

Application for admission to a College course

Applicants age 19 and over



Please return completed form to:

Student Services, Southport College, Mornington Road, Southport, PR9 0TT

Please write in BLOCK CAPITALS (using black ink)

About yourself

Surname: First name(s):

Male Female Date of Birth: Age:

Address:

..... Postcode:

Email:

Telephone number: Mobile number:

Nationality: Have you been resident in the EU for the last 3 years? Yes No

Which ethnic group would you say you belong to?

- | | | | |
|---|--------------------------|--|--------------------------|
| English/Welsh/Scottish/ Northern Irish/ British | <input type="checkbox"/> | Pakistani | <input type="checkbox"/> |
| Irish | <input type="checkbox"/> | Bangladeshi | <input type="checkbox"/> |
| Gypsy or Irish Traveller | <input type="checkbox"/> | Chinese | <input type="checkbox"/> |
| Any other white background | <input type="checkbox"/> | Any other Asian background | <input type="checkbox"/> |
| White and Black Caribbean | <input type="checkbox"/> | African | <input type="checkbox"/> |
| White and Black African | <input type="checkbox"/> | Caribbean | <input type="checkbox"/> |
| White and Asian | <input type="checkbox"/> | Any other Black/African/Caribbean background | <input type="checkbox"/> |
| Any other mixed/ multiple ethnic background | <input type="checkbox"/> | Arab | <input type="checkbox"/> |
| Indian | <input type="checkbox"/> | Any other ethnic group | <input type="checkbox"/> |

Your course choice

Which course(s) would you like to study at College?

1 2

If you are unsure, would you like an interview for both courses? Yes No

If you would like a guidance interview to help you choose or decide which course to apply for, then please contact:
Student Services on 0845 00 66236.

If you are a student at this college, please indicate your course.....

Your interests and other achievements

.....

.....

.....

.....

.....

.....

Your education

Type of qualification (eg GCSE/GNVQ)	Subject	Result (If Known)	Estimated result

Disability disclosure & support Information

We are committed to meeting the needs of people with learning difficulties and disabilities. Do you consider yourself to have any of the following?

Yes No (if yes please tick one or more of the following boxes).

Visual Impairment (Not corrected by glasses) <input type="checkbox"/>	Temporary Disability after illness post viral) or accident <input type="checkbox"/> (eg.	Dyslexia / Dyscalculia/ Dyspraxia <input type="checkbox"/>
Hearing Impairment <input type="checkbox"/>	Disabilities state _____	Asperger Syndrome / Autism/ AD(H)D <input type="checkbox"/>
Other medical condition (eg. epilepsy, asthma, diabetes) state _____		Other specific learning difficulty state _____
Emotional behaviour difficulty <input type="checkbox"/>	Mental ill health <input type="checkbox"/>	

In order for us to identify any support you may require, please tick as appropriate.

I am or have been in care Yes No

Do you consider yourself to require any support? Yes No

Did you have help or support at school? Yes No

In the event of an emergency do you consider yourself to need help to leave the building? (PEEP) Yes No

I understand my details will be passed on to the appropriate Student Services staff. I understand that a member of that team will contact me to discuss my needs.

Signature:Date:

References

Southport College will require to take up references. Please supply names and addresses below; these should not be family members. (Please pass this form to your first referee so they can complete the reference section.) Having your reference completed will speed up the process.

Reference 1:

Reference 2:

Your signature

Please note; a copy of your form will be sent to your referee if the reference section opposite is not completed.

Signature:Date:

The College collects and keeps information from applicants for full-time courses so that we can provide management with information for planning purposes. If you do not want to do this please indicate by ticking the box below.

I do not want you to keep my details on file if I am unsuccessful in my application or should I decide to withdraw my application.

Southport College would like to keep you informed of the latest courses and College information.

If you do NOT wish to receive this information please tick.

Confidential reference request for entry (adult)

Student Services



Name of applicant

Knowledge of applicant

Please complete the following (please tick):

a. I have known the applicant:

less than 6 months 6 months – 1 year 1 – 2 years More than 2 years

b. I last spoke to the applicant:

within the last 3 months 3 months – 1 year ago Over a year ago

c. In what context did you/do you know the applicant:

through employment? through voluntary work? through professional contact? through personal contact?

d. Did you/do you undertake a supervisory or management role in regards to the applicant?: Yes No

Aptitude, motivation and interpersonal skills

a. Which of the following most closely describes the applicant? (Please note, you may wish to make use of section 6 to expand on these areas)

- | | | | | |
|---|---|--|--|--|
| i. Level of academic ability | High <input type="checkbox"/> | Above average <input type="checkbox"/> | Average <input type="checkbox"/> | Below average <input type="checkbox"/> |
| ii. Level of practical skills | High <input type="checkbox"/> | Above average <input type="checkbox"/> | Average <input type="checkbox"/> | Below average <input type="checkbox"/> |
| iii. Level of motivation | High <input type="checkbox"/> | Above average <input type="checkbox"/> | Average <input type="checkbox"/> | Below average <input type="checkbox"/> |
| iv. Ability to work in groups/teams | Highly effective <input type="checkbox"/> | Effective <input type="checkbox"/> | Competent <input type="checkbox"/> | Ineffective <input type="checkbox"/> |
| v. Ability to work independently/with self direction | Highly effective <input type="checkbox"/> | Effective <input type="checkbox"/> | Competent <input type="checkbox"/> | Ineffective <input type="checkbox"/> |
| vi. Adaptable/flexible | Highly <input type="checkbox"/> | Above average <input type="checkbox"/> | Average <input type="checkbox"/> | Ineffective <input type="checkbox"/> |
| vii. Is the applicant known by you to see matters through to a conclusion | Independently? <input type="checkbox"/> | With supervision? <input type="checkbox"/> | With support? <input type="checkbox"/> | With close support & supervision? <input type="checkbox"/> |

b. Is the applicant known by you to be a punctual and reliable person? Yes No

c. How would you describe his/her level of confidence?.....

d. Do you know of any additional support needs the applicant may have?.....

Choice of course

i. In your view would this applicant benefit from further guidance regarding choice/level of course? Yes No

If yes, please comment:.....

Further observations

Please make any further observations regarding the applicant which will help ensure that s/he is embarking upon an appropriate course of study.

Signature: Name (capitals): Date:.....

Thank you – Amanda Nelson, Head of Student Services

Please return to: F.A.O. Admissions Officer, Student Services, Freepost, Southport College, Mornington Road, Southport PR9 OTT. Telephone: (01704) 500606.

Important Information

Applications and Enrolments 2012/13

Feel Safe

As a College our community includes a substantial number of young people (aged 14-18) and vulnerable adults. For this reason and as part of our on-going commitment to safeguarding and to provide a safe environment to learn, study and work we are asking all applicants if they have any relevant convictions.

What do we mean by relevant convictions?

Relevant convictions are violent offences against the person, or offences of a sexual nature.

At the bottom of this page there is one question to complete which asks if you have any relevant convictions. You must answer this question as part of your application.

What happens if you tick 'no' you don't have a relevant conviction?

If you tick 'no' then no further information will be asked of you. However, if you did tick 'no' and it is found subsequently that you have a relevant conviction as described above then the College would have the right to terminate the learner agreement with you.

What happens if you tick 'yes' you have a relevant conviction?

If you tick yes you have a relevant conviction you will not automatically be excluded from applying and enrolling at the College. A place on the course will be provisionally held for you and no fees will be taken. You will be given or sent an Additional Information Pack and will be asked to return it to the College's Safeguarding Officer.

The information that you provide on the 'Additional Information form' will be considered by the College Safeguarding Team. You may be invited in to discuss its content and/or be contacted by the Team directly. You will then be advised if your application and/or enrolment can proceed.

'Fit to Practice - CRB checks'

If you have a criminal conviction and are applying for a course which involves a placement or are looking for employment long term, you need to be aware that certain convictions for offences will prevent you from doing so.

I do/do not* have a relevant conviction as described above. *Delete as appropriate

In order for us to identify any support you may require, please tick as appropriate.

I am, or have been, linked with the Youth Offending Service

Yes No

I agree to inform the College if after enrolment I am subject to any criminal convictions. Failure to do so could give the College the right to terminate my Learner Agreement.

Name: Postcode:

Signature:

Date of Birth: Date:

Interview record summary

For College use only

Date of interview

Information to be discussed with student (please tick appropriate boxes):

- | | | | |
|--|--------------------------|---|--------------------------|
| Entry requirements of the course | <input type="checkbox"/> | Leaflet/course structure | <input type="checkbox"/> |
| Methods of assessment | <input type="checkbox"/> | Expectations: homework, coursework | <input type="checkbox"/> |
| Equipment list, cost of trips, placement, clothing | <input type="checkbox"/> | Financial Support: information advice sheet | <input type="checkbox"/> |
| Fit to practice | <input type="checkbox"/> | | |

Start date of course:

Comments: suitability for course, work experience, personal qualities, skills and interests

Career/HE intentions:

Additional Support present at interview (please tick) Yes to contact student

Instructions to Admissions Officer

Course title and Level: _____ Unconditional offer
_____ Conditional offer
Conditions: _____

- Refer to Additional Support

Not to be offered place

Refer to Guidance

Please state reason and inform applicant: _____

Signature of Admissions Tutor: _____

Date: _____

Name (please print): _____

Further Instructions following receipt of reference

- Confirm offer
- Refer to Head of Student Services/Advice and Guidance Coordinator
- Call in for second interview with/without Additional Support