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# Adult Education Accredited Form 2024 - 2025

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| 1. **PERSONAL DETAILS** |

# Title: \_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Surname: Telephone/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Male:** \_\_ **Female:** \_\_ **Other:** \_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth:** \_ \_ - \_ \_ - \_ \_ \_ \_

**Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ National Insurance Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (must complete for accredited courses only)

**Identity Proof: upload one of the following – Gender: Male; Female; Transgender; Non-Binary**

Driving Licence Is your preferred pronoun the same as your stated gender?

Passport

Birth Certificate

**EMERGENCY CONTACT**

**Title (Mr/Miss/Mrs/Ms/Dr/ Mx): \_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work/Day Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile/Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| 1. **RESIDENCY & NATIONALITY** |

**Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you an Asylum Seeker/Refugee? YES \_\_ NO\_\_**

IF YES: Please provide a copy of your Grant of asylum document or ARC Card –

**🞏** Resident in UK for 3 years or more

**🞏** Resident in UK for less than 3 years

**Proof of residency – please upload a copy of your Residency Permit or Settlement Status Code**

Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please see the following links for Immigration information:**

**Note: Please provide a copy of your Immigration document/Grant of Asylum document / ARC card.**

**🞏** I am a UK citizen and have been resident in the UK or European Economic Area (EEA) for at least the previous 3 years

**🞏** I am citizen of another country within the European Economic Area (EEA) and have been resident in the UK or EEA for at least the previous 3 years AND I have Settled or Pre-Settled status under the EU Settlement Scheme.

**🞏** I am a non-EEA citizen who has permission to live in the UK, which is not for educational purposes, and have been resident in the UK for at least the previous 3 years

**🞏** I am an Irish national who has lived in the UK or Ireland for at least the previous 3 years

**🞏** I am an asylum seeker

**🞏** None of the above apply

<https://www.gov.uk/check-immigration-status> OR https://www.gov.uk/view-prove-immigration-status

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| **3. PRIOR ATTAINMENT** (please tick your highest level of qualification or education) - all courses |

**🞏 No Qualifications / Not Known 🞏 Level 4** (Certificate of Higher Education, NVQ4)

**🞏 Level 1** (less than 5 GCSEs 1-9) **🞏 Level 5 Foundation Degree**

**🞏 Level 2** (5 GCSEs 1-9) **🞏 Level 6** (Bachelor Degree, Graduate Certificate & Diploma)

**🞏 Level 3** (NVQ3, 2 A Levels) **🞏 Level 7+** (Masters PhD, Postgraduate Certificate & Diploma)

**🞏 CPCAB levels 2**

**🞏 CPCAB levels 3**

**🞏 CPCAB levels 4**

**English and Maths grades are required for ALL qualifications courses particularly counselling. Please complete:**

**GCSE English Language Grade \_\_\_\_\_\_\_\_\_\_ GCSE Maths Grade \_\_\_\_\_\_\_\_\_\_\_\_**

**If you have an ESOL Qualification please state the level and grade**

**Level:**

**Grade:**

**Please note: For students applying for L3 & L4 Counselling Courses**

This qualification is not suitable for those who are currently in a state of severe emotional difficulty and/or severe psychological distress.  The course involves experiential elements that will involve some personal disclosure and associated personal developmental activities.

**For Counselling Courses - Have you ever received or are you receiving counselling now? YES / NO**

**(If YES, please give brief details below)**

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| 1. **EMPLOYMENT STATUS** |

**Which of the options in the list below will accurately reflect your employment status prior to enrolment at Varndean College?**

**🞏 In paid employment – if so, are you self-employed? YES 🞏 NO 🞏**

**and, is your work 0-10 hrs 🞏 11-20 hrs 🞏 21-30 hrs 🞏 31+ hrs 🞏 per week?**

**🞏 Not in paid employment but looking for work and available to start work. If yes, how long have you been unemployed?**

**🞏 Less than 6 months 🞏 6-11 months 🞏 12-23 months 🞏 24-35 months 🞏 36 months or more**

**🞏 Not in paid employment and not looking for work and/or not available to start work**

**Have you been in full time education or training just prior to enrolling? YES/NO**

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| **5. CRIMINAL CONVICTION** |

Do you have any relevant, unspent criminal convictions? YES 🞏 NO 🞏

*(You only need to tell us about some specific convictions. Please read the guidelines below carefully to see if you need to let us know about ‘relevant’ and ‘unspent’ convictions).*

‘Relevant’ convictions mean convictions for offences:

* Against the person, whether of a violent or a sexual nature.
* Involving the unlawful supply or use of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.

If you are applying for a course in teaching, health, social, sport, childcare or involving work with children or vulnerable adults then you must disclose any criminal convictions, cautions (including verbal cautions) and bind over orders, including spent convictions. If you declare that you have a conviction, you will be asked to provide further information. This is to help us access any potential risks to yourself or others in the College. Having a criminal record will not necessarily prevent you from studying at college but will depend on the nature of the course and the circumstances and background of the offence. If you do not disclose a relevant conviction, then this could result in exclusion or disciplinary action by the College.

**MPLOYME STATUS**

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| **6. ADDITIONAL LEARNING SUPPORT** |

**Do you have a learning difficulty/difference?                     YES** \_\_**NO** \_\_

**Do you have a mobility/physical need?                                  YES** \_\_**NO** \_\_

**Do you have mental health difficulty?                               YES** \_\_**NO** \_\_

**Have you received Access Arrangements in exams before (e.g. extra time, a reader or scribe)?      YES** \_\_  **NO** \_\_

**We will put you in contact confidentially with our Adult Education Support** Co-ordinator **to help**.

Do you have a learning difficulty/difference? YES 🞏 NO 🞏

If YES, please tick the most appropriate box.

🞏 Neurodiverse/ Learning difference (e.g. ASC/ADHD, dyslexia, dyspraxia)  
🞏 Mobility issue/physical need 🞏 Social, emotional, mental health difficulty

🞏 Sensory need-hearing/vision 🞏 Other 🞏 Prefer not to say

Do you have a disability or a problem with your health? YES 🞏 NO 🞏

Have you received Access Arrangements in exams before (e.g. extra time, a reader or scribe)? YES 🞏 NO 🞏

Do you feel you would benefit from any additional support for whatever reason? YES 🞏 NO 🞏

We will put you in contact confidentially with our Adult Education Support Co-ordinator to help.

**Psychological Resilience**

Do you have any mental health issues which the course core tutor should be aware of? **YES🞏 NO 🞏**

If **YES**, please give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **7. HOW DID YOU HEAR ABOUT OUR COURSES?** |

🞏 College website

🞏 Search engine

🞏 Brochure delivered through the door

🞏 Brochure (other)

🞏 Word of mouth

🞏 Social media

🞏 Other (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **8. ETHNICITY** |

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| 🞏 | White - English Welsh/Scottish/N.Irish/British | 🞏 | **Indian** | 🞏 | **Arab** |
| 🞏 | Any other mixed/multiple ethnic background | 🞏 | **Pakistani** | 🞏 | **Any other ethnic group** |
| 🞏 | White - Irish | 🞏 | **Bangladeshi** | 🞏 | **Not known/Not provided** |
| 🞏 | White - Gypsy or Irish Traveller | 🞏 | **Chinese** |  |  |
| 🞏 | White - any other White background | 🞏 | **Any other Asian Background** |  |  |
| 🞏 | White and Black Caribbean | 🞏 | **African** |  |  |
| 🞏 | **White and Black African** | 🞏 | **Caribbean** |  |  |
| 🞏 | **White and Asian** | 🞏 | **Any other Black/African/ Caribbean background** | | |

**9. REMISSION OF FEES**

If you are studying an accredited course, you MAY be entitled to remission from paying some or all of the course fees (except for Level 3 Cache Supporting Teaching & Learning which has no concessions) if you are unemployed and need skills and training to get back to work. You will need to enrol in person and be in receipt of one of the benefits listed below. You will also need to provide us with appropriate up-to-date evidence, and complete an unemployment self-declaration form on enrolment. Please indicate which of these applies to you:

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| --- | --- | --- | --- | --- | --- |
| 🞏 | Job Seekers Allowance (including the partner where the claim is joint) | 🞏 | **Income Support** | 🞏 | **Earn less than £25,000** |
| 🞏 | Employment Support Allowance | 🞏 | **Jobseekers Allowance (income based)** | 🞏 | **Housing Benefit** |
| 🞏 | I do not have a full level 2 qualification (19 - 23 only) | 🞏 | Council Tax Benefit | 🞏 | Universal Credit |
| 🞏 | I do not have a full level 3 qualification (19 - 23 only) | 🞏 | Working Tax Credit (as a dependant only) | 🞏 | **Over 65** |

**SES? 11. EMERGENCY CONTACT**

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| **10. PAYMENT DETAILS FOR YOUR COURSE/S** |
| When paying in full all tuition and exam fees will be taken on approval of your application. No student will be enrolled to start a course unless fee remission has been approved or payment has been arranged.  Please indicate how you intend to pay for your course below:  🞏 I am paying my fees in full  🞏 I wish to pay by an instalment plan- please ring 01273 546604\*  🞏 I am claiming concessions and have provided the relevant paperwork as indicated below  Please note: You must provide us with up-to-date benefit evidence or your last 3 month’s pay. There are no concessions available for level 3 or level 4 counselling courses.  🞏 Universal Credit  🞏 Other Means Tested Benefit (please specify) Income Support Letter or Universal Credit detailsJobseekers Allowance LetterEmployment Support Allowance LetterCouncil Tax Benefit LetterWorking Tax Credit (as a dependant only)A Current Bank Statement3 Current payslips 🞏 Employed but earning less than statutory Low-Income Threshold £25,000.   |  | | --- | | 🞏 Paid by: 19+[Advanced Learner Loan](https://www.gov.uk/advanced-learner-loan) If the answer is NO than a £100 deposit is required to secure the booking. If YES, no deposit required. | |  | | \*Please note: all tuition and exam fees are due on enrolment. Instalment arrangements may be possible for courses over £200 and longer than 1 term. However, all fees are payable even if you start a course and then fail to attend.   |  | | --- | | **11. COURSES & REQUIREMENTS** |   **ENCY & NATIONALITY \***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Course Code** | **Course Title** | **Course Fee** |  | **Total** | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  | | | **Grand Total** | **£** |     **EMPLO**   |  | | --- | | **12. REFERENCES FOR COUNSELLING AND CACHE COURSES** |   Please provide the names of two people who have known you for at least a year and would be willing to act as referees. We require one academic or work related and one personal referee.  1st Referee (*academic or work related*) Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Referee *(personal)* Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  | | --- | | 1. **PERSONAL STATEMENT FOR COUNSELLING & CACHE COURSES** |   **Personal Statement** (Approx. 300 words) – Use a separate sheet to outline your reasons and motivation for wanting to join this course.  **Please include life events and work experience that have been important in your personal development.** Please ensure your name is on your personal statement and securely attach the sheet to your application form**.  N.B. Your application will not be processed without a personal statement. You may be invited for an interview.AL STATEMENT FOR COUNSELLING & CACHE COURSE**   1. **ERSONA**  |  | | --- | | 1. **CACHE COURSES PLACEMENT** |   **STATEMENT FOR COUNSELLING & CACHE COURSES**   1. **PERSONAL STATEMENT FOR COUNSELLING & CACHE COURSES**   **CACHE Courses - Do you have paid or voluntary placement in a school setting for 6 hours per week? YES / NO**  **If YES, please give – Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_**  **School Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Do you have a current and up to date DBS check and documentation? YES/NO**   1. **CACHE COURSES PLACEMENT**  |  | | --- | | **15. PHOTO UPLOAD** |   Please upload a passport style photograph of yourself so we can prepare your student photo id access card for you to collect on your first day.  Instructions -   * Plain background * Facing forwards and looking straight at the camera * You can smile or have a neutral face expression * No hair in front of your eyes * No head covering (unless religious or medical reasons) * Do not wear glasses in your photo * unless you have to do so. No sunglasses.   *Please click on this*[*link*](https://varndean.ac.uk/privacy/)*to view our privacy notice which explains how Varndean College uses your personal information. We use your personal information in the provision of your education within our statutory obligations under the Further and Higher Education Act 1992. We also have requirements placed on us by the Department for Education (DfE), and the Education Skills Funding Agency (ESFA).*   1. **CACHE COURSES PLACEMENT** 2. **CACHE COURSES PLAMENT** | | |
| **16. PRIVACY NOTICE (how your personal information is used)** |

Your personal data will be processed in accordance with the General Data Protection Regulations and the UK Data Protection Act. We will use the information you have provided on your Enrolment Form to support the provision of your chosen course within our statutory obligations under the Further and Higher Education Act 1992. We also have requirements placed on us by the Department for Education (DfE), and the Education Skills Funding Agency (ESFA). You can view the privacy notice from the Education and Skills Funding Agency on behalf of the Department of Education at [https://www](http://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018).gov[.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018.](http://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018)

Our full privacy notice explaining what information we collect and how we use it is available at <https://varndean.ac.uk/privacy/>

If you have any questions about the way we use your personal data, please contact our Data Protection Officer on 01273 508011 or by email to [dpo@varndean.ac.uk.](mailto:dpo@varndean.ac.uk)

We may wish to contact you at times with regard to details of other courses taking place at Varndean College or our offsite venues, please tick the appropriate boxes to indicate if and how you would prefer to be contacted:

**By post 🞏 By phone 🞏 By email 🞏**

We will wish to take your photo whilst on the course for marketing and promotional purposes across our website, printed brochures and social media channels. Please indicate whether or not you agree to this:

**Yes, I am happy 🞏 No I do not want my photo taken 🞏**

# Student’s signature Date

# Completed applications forms to be emailed directly to [study@varndean.ac.uk](mailto:study@varndean.ac.uk)