

Courses for adults application form

Please use this application form for courses that need an interview. For all other courses please use the enrolment form in the [Courses for adults guide 2010/11](#)

1. Personal details (please write in BLOCK CAPITALS)

Have you previously studied with us? Yes Year No

First name

Last name

Title Mr Ms Mrs Miss Other M F

If you have studied with us before using a different last name, please tell us the name you used then

Date of birth Age (in years) on 31/08/10

Unique Learner Number (if known)

Address details

Town

County Postcode

Email: home

Email: work

Tel: Home

Tel: Work

Tel: Mobile

Please contact me about courses, events or college closure by SMS/email Yes No

2. Course details

Course code	Centre abbrev	Course title	Start date	Day(s)	Time(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Nationality - This information ensures that we charge you the correct fee

Please state your nationality (for example British, Polish, Thai)

In which country did you live before coming to the UK?

Have you always been a permanent resident in the UK or other EU country? Yes No

Date of entry to the UK

If the answer to the above is no, please complete the details right (passport and immigration documents **must** be shown before we can progress your application)

Are there any restrictions on the length of your stay in the UK? Yes No

If yes, please state the restrictions.

4. Ethnic origin - The Government has asked all colleges to record the ethnic origin of their students. Please complete this section.

Asian or Asian British

- 11 - Bangladeshi
- 12 - Indian
- 13 - Pakistani
- 14 - Any other Asian background

Black or Black British

- 15 - African
- 16 - Caribbean
- 17 - Any other Black background

Mixed

- 19 - White & Asian
- 20 - White & Black African
- 21 - White & Black Caribbean
- 22 - Any other Mixed background

White

- 23 - British
- 24 - Irish
- 25 - Any other White background

Chinese or other ethnic group

- 18 - Chinese
- 98 - Any other

5. Additional support - Please tell us if you have any health/mobility conditions or sensory impairments.

What are they?

Would you like this information to be passed to your tutor? Yes No

- English and Maths support** - if you feel you need support to help with your studies, or if you have had such support in the past, please tick this box and we will contact you
- Examinations** - if you have had special arrangements, such as extra time, for previous examinations or think you will need this please tick this box and we will contact you
- Electric wheelchair/mobility scooter** - if your interview/course is at Church Road we may need to make special arrangements for entry/exit through our security barriers

6. Fee details - How will your fee be paid?

- I will be paying
- I will pay but my employer will reimburse me
- I am in receipt of benefits and will claim fee reduction, subject to producing correct documentation
- My employer will be paying
- Name & postcode of employer
- Other

7. Qualifications already held - Please tell us the highest qualification you have already achieved.

We need to know this for government funding reasons.

- | | | |
|---|--|--|
| <input type="checkbox"/> 09 - Entry Level | <input type="checkbox"/> 02 - 5 GCSEs/O Levels A*-C, NVQ 2, GNVQ Int, 1 A Level | <input type="checkbox"/> 05 - Level 5 (higher level) |
| <input type="checkbox"/> 07 - Other below Level 1 | <input type="checkbox"/> 03 - 2+ A Levels, 4 AS Levels, NVQ 3, GNVQ Adv, C&G Adv | <input type="checkbox"/> 97 - Other qualifications (unknown level) |
| <input type="checkbox"/> 01 - 5 GCSEs/O Levels D-G, NVQ 1 | <input type="checkbox"/> 04 - BTEC HNC/D, Teaching quals, NVQ 4, BA/BSc | <input type="checkbox"/> 99 - No qualifications |

If you are not sure please contact Enquiries & admissions on 0845 330 3343

- I do not currently hold a full Level 2 qualification (5 GCSEs A*-C or equivalent)

8. How did you hear about us? (please tick)

Where did you hear about the college/this course?

- | | |
|--|---|
| <input type="checkbox"/> I am a current/previous student | <input type="checkbox"/> Email from the college |
| <input type="checkbox"/> Recommended by a friend | <input type="checkbox"/> Event at the college |
| <input type="checkbox"/> Recommended by my employer | <input type="checkbox"/> College stand at an external event |
| <input type="checkbox"/> College website | <input type="checkbox"/> Newspaper advert |
| <input type="checkbox"/> Other website, for example:
Hot Courses, Learndirect | <input type="checkbox"/> Council newsletter |

Why did you decide to join this course/s

- | |
|--|
| <input type="checkbox"/> Develop a skill |
| <input type="checkbox"/> Improve your career |
| <input type="checkbox"/> Change your career |
| <input type="checkbox"/> Time for you |
| <input type="checkbox"/> Meet new people |
| <input type="checkbox"/> Have fun |

9. Declaration - please read all the information on this form carefully before signing

- I declare that all the information I have provided is accurate and that I have read and understood the statement relating to Data Protection (shown below), and ensured that **all** relevant boxes have been completed
- I authorise the College to provide appropriate information to my parent(s) or guardian(s) if under 19, or employer or sponsor (if appropriate) on progress and attendance on courses for which I have enrolled, or in the event of any cause for concern or medical emergency
- I agree to abide by the College's policies and procedures

Please sign here

Date

Data protection

Bracknell & Wokingham College will record and process personal data obtained from you or other people for the purposes connected with your studies. Personal data includes attendance records, academic records, academic marks, grades and coursework details. This information may be passed to statutory and awarding bodies and, where appropriate, parents, carers, educational establishments and local education authorities, current and prospective employers (for example, for references).

The personal information you provide is passed to the Chief Executive of Skills Funding and, where required, the Young People's Learning Agency for England ("the YPLA") to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office. The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the YPLA.

The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Education, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or partners of those organisations.

The Skills Funding Agency also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN).

Further information about use of and access to your information is available at:

Skills Funding Agency: <http://skillsfundingagency.bis.gov.uk/foi.htm>

YPLA: <http://www.ypla.gov.uk/foi.htm>

At no time will your personal information be passed to organisations for marketing or sales purposes. The YPLA, the Chief Executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

- Tick this box if you do not wish to be contacted about surveys and research by mail or phone.
- Tick this box if you do not wish to be contacted about courses or learning opportunities by post.

Once complete, please return this form to:

Enquiries & admissions

Bracknell & Wokingham College, Church Road, Bracknell, RG12 1DJ

or email to study@bracknell.ac.uk