

Full-time Application Form

Access to Higher Education Diploma



LEARNER REFERENCE (office use only)

Please complete personal details in **BLOCK CAPITALS** and answer all sections.

If you would like help completing this form please contact the advice and guidance team on: (01202) 205612/205451

Surname	
First Names (in full)	
Title (Mr/Mrs/Ms/Miss)	Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Birth	Age in years (as at 31st August)
Home Address	
Postcode	
Have you changed your address in the last 12 months? YES <input type="checkbox"/> NO <input type="checkbox"/>	

Contact details (including area code)

Telephone No. (home)	Telephone No. (mobile)
E-mail address	

I wish to apply for the following Access to Higher Education Diploma course (please tick appropriate box):

Pre Access: Return to Study

Pathways:

Business Studies	<input type="checkbox"/>	Science	<input type="checkbox"/>
Combined Studies	<input type="checkbox"/>	Science (Forensics)	<input type="checkbox"/>
Education	<input type="checkbox"/>	Social Work, Nursing & Health Professionals*	<input type="checkbox"/>
Humanities	<input type="checkbox"/>	Sport Science	<input type="checkbox"/>
Media	<input type="checkbox"/>		

I am undecided & would like preliminary guidance with career guidance staff

** Referee name and address will be required.*

Skills/Personal Attributes and Work Experience

Please list your skills and personal attributes in the table below. Include work experience you may have.

Skills can be gained in a variety of ways e.g. paid work, voluntary work, running a business/household, childcare, hobbies and interests. Appropriate skills to evidence might include IT competency, time management, literacy and numeracy skills, and problem-solving. Personal attributes, such as commitment and a determination to succeed should also be evidenced.

Skills/Attributes	Evidence	Date

Please refer to adult guidance on the website (www.thecollege.co.uk/highereducation/howtoapply) for help in completing the following sections. The information you provide will be used when considering your application.

Explain why you wish to follow an Access to HE Diploma course. Please indicate possible career destinations and provide details of career research undertaken. Your answer to this question will be used to assess your ability to research your choices and goals. A minimum of 300 words is recommended:

Qualifications

Have you achieved, or are you working towards any qualifications?

YES

NO

If yes, please indicate below:

Qualification <i>e.g. GCSE/A Level/C&G etc</i>	Subject	Date Achieved	Grade

Continue on a separate page if necessary.

Learning Support Needs

To have the support you need tick the boxes below.

PLEASE RESPOND TO ALL THE QUESTIONS IN THIS SECTION

The information you give us will not stop you coming to The College but it will help us to make sure that you have the correct support when you are on your course.

Disability and additional support

Any disclosure of disability will only be used to help us ensure that we make any reasonable adaptations that would support you on your college course.

1. Do you have any kind of learning difficulty or medical condition which could affect your studies

e.g. hearing or visual impairment, dyslexia, physical disability, mental health or health problems?

Yes No

If YES please give more details:

2. Do you have a social worker or other support worker?

Yes No

If YES please provide details:

3. Is English your second language?

Yes No

If YES what is your first language:

4. Have you ever had an assessment for learning difficulties or extra help with your school work?

Yes No

If YES give more details:

5. Have you had any special examination arrangements in the past e.g. extra time, use of a laptop computer?

Yes No

If YES please specify:

Learner Support - Contacting Us

If you have ticked YES in any of the above boxes a member of staff from the Learning Support Team will contact you when you have been sent an interview date and time from the Central Admissions Office. If you have any questions telephone the Learning Support Team on **01202 205349** (Lansdowne, Bournemouth) or **01202 205470** (North Road, Poole).

Ethnic Origin

(This is a Learning + Skills Council requirement) Please tick the category you feel is appropriate to you:

- | | |
|------------------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Asian or Asian British - Bangladeshi | <input type="checkbox"/> Mixed - White & Black African |
| <input type="checkbox"/> Asian or Asian British - Indian | <input type="checkbox"/> Mixed - White & Black Caribbean |
| <input type="checkbox"/> Asian or Asian British - Pakistani | <input type="checkbox"/> Mixed - any other mixed background |
| <input type="checkbox"/> Asian or Asian British - any other Asian background | <input type="checkbox"/> White - British |
| <input type="checkbox"/> Black or Black British - African | <input type="checkbox"/> White - Irish |
| <input type="checkbox"/> Black British - Caribbean | <input type="checkbox"/> White - any other white background |
| <input type="checkbox"/> Black British - any other Black background | <input type="checkbox"/> Other |
| <input type="checkbox"/> Chinese | |
| <input type="checkbox"/> Mixed - White & Asian | |

Have you lived in the United Kingdom or other European Union country for the last 3 years? YES NO

Nationality:

EQUAL OPPORTUNITIES POLICY

The College is committed to equal opportunities. This means that people from all sections of the community are welcome. Students coming to The College are entitled to expect that they will be treated with respect and have equal opportunities irrespective of age, disability, gender, ethnicity, sexual orientation, religious persuasion or marital status.

DATA PROTECTION

The information you provide on this application form will be used for the purposes of student administration and to enable us to assist you with your education whilst at The College. It will be disclosed internally within The College and externally to the Learning + Skills Council, Connexions service and the Department for Education and Skills. In signing this application form you give your consent to the use of your personal data in this way.

I understand that references may be taken up with my present or most recent employer.

The information given on this form is, to the best of my knowledge, correct.

Signed

Date

Please read the following notes:

- The College Central Admissions team will acknowledge receipt of your application form (usually within 5 working days). Please note that when using the FREEPOST service, postal delivery can take up to 8 days.
- If you have any queries regarding the progress of your application, please contact Central Admissions on (01202) 205680.

When you have completed this form please return it to:

Central Admissions, The Bournemouth & Poole College, FREEPOST BH969, BH14 0ZZ

For college use only