

**HIGHER EDUCATION**

**APPLICATION FORM**

Please complete in BLOCK CAPITALS

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| **PERSONAL DETAILS** |
| Surname:  |  | Title: |  |
| First Names(s): |  | Gender: |  |
| Previous Surname: |  |
| Date of Birth: |  |
| Nationality: |  |
| Address:Postcode: |
| Home Tel No: |  | Mobile No: |  |
| Email:  |  |
| **Please enter the name(s) of the course(s) you are interested in studying: *Please indicate if full or part time*** |
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| **LEARNING DIFFICULTY AND DISABILITY** |
| Do you consider yourself to have a learning difficulty / disability / health problem? YES NOIf Yes, please give brief details: |
| **EDUCATION – Please list education providers you have attended (e.g. school / college / university) since the age of 11, in date order** |
| Name and Address of School / College / University / Training Provider  | Date From | Date To |
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| **QUALIFICATIONS COMPLETED (including GCSE/Functional Skills Level 2 English and Maths)** |
| Date *e.g 2019**2017* | Subject*Creative Media Production**English Language* | Level and Qualification*L3 BTEC Extended Diploma* *GCSE*  | Grade *MMP**4* |
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| **QUALIFICATIONS PENDING (include English and/or Maths if you are retaking these)** |
| Expected Completion Date*e.g July 2022* | Subject*Creative Media Production* | Level and Qualification*L3 BTEC Extended Diploma*  | Predicted Grade *MMP* |
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| **Please provide a personal statement. You could consider including:*** **your reasons for wanting to study the course,**
* **why you believe you’re suitable for the course,**
* **any skills you have which are relevant to your chosen course,**
* **any previous experience you might have, whether educational, in the workplace, or otherwise, which might be relevant.**

***Please continue on a separate sheet if required*** |
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| **REFERENCE DETAILS** |
| Please give details below of someone who could give an academic or work-based reference. If you are currently in education, or have recently completed studies, please give an academic referee (e.g. a teacher or tutor). If you have not been in education recently then you are welcome to give a work-based referee, for example, your current line manager. If it is not possible to secure either an academic or a work-based referee, then you can provide an alternative referee below. By providing this information you are giving your consent for the YCUC team to obtain a satisfactory reference. Please contact university.centre@yeovil.ac.uk if you have any queries around references.  |
| Contact Name: |  |
| In what capacity do you know this person?*Eg. Current tutor, past employer etc.* |  |
| Organisation and Contact Address: |  |
| Email: |  | Telephone No: |  |
| **DECLARATION**  |
| I confirm that whether submitting this application form electronically or on paper, the information given in my application form is true, complete and accurate and that no information requested or other material information has been omitted. I undertake to be bound by all rules and bye-laws of the College. I accept that, if I do not comply with these requirements the College may cancel my application and any subsequent offer and I shall have no claim against the College in relation thereto. Applications submitted by email are deemed to have accepted the terms of the declaration given above. I confirm that I have received advice and guidance from the College about the courses I have enrolled on and I understand that I can seek further guidance at a later date from the College staff. |
| **Signed:** |  | **Date:** |  |
| **PRIVACY NOTE – HOW WE USE PERSONAL INFORMATION**  |
| This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the department of Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. The notice also explains to learners how their personal information is used by the DfE, the ESFA and any other bodies linked to these organisations. The DfE is the data controller for all personal data processed by the ESFAYour personal information is used by the DfE to exercise its functions under article 6(1)(e) of the UK GDPR and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 while also creating and maintaining a Unique Learner Number (ULN) and a Personal Learning Record (PLR).  The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the ESFA. For more information about how your information is processed, and to access your Personal Learning Record, please refer to: [gov.uk/government/publications/lrs-privacy-notices](https://www.gov.uk/government/publications/lrs-privacy-notices). For more information about how your personal data is used and your individual rights, please see the Department for Education (DfE) Personal Information Charter ([gov.uk/government/organisations/department-for-education/about/personal-information-charter](https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter)) and the full ESFA Privacy Notice ([gov.uk/government/publications/esfa-privacy-notice](https://www.gov.uk/government/publications/esfa-privacy-notice)). 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 for 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. **CONSENT AND MARKETING;**Further information about what data is collected, how we use your personal data and who we share your personal data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 is available here: [yeovil.ac.uk/privacy-policy](https://www.yeovil.ac.uk/privacy-policy). If you would like to receive additional marketing information or details about future events that are not relevant to your current application, **please tick the box below to provide consent**.  |
| We are the data controller of personal information about you. We are Yeovil College and our address is Mudford Road, Yeovil, Somerset BA21 4DR. Our full policy can be found at <https://www.yeovil.ac.uk/privacy-policy>. If you have any questions about this policy or the ways in which we use your personal information, please email our Data Protection Officer -  dataprotection@yeovil.ac.uk.   |
| **RETURN ADDRESS:** Email: university.centre@yeovil.ac.uk Post: HE Administration Office, Yeovil College, Mudford Road, Yeovil, Somerset BA21 4DR  |