

Adult learning Application Form

for courses starting in 2020



1. Personal Details: Please write in capitals and please complete all sections

First name:	<input type="checkbox"/> Male
Last name:	<input type="checkbox"/> Female
Date of birth: (eg 28/05/76)	Nationality:
Age (as at 31 st Aug 2020):	Normal country of residence:
	Have you lived in the UK or EU/EEA for the last 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/>
Permanent Address:	Telephone (including area code):
	Mobile phone:
Postcode:	E-mail:

2. Please give details of your last school/college (including Exeter College):

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3. Full title of course you hope to study – (as shown in booklet/guide/on website):

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4. Qualifications including professional and vocational training: Include exams you are taking or have taken - please start with your most recent

	Level	Subject	Grade achieved	Date achieved
Qualifications achieved	eg GCSE	English Language	C	June 2015

Internal applications only (for students already studying **any** course at Exeter College).

	Level	Subject	Predicted grade	Date due to be awarded
Qualifications to be taken

Please be aware that you will need to produce your qualification certificates at interview.

5. Personal Statement - Please complete for Counselling courses ONLY.

COUNSELLING APPLICATIONS:

Personal statement guidance: Please complete this section of the application form to demonstrate any experience relevant to this course, your career aims and commitment to study. If you prefer to print your statement, please attach as an additional sheet. Please be aware that we cannot process your application without this. Please aim to write between 200-400 words for this section.

Please tick your preferred and second choice course start date below

Introduction to Counselling Skills, please tick your preferred start date:

- Intro A: Sept 14, 22, 28 (Sat)
- Intro B: Sept 24, Oct 1, 8, 15, 29 Nov 5 (Tues eve) 5.30pm-9.00pm
- Intro C: Nov 9, 16, 23 (Sat)
- Intro D: Jan 11, 18, 25 (Sat)
- Intro E: Feb 1, 8, 15 (Sat)
- Intro F: April 18, 25, May 2 (Sat)
- Intro G: May 5, 12, 19 June 2, 9, 16 (Tues eve) 5.30-9.00pm
- Intro H: June 5, 12, 19 (Fri)

Current Learning Support Arrangements:

6. Important! If you answer **Yes** on either question of this section, **please submit additional information with your application by enclosing a letter with full details.** We may also approach relevant agencies for further information.

Do you have a criminal record or any outstanding court proceedings or are you on an Offenders' Register?

Yes No

Do you have an agency or support worker? Yes No

Please tick if you are in care or a care leaver

7. We welcome all students and encourage you to tell us about the support you may need (please tick)

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|---|---|---|
| <input type="checkbox"/> Visual impairment (do not tick if your eyesight is corrected by glasses) | <input type="checkbox"/> Exam access arrangements | <input type="checkbox"/> Temporary disability after illness (for example post-viral) or accident |
| <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Moderate learning difficulties | <input type="checkbox"/> Speech, language and communication |
| <input type="checkbox"/> Disability affecting mobility | <input type="checkbox"/> Severe learning difficulties | <input type="checkbox"/> Other specific learning difficulty (eg Dyspraxia) |
| <input type="checkbox"/> Profound complex disabilities | <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Other medical conditions (eg: epilepsy, asthma, diabetes, allergy) |
| <input type="checkbox"/> Social and emotional difficulties | <input type="checkbox"/> Dyscalculia | <input type="checkbox"/> To provide further confidential information do so by letter using ref:GH |
| <input type="checkbox"/> Mental health difficulties | <input type="checkbox"/> Other physical disability | |
| <input type="checkbox"/> Autism, spectrum disorders | <input type="checkbox"/> English is not my first language | |
| <input type="checkbox"/> Asperger's syndrome | <input type="checkbox"/> Education, Health and Care Plan | |

8. Advanced Learner Loan

If you are aged 19 and over you may be eligible for the Advanced Learner Loan. For eligible courses and further details see our website www.exe-coll.ac.uk. If you wish to apply for this please go to the following website for further information: www.gov.uk/advanced-learner-loan

9. Data Protection: Privacy Notice

Data Protection: Privacy Notice

- I confirm that the information I have provided on this form is correct.
- I understand that my information will be used to process my application so that I can enter into a learning agreement (contract) with the college
- I understand that:
 - my contact details will be used to communicate with me about my application and future relationship with the college
 - my designated next of kin will be contacted to confirm their details
 - if I am under 18 when this form is submitted, details of my application may be shared with my school, parent(s) or carer(s) designated as my next of kin
 - details of my application may be shared with my employer if they are proposing to sponsor my study
 - details of my application may be shared with referees I have nominated on this form
- I understand that to carry out its public task to deliver education the college will:
 - share my personal data with local authorities and other agencies which may contact me about services relevant to my application and my future attendance at college
- share my data with processing companies to facilitate payment and other services
- share my personal data with other agencies (including law enforcement agencies) and funding bodies as required by law
- discuss health and other information (including special categories information) with professionals and other organisations and agencies to ensure that I can have the support I need to achieve the best outcome from my application
- unless I give my explicit consent, the college will process my special categories information only when necessary to protect my vital interests (e.g. my life), those of others, or where there is a substantial public interest in doing so.
- If you are under 19 years old the college will share information regarding your attendance, progress and achievement with your parent(s) or carer(s) designated as your next of kin. This includes data presented electronically on the college's Parent portal. If you have reason to discuss the information the college shares with your parent(s) or carer(s) who you have designated as your next of kin, please contact the Designated Safeguarding Lead by email: DSL@exe-coll.ac.uk.

Further information about your rights and how we process your data can be found at www.exe-coll.ac.uk/dataprotection

Student Signature **Date**

What to do next:

When complete, please send to Advice and Recruitment Team, Exeter College, Hele Road, Exeter EX4 4JS. We will then contact you regarding the next step in your application process.