

# Part-Time Higher Education Application Form 2015-16

## Guidance notes for completion

Please note that some courses may offer a place on a course without an interview and therefore it is essential that your application form is completed thoroughly, especially the section about your previous and/or predicted qualifications. Be careful to check your application for accurate spelling, grammar and punctuation.

You can print an application from the college website [www.sheffcol.ac.uk](http://www.sheffcol.ac.uk) or obtain one from any college campus.

### Section 1 - Personal Details

This is to identify who you are and enable the College to communicate directly with you. Make sure that you include your date of birth and correct address as this enables us to identify you and send information through the post to you. If you have a Unique Learner Number (ULN) please insert, otherwise please leave blank. Please give us contact phone numbers so we can talk to you about your application, if necessary.

### Section 2 - What would you like to study?

Please enter the full, official title of the course you wish to study. Applicants for Cert Ed Post 16 and FE (Level 5) or PGCE Post 16 and FE (Level7) should make it clear which of the two courses they are applying for.

### Section 3 – Last School or College

This helps us identify what you have been doing recently and if you are progressing within the College.

### Section 4 – Financial Information

Further information about funding your education can be found on the college website via <http://www.sheffcol.ac.uk/Higher-Education/Funding-your-Higher-Education>.

If your employer is paying your fees, they will receive an invoice directly from the college.

### Section 5 - Nationality

This helps us to identify where you come from and where you are currently living which can affect fees and entitlement to student loans etc.

### Section 6 – Ethnic Origin

Answering this question helps the College monitor how well it is serving different ethnic groups in Sheffield.

### Section 7 – Support

We need to make sure that we can provide appropriate additional learning support and specialist equipment for you. It is important for us to have this information so that we can make reasonable adjustments where appropriate so that you are not disadvantaged by your learning difficulty or disability.

### Section 8 – Medical Conditions

Please tell us about anything we need to know to ensure your safety on college premises.

### Section 9 – Criminal Convictions

The College is very keen to create a safe and welcoming environment for all its users. Occasionally this may lead us to decide not to allow someone to join one of our courses due to the nature of their criminal past. This will only happen in very rare circumstances and will be fully discussed with the applicant. **Do not hesitate to contact the College if you have any queries about this section.** It is very important to be honest if you are applying for courses which involve work with children or

vulnerable adults as a Disclosure and Barring Agency check will be conducted at the start of your course.

**NB.** You only need to declare convictions that are unspent unless you are applying for a course which could lead to a career in the following areas, in which case you need to disclose all convictions, whether spent or not: teaching, caring environment involving working with children or vulnerable adults, healthcare professionals, the law/legal environment, accounting and finance, veterinary surgeons, medicine, RSPCA. Our leaflet "Safe Learning for All" will explain more about this and how to decide whether a conviction is spent or not.

### **Section 10 – Qualifications**

It is important that we have your most recent results and/or predicted grades, as this may affect your application. If these change after you have submitted your application please let us know.

**Please state your highest qualification and include GCSE's especially English and Maths grades.**

**Level** The type of exam, e.g. GCSE, NVQ level 1, 2 or 3, BTEC Introductory or First Diploma.

**Date of Exam** The month and year. For courses without exams put the date that you will complete the course

**Grade** What you have already achieved or what your school thinks you are likely to achieve at the end of your course.

**Ensure you include all qualifications already taken as well as forecast grades.**

### **Section 11 – Personal Statement**

Please tell us why you have chosen the course you wish to study and how your previous education and experience have prepared you for this as well as your future career plans. Applicants for PGCE and Cert Ed Post 16 & Further Education, please be sure to make clear your commitment to the profession and, if you can, tell us what you have learnt about teaching and learning.

### **Section 12 – Reference**

Please attach a reference in support of your application. Applicants to PGCE or Cert Ed Post 16 and Further Education should ask their referee to comment on their potential as well as current practice, including their subject knowledge, attitude and relationships with students.

### **Section 13 – Data Protection Statement**

Please read and sign this section so that we can process your application.

If you need help when completing your application please contact the HE Unit, 0114 2602597 or [heunit@sheffcol.ac.uk](mailto:heunit@sheffcol.ac.uk).