

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)

White			
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"/>
Mixed / Multiple ethnic group			
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"/>
Asian / Asian British			
Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Chinese <input type="checkbox"/> Any other <input type="checkbox"/>
Black / African/Caribbean / Black British		Other ethnic group	
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 Learning

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 36 months+

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.

Detailed Application for Accountancy Programmes

Please tick the level/course you wish to study for 2011-12. The closing date for applications is 30 August 2011, late applications may be considered.

Association of Accounting Technicians (AAT)

		Mode of Study	
Level 2 Certificate (formerly Foundation)	Thursday*	Morning	<input type="checkbox"/>
Level 3 Diploma (formerly Intermediate)	Tuesday*	Day	<input type="checkbox"/>
Level 3 Diploma (formerly Intermediate)	Tuesday*	Afternoon Evening	<input type="checkbox"/>
Level 3 Diploma (formerly Intermediate)	Mon/Tues*	Evenings	<input type="checkbox"/>
Level 4 Diploma (formerly Technician)	Wednesday*	Day	<input type="checkbox"/>
Level 4 Diploma (formerly Technician)	Wednesday*	Afternoon Evening	<input type="checkbox"/>
Level 4 Diploma (formerly Technician)	Tues/Wed*	Evenings	<input type="checkbox"/>

PLEASE NOTE THAT THE ABOVE LEVELS ARE PART OF THE NEW AAT QCF QUALIFICATION

Association of Chartered Certified Accountants (ACCA)

KEY: DR – Day Release AE: Afternoon /Evening MO: Morning only

	Mode of Study			Mode of Study	
Knowledge (Monday)*	MO		Essentials (Thursday)*	AE	
F1 Accountant in Business	<input type="checkbox"/>		P1 Governance, Risk, Ethics	<input type="checkbox"/>	
F2 Management Accounting	<input type="checkbox"/>		P2 Corporate Reporting	<input type="checkbox"/>	
F3 Financial Accounting	<input type="checkbox"/>		P3 Business Analysis	<input type="checkbox"/>	
Skills 1 (Thursday)*	DR	AE	Options (Thursday)*	Choose two from:	AE
F4 Corporate and Business Law	<input type="checkbox"/>	<input type="checkbox"/>	P4 Advanced Financial Management		<input type="checkbox"/>
F5 Performance Management	<input type="checkbox"/>	<input type="checkbox"/>	P5 Advanced Performance Management		<input type="checkbox"/>
F6 Taxation	<input type="checkbox"/>	<input type="checkbox"/>	P6 Advanced Taxation		<input type="checkbox"/>
			P7 Advanced Audit & Assurance		<input type="checkbox"/>
Skills 2 (Thursday) *	DR	AE			
F7 Financial Reporting	<input type="checkbox"/>	<input type="checkbox"/>			
F8 Audit and Assurance	<input type="checkbox"/>	<input type="checkbox"/>			
F9 Financial Management	<input type="checkbox"/>	<input type="checkbox"/>			

ACCA Registration Number _____

I agree that this information may be shared with ACCA: Yes No

Chartered Institute of Management Accountants (CIMA)

		Mode of Study				Mode of Study	
Certificate Level (Tuesday)*				Management Level (Monday)*			
		MO				AE	
CO1	Management Accounting	<input type="checkbox"/>		E2	Enterprise Management	<input type="checkbox"/>	
CO2	Financial Accounting	<input type="checkbox"/>		P2	Performance Management	<input type="checkbox"/>	
CO3	Business Mathematics	<input type="checkbox"/>		F2	Financial Management	<input type="checkbox"/>	
CO4	Business Economics	<input type="checkbox"/>					
CO5	Ethics, Corporate Governance & Business Law	<input type="checkbox"/>					

Operational Level (Monday)*		AE		Strategic Level (Tuesday)*		AE	
E1	Enterprise Operations	<input type="checkbox"/>		E3	Enterprise Strategy	<input type="checkbox"/>	
P1	Performance Operations	<input type="checkbox"/>		P3	Performance Strategy	<input type="checkbox"/>	
F1	Financial Operations	<input type="checkbox"/>		F3	Financial Strategy	<input type="checkbox"/>	

TOPCIMA (Wednesday)*

		Mode of Study	
		Nov (AE)	May (AE)
T4(b)	Case Study	<input type="checkbox"/>	<input type="checkbox"/>

CIMA Student registration number _____

I agree that this information may be shared with CIMA: Yes No

**Please note: Lesson times/days may change subject to student numbers. You will be notified if we have to make any such amendments to your course.*

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 course

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 the applicant 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)

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 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**