

You can also apply online at: [www.activatelearning.ac.uk](http://www.activatelearning.ac.uk)

## Section 1: About yourself

Please complete in block capitals and in BLACK INK

Where are you going to learn? ☐ Banbury and Bicester College ☐ Bracknell and Wokingham College ☐ City of Oxford College  
☐ Farnham College ☐ Guildford College ☐ Merrist Wood College ☐ Reading College ☐ In the workplace (Activate Apprenticeships)

First names: \_\_\_\_\_ Surname: \_\_\_\_\_

Preferred Name/Known as: \_\_\_\_\_ Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ M ☐ Mx: \_\_\_\_\_

Legal Sex: ☐ Male ☐ Female Gender association: ☐ Male ☐ Female ☐ other (please state): \_\_\_\_\_ ☐ prefer not to say

Date of birth: DD / MM / YYYY Current address: \_\_\_\_\_

Town/City: \_\_\_\_\_ County: \_\_\_\_\_

Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Nationality: \_\_\_\_\_ Ethnicity: \_\_\_\_\_ ☐ prefer not to say

If non-British what is your visa type or immigration status? \_\_\_\_\_

Contact Number: \_\_\_\_\_ Personal Email: \_\_\_\_\_

## 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: \_\_\_\_\_ Surname: \_\_\_\_\_

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ M ☐ Mx: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_

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 ☐

## Section 2: Your course(s) choice

Please list the course titles:

## Section 3: Your previous education

Current/previous school or college:

Please provide your predicted/actual GCSE (or equivalent) grades for Maths and English: Maths: \_\_\_\_\_ English: \_\_\_\_\_

## Section 4: Extra support for you

Do you have a support need, disability, learning difficulty or mental health condition? ☐ Yes ☐ No if yes, please provide details:

Do you have a statement of educational needs, or support plan in place (EHCP)? ☐ Yes ☐ No

## Section 5: Criminal convictions

Do you have any spent or unspent criminal convictions? ☐ Yes ☐ No

Please refer to our privacy policy for more information:

[www.activatelearning.ac.uk/about-activate-learning/group-information/legal/policies](http://www.activatelearning.ac.uk/about-activate-learning/group-information/legal/policies)

## Section 6: Data protection

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### How we will use your data:

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.

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: <https://www.gov.uk/government/publications/esfa-privacy-notice>

Learner Registration Service (LRS) Privacy notice: The information you supply is used by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN) and to create your Personal Learning Record, as part of the functions of the DfE. For more information about how your information is processed, and to access your Personal Learning Record, please refer to: **[www.gov.uk/government/publications/lrs-privacy-notices](https://www.gov.uk/government/publications/lrs-privacy-notices)**

Please contact me, regarding my application via:

**Email** ☐ Yes ☐ No

**Phone** ☐ Yes ☐ No

**Post** ☐ Yes ☐ No

We will never pass on your details to a third party for marketing purposes; however, we do want to use your contact details (name, address and email) to send you material that we feel may be of interest to you from Activate Learning. If you are willing to be contacted in this manner please tick below:

I wish to be contacted about courses or learning opportunities ☐ Yes ☐ No

I wish to be contacted for surveys or research ☐ Yes ☐ No

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

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Date of application:

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