

# Huish Business School Courses

## Application Form 2011-12

Should you require assistance in completing this form please contact 01823 320863.



Shaping your future

### Personal details (mandatory)

Student Ref: \_\_\_\_\_

Title \_\_\_\_\_ Forename/s \_\_\_\_\_ Surname \_\_\_\_\_

Maiden/Previous Name \_\_\_\_\_ Preferred Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Tel (home) \_\_\_\_\_ Tel (mobile) \_\_\_\_\_

Emergency contact name \_\_\_\_\_ Tel \_\_\_\_\_

### All three questions below must be completed

Do you permanently reside in the UK? Yes  No

Have you lived outside the EU in the last three years? Yes  No

Are there any restrictions on the length of stay in the UK (eg visa)? Yes  No

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ NI Number \_\_\_\_\_ Gender (M/F) \_\_\_\_\_

Email \_\_\_\_\_ Unique Learner No \_\_\_\_\_

(leave blank if not known)

Ethnicity (to help us see how our equal opportunities policy is working, please indicate to which of these groups you belong)

<b>White</b>			
English / Welsh / Scottish / Northern Irish / British <input type="checkbox"/>	Irish <input type="checkbox"/>	Gypsy or Irish Traveller <input type="checkbox"/>	Any other <input type="checkbox"/>
<b>Mixed / Multiple ethnic group</b>			
White and Black Caribbean <input type="checkbox"/>	White and Black African <input type="checkbox"/>	White and Asian <input type="checkbox"/>	Any other <input type="checkbox"/>
<b>Asian / Asian British</b>			
Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Chinese <input type="checkbox"/>
<b>Black / African/Caribbean / Black British</b>		<b>Other ethnic group</b>	
African <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Any other <input type="checkbox"/>	Arab <input type="checkbox"/>
		Any other <input type="checkbox"/>	Not provided <input type="checkbox"/>

Do you consider yourself to have a learning difficulty or disability? Yes  No

If **yes** please provide further information or any special needs/aids/support required \_\_\_\_\_

### Previous qualifications (mandatory)

Qualification and Level	Grade (actual/predicted)	Date

Where did you hear about the course you are applying for?

Radio  Word of mouth  Mail shot  Huish website  Huish open day  NAS

Newspaper  if yes which one \_\_\_\_\_ Other  please state \_\_\_\_\_

## Your choice of programme (mandatory)

Course Name and Level	Mode of Delivery*	Method of Delivery **	For office use only				
			Course Code if known	Start Date	Exp End Date	GLH	Planned Credit Value

(Note for staff - should you not have a course code please contact CIS as soon as possible)

\* Mode of Delivery: DR = Day Release, AE = Afternoon/Evening, EV = Evenings, MO = Morning Only

\*\*Method of Delivery: WK = Workplace, CL = Class, OP = Open, DS = Distance

## Employer details (mandatory)

If you are currently in employment, full or part time, please complete your employer details below:

Employer name \_\_\_\_\_

Nature of Employer, e.g. manufacturing/sales/finance \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Work Tel \_\_\_\_\_ Work Email \_\_\_\_\_

Your Job Title \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Hours of work each week \_\_\_\_\_

You only need to complete the section below if Huish Business School is supporting you to find a placement.

### Referee 1

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_ Tel \_\_\_\_\_

### Referee 2

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_ Tel \_\_\_\_\_

Do you have your own personal transport? Yes  No

**Employment Status (the day before your learning started)**

Employed       Full time education or training       Self employed   
Unemployed       Economically Inactive       Not known/provided

**Employment Status (on the first day of learning)**

Are you employed:      Full time       Part time

Are you unemployed?      Yes       No       If 'Yes' please state the length of unemployment :

Less than 6 months       6-11 months       12-23 months       24-35 months       36months+

If you are unemployed was this due to:      redundancy       other than redundancy

**Employer Role**

Learner is employed and released by the employer to study a vocational training aim relevant to that employment

Learner is employed and studying a vocational learning aim relevant to that employment. The employer has not released the learner to attend.

## Payment (mandatory)

Please indicate who is paying fees

All invoices will be sent out following enrolment (please tick as appropriate)

**£50 deposit per paper must accompany your application if you are enrolling on any CIMA or ACCA courses**

Please invoice my employer

Purchase Order Number \_\_\_\_\_  
(if required)

If your employer is paying your course fees an authorised signature is required below

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_ Position in Company \_\_\_\_\_

**(Should the applicant leave your employment please let the college know as soon as possible)**

Please invoice me using the address supplied

Learner paying and recovering cost from employer

I **may** be eligible for concessions on tuition fees (tick relevant box below)

First Full Level 2 (19+ year olds)\*

16-18 year old learner

First Full Level 3 (19-24 year olds)\*

Job seekers allowance

In receipt of Employment and Support Allowance (ESA)

Literacy/Numeracy learner\*\*

Unemployed and in receipt of other benefits other than JSA or ESA (WRAG) and seeking employment\*

**(evidence of the above must be collected and recorded on your personal file. Your suitability for concessionary fees will be discussed between you and the tutor)**

**\*an additional self declaration form must be completed**

**\*\* only applicable to certain literacy/numeracy qualifications**

Name of training provider \_\_\_\_\_

Framework \_\_\_\_\_ Programme entry route \_\_\_\_\_

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Fully Funded/Co-funded

Tuition Fees paid: £ \_\_\_\_\_

LGC \_\_\_\_\_

A10 Funding Stream: ALR  INT  FC  APP  TTG  ESF  Prior attainment level \_\_\_\_\_

Admin

Staff initials required for any fee remission evidence copied and held on file \_\_\_\_\_

CIS

## Privacy statement (mandatory)

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 Children, Schools and Families, 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 in respect of surveys and research

Tick this box if you do not wish to be contacted about courses or learning opportunities

Contact preference – learner does not wish to be contacted by: post  telephone  email

Data Protection: The information you have provided in this document will be treated as confidential and any personal information you have supplied will not be passed on to a third party without your consent. Statistical information may be collected and analysed in accordance with the Young People's Learning Agency and the Skills Funding Agency requirements as well as examination boards. I have read the above statement on the Huish Business School/YPLA/SFA's use of data personal to me and I agree to such data about me being used as described.

By signing this consent form I am confirming that I the student will agree to abide by the Huish Business School's 'Acceptable Use Policy' in my use of Huish Business School's IT and associated systems. Full details of this policy can be found on the Huish Business School's website with paper copies available on request. ([www.richuish.ac.uk](http://www.richuish.ac.uk))

I have read and agree to comply with the terms and conditions stated in the Business School's Charter found at [www.huish.ac.uk](http://www.huish.ac.uk) and I confirm all information provided is true, complete and accurate. I also agree to abide by the payment terms stated in the course leaflets.

Learner Signature \_\_\_\_\_ Date \_\_\_\_\_



This activity has been directly or indirectly part-financed by the European Union through European Social Fund – helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources.

**Once you have completed this form, please return to:**

**Huish Business School  
Richard Huish College  
South Road  
Taunton  
TA1 3DZ  
01823 320863 [business@richuish.ac.uk](mailto:business@richuish.ac.uk)**