself (the learner & claiming back from employer)
- SPONINV  Employer (sponsor letter must be received by Finance Office)
- SLCCON  Student Loan Company
- Skills Account

## Adult learners applying for ULN

please tick to confirm the ID evidence you have seen:

- CRD  Bank/credit/debit card
- NIN  National Insurance Card
- BEV  Benefit Evidence
- PPT  Passport
- PPT  Driving Licence
- Other (please specify):

## Fee Exemptions

Proof of evidence attached

- 19U  16-18
- JSA  Job Seekers Allowance
- INCSPT  Income Support
- HSBFT  Housing Benefit
- CTXBFT  Council Tax Benefit

- WTC  Working Tax Credit
- PCRDT  Pensions Guarantee Credit
- BFTDEPEN  Unwaged dependent of person on income-based state benefit
- ASYLUM  Asylum seeker in receipt of income-based state benefit

- BSKILLS  Skills for Life (Literacy/Numeracy)
- L2E  Level 2 Entitlement
- L3E  Level 3 Entitlement (19-25)
- CATD  Category D offender learner
- COMMOF  Offender serving sentence in community
- T2G  Train2Gain
- LDCT  Learn Direct
- ESA  Employment Support Allowance