**RPA Application Form**

SUITABLE FOR APPLICANTS CONSIDERING APPLYING TO UNIVERSITY CENTRE GRIMSBY ONLY. IF YOU ARE INTERESTED IN OTHER HE PROVIDERS YOU NEED TO APPLY THROUGH UCAS APPLY.

**Course information**

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| **Course** |  |
| **Campus** (please delete as appropriate) | **Grimsby / Scarborough** |
| **Point of entry** (please delete as appropriate) | **Year 1 / Year 2 / Year 3 / Year 4** |

**Personal Details**

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| **Title (e.g. Mr/Mrs/Miss/Ms)** |  |
| **Forenames** |  |
| **Surname or family name** |  |
| **Preferred first name** |  |
| **Previous surname** |  |
| **Gender** (please delete as appropriate) |  **Male / Female**  |
| **Address**  |  |
| **Postcode** |  |
| **Date of birth** |  |
| **Telephone** |  |
| **Mobile** |  |
| **Email address** |  |
| **Planned fee payment method** (please delete as appropriate) | **Self-financing / SFE loan / Other** |
| **Unique Learner Number** (if known) |  |
| **BTEC registration number (if known)** |  |
| **Did any of your parent(s)/carer(s) attend Higher Education previously?** | **Yes / No / Don’t know / Prefer not to say**(please delete as appropriate) |
| **Will you be living at home whilst studying?** | **Yes / No** |

**Nationality and Ethnicity**

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| **Area of permanent residence** |  |
| **Country of birth** |  |
| **Nationality** |  |
| **Ethnicity****(please tick as appropriate)** | 🞏 White – British🞏 Mixed – White/Black Asian🞏 Asian/Asian British - Other🞏 White – Irish🞏 Mixed – Other🞏 African🞏 Gypsy or Irish traveller 🞏 Indian 🞏 Caribbean | 🞏 White- other 🞏 Pakistani 🞏 Black/Black British – Other🞏 Mixed – White/Black Caribbean🞏 Bangladeshi 🞏 Arab🞏 Mixed – White/Black African 🞏 Chinese 🞏 Any Other |
| **UK entry date** (as appropriate) |  |

### Safeguarding Children, Young People and Vulnerable Adults

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| The TEC Partnership welcomes all applications and considers them on their individual merits. However, you are required to tell us about any convictions which are not spent under the Rehabilitation of Offenders Act (1974).For some careers you will need to declare all criminal convictions including those that are spent. Doing this will not necessarily stop you being offered a place on a course. Courses where a full disclosure is needed include those that could lead to a career in teaching or involve working with children or vulnerable adults, healthcare, the law/legal environment, accounting and finance, veterinary practices, RSPCA, taxi drivers, uniformed services and security. If you are unsure about what to declare then please seek advice from our Safeguarding team 01472 311222 Ext 474/638 (you do not need to give your name) or ask a careers advisor at the National Careers Service at https://nationalcareersservice.direct.gov.uk/aboutus/contact us.For further information on what spent or unspent please see the link below.https://www.nacro.org.ukPlease tick if you have any unspent convictions, have pending prosecutions or current court proceedings.   🞏Please tick if you are applying for a course that will require you to disclose any criminal convictions or outstanding investigations that could lead to a criminal conviction. 🞏***Please note: you do not need to tick the yes box if your criminal conviction is spent as defined by the Rehabilitation of offenders Act 1974.*** If you have ticked the boxes for both of the above questions, you will need to make a full disclosure. Please attach the information in a separate envelope with your application form.If you have attached an envelope with disclosures it will be given to the Group Safeguarding Co-ordinator who will make contact and may ask you to come in for an interview to discuss. Please note that failing to complete this section or providing misleading or false information may lead to your application/enrolment being withdrawn. Ticking ‘Yes’ to any of the questions above will result in a follow up meeting in order to obtain further details. This is personal, sensitive information and we require your consent before we can process your form. |

**Disability**

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| **Do you have a medical condition / disability (please tick any appropriate)** | 🞏 Visual impairment🞏 Mental health🞏 Hearing impairment 🞏 Temporary disability after illness 🞏 Disability affecting mobility 🞏 Profound complex disabilities🞏 Other physical disability 🞏 Aspergers Syndrome 🞏 Other medical condition (e.g. epilepsy, asthma, diabetes) 🞏 Multiple conditions🞏 Emotional/behavioural difficulties🞏 Other | **Do you have a learning difficulty?****(please tick any appropriate)** | 🞏 Moderate learning difficult 🞏 Other specific learning difficulty🞏 Severe learning difficulty 🞏 Autism spectrum disorder🞏 Dyslexia 🞏 Multiple learning difficulties🞏 Dyscalculia 🞏 Other |

**Previous Education**

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| --- | --- | --- | --- |
| **School/ Education Provider** |  | **Date From:** | **Date to:** |

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| --- | --- | --- | --- | --- |
| Date Achieved | Course Title | Awarding Body | Level (e.g. A level) | Grade /Result |
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**Employer Details**

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| **Current Employer** |  | Date employment commenced |  |
| **Address including postcode** | . |
| **Telephone** |  | Email |  |
| **Occupation / Duties** |  |

**Referees**

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| **Please provide details of a referee who we can contact if required to support your application.****Your referee will typically be: \*** * A tutor from your current or recent studies
* An Advisor who knows you well
* A current or former employer

A family member or someone who is only a friend can’t act as your referee. If you are not currently studying, your reference should be someone who is able to talk professionally about your application and potential, such as an employer or training officer. Your reference does not have to come from an academic source. |
| **Name** |  |
| **Address** |  |
| **Telephone** |  | **Email** |  |
| **Occupation** |  | **Relationship to you** |  |

**Personal Statement**

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| Please use this space if you would like to provide a personal statement in support of your application. For example this may include skills, abilities, motivation, aptitudes, relevant work or voluntary experience, other prior learning and experiences, including those already achieved in the workplace. |

**Student Declaration**

I confirm that the information given on this form is true, complete and accurate and no information or other material information has been omitted. I accept that if this is not the case, UCAS shall have the right to cancel my application and I shall have no claim against UCAS or any higher education institution or college in relation thereto. I give my consent to the processing of my data by UCAS and educational establishments. I also accept that having completed this form I do not have the right to further choices within the UCAS scheme and will not approach any other university or college in the UCAS scheme.

I have the right to cancel this application. If I decide not to take up the place at University Centre Grimsby (UCG), I must do this by informing UCG as soon as possible.

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| **Signature** |  | **Date** |  |

At times University Centre Grimsby may take photographs to be used for internal and external purposes. If you wish for your image not to be used you must make the photographer aware of this at the time.

**Application Privacy Statement**

**Why do we collect personal information?**

The TEC Partnership collects and processes personal data relating to its potential learners to meet its statutory obligations as an FE College. The Partnership is committed to being transparent about how and why it collects and uses that data and to meeting its data protection obligations.

*The TEC Partnership* *consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, Career 6, The Academy Grimsby, Learning Centres and Modal Training.*

**What personal information does the organisation collect?**

To effectively process your application, The Institute collects personal data under GDPR Article 6f (legitimate interest) and Article 9g (Public Interest) to meet our legal obligations with the Education, Skills Funding Agency (ESFA) and Office for Students (OfS). The data is also necessary for The Institute to carry out its public task to provide education and training.

**How is this collected and stored?**

Information is collected directly from yourself via an application form. Data will be stored in a range of different places, including the student information management systems, on paper in stored secure places, or on electronic documents within a secure network.

The documents will be kept whilst you are actively seeking a course with The Institute or for a period of 3 years from the date the application form is signed when we would contact you to update the information or destroy it if you are no longer looking for a programme.

If you are successful in securing a place on a course at the Institute this information will be transferred to your learner record and an updated Privacy Statement will be issued.

**Who has access to data?**

Your information will be shared internally, including with any TEC Partnership staff who need the data to provide services to the learner.

**What rights do you have?**

As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request; require the organisation to change incorrect or incomplete data; require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing; object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. The college will only use “legitimate interests” as grounds for processing in a very few situations. For full information regarding the TEC Partnership GDPR policies please visit http://www.grimsbyinstitutegroup.co.uk/grimsby-institute-group-policies.php or speak to a member of staff.

***Please return completed form to: The Admissions Team,* University Centre Grimsby, FREEPOST DC1284, Nuns Corner, Grimsby, DN34 5BQ (NO STAMP REQUIRED) or email: headmissions@grimsby.ac.uk**

**Institution Declaration**

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| **I confirm that the above applicant has been accepted by this institution** |
| **Course** |  | **Point of entry** |  |
| **Name** |  | **Position** |  |
| **Signature** |  | **Date** |  |