

INFORMATION FOR CUSTOMERS

If you would like any part of this document explained, translated or provided in another format such as large print, audio or Braille, please contact Advice and Admissions on 0800 612 6008. Please note our website has accessibility functions, allowing you to adjust the size of the text and colour of the background.

You can also apply online at:
www.activatelearning.ac.uk

Office use
Student ID no:

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Please complete in block capitals and in BLACK INK

Section 1: About yourself

COLLEGE: BANBURY AND BICESTER COLLEGE BRACKNELL AND WOKINGHAM COLLEGE
 CITY OF OXFORD COLLEGE READING COLLEGE

First names:		Family name:	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Mx:		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx:	
Address line 1:			
Address line 2:			
Town/City:			
County/State:			
Postcode/Zip code:		Country:	
Age:	Date of birth: DD / MM / YYYY	Primary phone number:	
Mobile number:		Email:	
I would like to be contacted by: <input type="checkbox"/> email <input type="checkbox"/> post			

Emergency contact details (to be completed by all applicants). This must be your parent/carer if you are under 18

Relationship to applicant:	
First name:	Last name:
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx:	
Address:	
Primary phone number:	Secondary phone number:
Email:	

Section 2: Your course choice

Month and year in which you wish to start		Month:	Year:
Programme code:		Programme title:	
Mode of Study: <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time			

Please give the reasons why you wish to join this programme (max 1,000 words)

Are you applying for this course as part of a higher apprenticeship? Yes No

Section 3: Work experience

Please give details of work experience, training and employment.

Job title/ Nature of work	Name of organisation	Month	Year	Month	Year	Full-time/Part-time

Section 4: Your previous education

Last two educational establishments attended

Name and address	From month	From year	To month	To year	Full-time/ Part-time

Section 5: Extra support for you

We welcome all students and offer support with disabilities, medical conditions and language and learning support needs.

Do you have a statement of special educational need or education, health and care plan? Yes No

Please tell us what arrangements you need so we can help you to succeed with your learning.

If you have any access requirements at interview, such as an interview room on the ground floor, a signer or a hearing loop, please provide details here:

Do you consider yourself to have a disability, learning difference or special educational need? E.g. physical, hearing impairment, visual impairment, ADHD, Asperger's, ASD, dyslexia or any other? Yes No

Do you have any health or medical conditions? Yes No

If you would like a confidential discussion regarding your support needs, please tick here

Section 6: Extra information about yourself

ETHNICITY: We ask this as we want to ensure that our courses are accessed by people from all backgrounds

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Welsh / Scottish / Northern Irish / British | <input type="checkbox"/> White and Black African | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Arab |
| <input type="checkbox"/> Irish | <input type="checkbox"/> White and Asian | <input type="checkbox"/> Chinese | <input type="checkbox"/> Any other ethnic group |
| <input type="checkbox"/> Gypsy or Irish Traveller | <input type="checkbox"/> Any other Mixed / Multiple Ethnic background | <input type="checkbox"/> Any other Asian background | <input type="checkbox"/> Information refused |
| <input type="checkbox"/> Any other White background | <input type="checkbox"/> Indian | <input type="checkbox"/> African | |
| <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Caribbean | |
| | | <input type="checkbox"/> Any other Black / African / | |
-

CRIMINAL CONVICTIONS: This part of the form MUST be completed. Do you have any criminal convictions? Yes No

If you do not tick either the 'Yes' or 'No' box above, we will contact you to get this information and this will delay your enrolment. You must tick 'Yes' if you have a conviction unless it is a motoring offence that you received a fine or three penalty points for OR a spent sentence (as defined by the Rehabilitation of Offenders Act 1974). Please be aware that for certain courses, particularly in teaching, health, and social care, you must tell us about ANY criminal conviction(s), including spent sentences and cautions. If you are serving a prison sentence you must tick the 'Yes' box. If you are convicted of a criminal offence after you have enrolled, you MUST let us know immediately. If you are not sure whether to tell us about a previous conviction you should get more advice from your Citizens Advice Bureau or contact Advice and Admissions on 0800 612 6008

Section 7: Fee status

Please state your main country of residence for the last three years

Do you require a visa to study in the UK?

Yes No

Do you have indefinite leave to remain in the UK?

Yes No

Do you currently hold a visa to enter/study in the UK?

Yes No

If so, what type of visa and what is the expiry date? _____ DD / MM / YYYY

Section 7: Fee status - continued

Payment of fees

Who is expected to pay your fees?

Research Council Student Loan Company Yourself Family member Employer Other (please state)

Have you previously completed or part completed a course of higher education?

Yes No

If so, please provide details:

Section 8: Where did you find out about us?

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Careers fair or event | <input type="checkbox"/> Employer | <input type="checkbox"/> Social media (Facebook / Twitter etc) | <input type="checkbox"/> Printed college prospectus |
| <input type="checkbox"/> Careers/Connexions advisor | <input type="checkbox"/> Mailing sent to your home | <input type="checkbox"/> Radio | <input type="checkbox"/> Agent/representative |
| <input type="checkbox"/> Family/friend | <input type="checkbox"/> Newspaper advert | <input type="checkbox"/> British Council | <input type="checkbox"/> Other (Please specify) |
| <input type="checkbox"/> Website | <input type="checkbox"/> Newspaper article | | |
| <input type="checkbox"/> Teacher | <input type="checkbox"/> Campus roadside banner | | |
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Section 9: Referee details

Name and address of referees

Referee 1

First names _____

Family name _____

Relationship to you _____

Daytime telephone number _____

Email address _____

Referee 2

First names _____

Family name _____

Relationship to you _____

Daytime telephone number _____

Email address _____

References will be taken up before an offer is made.

Section 10: Data protection

How we use your personal information

Activate Learning group will collect the following personal data under GDPR Article 6b (Contract), 6c (Legal Obligation), 6e (Public Task) and 9j (Statistical Purposes), in order to meet our legal obligations, to carry out our public task to provide education and training, and to fulfill our contract for educational services, as applicable.

We need to process your data, so that we can provide you with the highest standards of education and training we are able to give, and to meet legal obligations from government. We will use data to:

Support learning; monitor and report on progress; provide appropriate pastoral care, guidance and support; assess the quality of our services; comply with the law regarding data sharing; keep you safe, comply with our contractual obligations; keep you informed about issues affecting and related to your studies.

We collect parent/carer/emergency contact details under GDPR Article 6c (legal obligation). We require this information for students aged under 18 at enrolment and will use this to inform your contacts about your educational performance and behaviour. We will inform third parties that we hold their information. If you are aged 16 or 17 and you do not wish us to hold parent/carer/emergency contact details you must put this in writing to the Student Support Manager and agree to attend a meeting to discuss.

A copy of our full privacy notice is available on our website www.activatelearning.ac.uk/privacy-and-cookies or from Advice and Admissions.

Contact details will not be used for marketing or survey purposes without your consent, which can be withdrawn at any time. However the college will use the contact information to contact you in order to carry out our duties to you, for example to notify you of a change of course date, and also to obtain data where legally required, such as destination surveys.

You can agree to receive marketing communications by ticking this box:

Please indicate how you would like to receive marketing communications: By post By phone By email

Details of how we will use and look after your data if you agree to receive marketing information from us can be found in the Activate Learning Marketing Privacy Policy which is available at www.activatelearning.ac.uk/privacy-and-cookies or from Advice and Admissions.

ESFA Privacy notice.

This privacy notice is issued by the Education and Skills Funding Agency, on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeship, 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 shared with third parties for education, training, employment and well-being related purposes, including research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can agree to be contacted for other purposes by ticking the following boxes: About courses and learning opportunities For surveys and research

You can agree to be contacted by these methods: By post By phone By email

Further information about use and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: www.gov.uk/government/publications/esfa-privacy-notice and www.gov.uk/government/publications/lrs-privacy-notice

Activate Learning routinely contacts parents or carers of applicants under 18 about their application. If you are under 18 and do not wish your parent or carer to be contacted, please tick this box

Declaration: I confirm that the information given on this form is correct to the best of my knowledge.

Signature:

Date of application:

Signature of applicant or signature of parent or carer (if applicant is under 18)
