

# APPLICATION FOR A FULL-TIME COURSE

## COMMENCING 2019-2020



PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM. INCOMPLETE FORMS WILL BE RETURNED

Ref:

### COURSE APPLIED FOR

Course title in full \_\_\_\_\_ Course code as listed in Course Description \_\_\_\_\_

Location \_\_\_\_\_

PERSONAL DETAILS Mr  Mrs  Miss  Ms  Other \_\_\_\_\_

Surname \_\_\_\_\_

Forename(s) \_\_\_\_\_

Date of Birth

Nationality \_\_\_\_\_

Are you a UK National and have lived in Scotland all of your life? Yes  No  This question is asked in relation to eligibility for course fees and funding. For further information please go to [www.nescol.ac.uk/getting-started](http://www.nescol.ac.uk/getting-started)

Your Current Address (this is the address we will use to correspond with you during the application process)

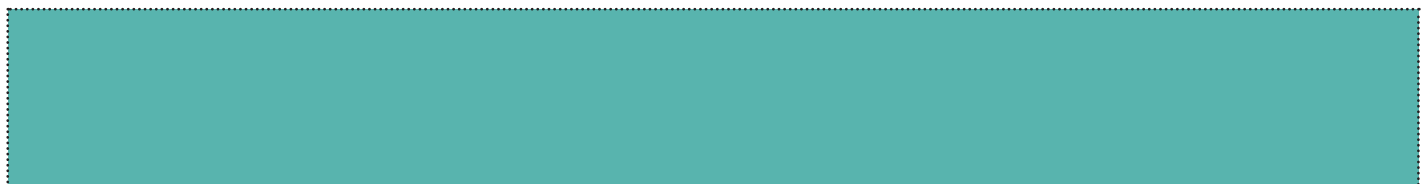
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Email (please check your Spam or Junk folder to ensure the message was not filtered) \_\_\_\_\_

Telephone Number (including code) \_\_\_\_\_ Mobile \_\_\_\_\_

Secondary School Attended \_\_\_\_\_ Year of Leaving School (e.g. 2015) \_\_\_\_\_



**PLEASE WRITE YOUR QUALIFICATIONS AND ANY OTHER RELEVANT INFORMATION BELOW.**

THE FOLLOWING THREE SECTIONS MUST BE COMPLETED IN FULL. INCOMPLETE FORMS WILL BE RETURNED AND WILL HOLD UP YOUR APPLICATION.

<b>QUALIFICATIONS &amp; LEVELS GAINED</b> E.G. MATHS NATIONAL 5 (IF YOU HAVE NO QUALIFICATIONS PLEASE STATE N/A)	YEAR GAINED
<div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;">                     IS ENGLISH YOUR FIRST LANGUAGE?      YES <input type="checkbox"/>    NO <input type="checkbox"/> </div> <div style="border: 1px solid black; padding: 10px;">                     IF NO, PLEASE TELL US WHICH ENGLISH QUALIFICATION YOU HOLD AND THE SCORE YOU RECEIVED IF APPLICABLE: .....                 </div>	
<b>QUALIFICATIONS BEING TAKEN INC. LEVEL</b> E.G. NATIONAL 5, HIGHER ETC (IF YOU HAVE NO QUALIFICATIONS PLEASE STATE N/A)	DATE TO BE COMPLETED

**PERSONAL STATEMENT** (Please detail any work experience or any other supporting information which may be relevant to your application. For tips on what information you should include, please go to [www.nescol.ac.uk/getting-started](http://www.nescol.ac.uk/getting-started). Please continue on a blank sheet of paper if necessary.)  
**This is NOT a mandatory field. Please complete this ONLY if you wish to add any additional information relevant to your application.**

Applicants should note that where the number of applications for a course exceeds the number of places available, the College may suggest an alternative.

**EXTRA HELP WITH YOUR STUDIES**

North East Scotland College offers a wide range of learning support to students who have additional learning or support requirements including: physical or sensory impairments, specific learning difficulties e.g. dyslexia; autistic spectrum disorder; physical/medical/mental health conditions; being a young carer; being care experienced etc. If you think you may require additional learning or assessment support in College, please tick this box  and we will contact you to discuss how best we can support you should you be accepted onto a College course.

Aberdeen Altens Campus, Tel: 01224 612704 • Aberdeen City Campus, Tel: 01224 612330 (option 3)  
 Fraserburgh Campus, Tel: 01346 586129 • Email: [studentadvice@nescol.ac.uk](mailto:studentadvice@nescol.ac.uk)

**CARE EXPERIENCED (LOOKED AFTER YOUNG PEOPLE)**

Care Experienced young people are those who are, or have been, in care e.g. residential care, foster care, family/kinship care, supported by a Through Care After Care Team etc.

Please tick this box if this applies to you

**YOUNG CARERS**

Young Carers provide significant unpaid support to family or friends who could not manage without their help e.g. someone who is experiencing illness, disability, drug/alcohol addiction etc. Please note that this refers to caring duties beyond normal parenting duties.

Please tick this box if this applies to you

*You do not have to provide this information, but NESCol is committed to providing you with a range of additional support where appropriate to ensure a positive and successful College experience.*

## EQUAL OPPORTUNITIES MONITORING

North East Scotland College is committed to a policy of equal opportunities and seeks to ensure that no individual is discriminated against on the grounds of the protected characteristics of age, gender, ethnic origin, disability, relationship status and religion or belief. To assist in monitoring the policy, and for the purpose of complying with the specific duties of The Equality Act 2010, it would be helpful if you could answer the questions below. In addition to this we will also use the information you provide on age elsewhere on this form. The information provided will be kept secure and used only for monitoring purposes.

**GENDER:** (please tick the relevant box) Female  Male  Other  Information refused/Prefer not to say

**ETHNIC ORIGIN:** (please tick relevant box)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Scottish               | <input type="checkbox"/> Any Mixed background                                   | <input type="checkbox"/> African, African Scottish, African British |
| <input type="checkbox"/> English                | <input type="checkbox"/> Indian, Indian Scottish, Indian British                | <input type="checkbox"/> Other Black background                     |
| <input type="checkbox"/> Welsh                  | <input type="checkbox"/> Pakistani, Pakistani Scottish, Pakistani British       | <input type="checkbox"/> Any other background                       |
| <input type="checkbox"/> Northern Irish         | <input type="checkbox"/> Bangladeshi, Bangladeshi Scottish, Bangladeshi British | <input type="checkbox"/> Gypsy/Traveller                            |
| <input type="checkbox"/> British                | <input type="checkbox"/> Chinese, Chinese Scottish, Chinese British             | <input type="checkbox"/> Polish                                     |
| <input type="checkbox"/> Irish                  | <input type="checkbox"/> Other Asian background                                 | <input type="checkbox"/> Arab                                       |
| <input type="checkbox"/> Other White background | <input type="checkbox"/> Black, Black Scottish, Black British                   | <input type="checkbox"/> Information refused                        |

**RELIGION OR BELIEF:** (please detail religious or philosophical belief)

- |   |   |
|---|---|
| <input type="checkbox"/> Buddhist           | <input type="checkbox"/> Sikh                   |
| <input type="checkbox"/> Church of Scotland | <input type="checkbox"/> Other Christian        |
| <input type="checkbox"/> Hindu              | <input type="checkbox"/> No Religion/Belief     |
| <input type="checkbox"/> Jewish             | <input type="checkbox"/> Prefer not to say      |
| <input type="checkbox"/> Muslim             | <input type="checkbox"/> Other religion or body |
| <input type="checkbox"/> Roman Catholic     |   |

**SEXUAL ORIENTATION**

- |  |
|--|
| <input type="checkbox"/> Heterosexual                          |
| <input type="checkbox"/> Gay man                               |
| <input type="checkbox"/> Gay woman/lesbian                     |
| <input type="checkbox"/> Bisexual                              |
| <input type="checkbox"/> Other                                 |
| <input type="checkbox"/> Information refused/Prefer not to say |

Is your gender identity the same as the gender you were originally assigned at birth?

- |  |
|--|
| <input type="checkbox"/> Yes                                   |
| <input type="checkbox"/> No                                    |
| <input type="checkbox"/> Information refused/Prefer not to say |

**IF YOU HAVE A DISABILITY, PLEASE TICK THE RELEVANT CATEGORIES BELOW:**

- A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D.
- A social/communication impairment such as Asperger's Syndrome/other autistic spectrum disorder.
- A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy.
- A mental health condition, such as depression, schizophrenia or anxiety disorder.
- A physical impairment or mobility issues, such as difficulty using arms, using a wheelchair or crutches.
- Deaf, or a serious hearing impairment.
- Blind, or a serious visual impairment uncorrected by glasses.
- A disability, impairment or medical condition that is not listed above.
- A specific learning disability such as Down's Syndrome.

### DO YOU HAVE ANY UNSPENT CRIMINAL CONVICTIONS?

Yes  No

If you indicate that you have any unspent criminal convictions you should provide the details in writing to:

Alison Cross, Student Advice and Support Manager, either by email: [a.cross@nescol.ac.uk](mailto:a.cross@nescol.ac.uk) or letter: Alison Cross, North East Scotland College, Gallowgate, Aberdeen, AB25 1BN.

The details should include: the incident • the date of the incident(s) and conviction • the sentence received • explanation of circumstances at the time • applicant's current circumstances.

The College is committed to supporting the rehabilitation of offenders, but is also mindful of safeguarding students, staff and property. The College will contact you to discuss your situation and a decision will then be made as to how best to proceed with your application.

## ASSISTED CHILDCARE

If you require information on financial assistance with childcare, please tick box.

## FRASERBURGH COURSES ONLY

Will you require a seat on College transport to travel to College? please tick box

Would you like an application form for a Nursery place/places? please tick box

## MARKETING INFORMATION

Please tell us how you first found out about the course for which you are applying? (please select one choice only)

College prospectus  College website  College Open Day  School guidance  Career event  Careers staff

Current student  Press advert  Social media  Employer  Friend/relative

Skills Development Scotland (SDS)  Leaflet/poster  Other (please state) \_\_\_\_\_

Please tell us where you first saw/heard about North East Scotland College? (please tick as many as apply)

Newspaper  Magazine  Internet  Radio  School  Career fair  Facebook  Twitter

Billboards  TV  Friend/Family  Event/conference  Leaflet/poster  Employer  Search engine

Skills Development Scotland (SDS)  Career event  Outdoor advertising (billboards/buses)  Aspire North  Training scheme provider

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

## IMPORTANT: PLEASE READ CAREFULLY

### WHY WE COLLECT AND USE DATA ABOUT YOU

North East Scotland College (the college) asks for the information contained in this form so that we can process your application fairly, transparently and appropriately and so we can communicate with you throughout the application process. We will use your data to assess your application against course entry requirements and to provide you with information about funding and additional support (where applicable). The College also asks for 'special category' data (information about any disabilities; or your race or national or ethnic origin, religious philosophical or moral beliefs, or your sexual orientation). We ask for this to support our policy of equal opportunities to ensure no-one is discriminated against on these grounds. We also provide anonymised versions of this data for statistical purposes and reporting to government departments. You can find out more about how and why we use and share your data in our Student Applications Privacy Notice ([www.nescol.ac.uk/dataprotection](http://www.nescol.ac.uk/dataprotection)). This will also tell you about the rights you have in relation to that data and how to contact our Data Protection Officer.

### MARKETING

The College would like to send you information about other courses we offer and information about our events and activities. If you agree to being contacted about this, please tick the relevant box below:

I am happy for NESCol to send me information about other College courses, events and activities by email.

I am happy for NESCol to send me information about other College courses, events and activities by post.

Please Note: Courses are offered subject to: (a) there being sufficient numbers of enrolments; and, (b) the availability of resources. The College reserves its right not to run courses where the number of students is considered insufficient or where resources are unavailable. The College also reserves its right in certain circumstances to refuse admission to an individual applicant. If you do take up a place on a College course, before the start of the course you will be asked to enrol. In enrolling and/or taking up a place on a College course, you will enter into a contract with the College and be bound by the North East Scotland College Standard Terms and Conditions of Study. Copies of the Terms and Conditions are available for inspection on notice boards and at various locations throughout the College, at the College Reception, on the College website: [www.nescol.ac.uk](http://www.nescol.ac.uk) – or can be obtained on request from the College's Student Admissions & Funding Manager, North East Scotland College, Aberdeen City Campus, Gallowgate, Aberdeen, Scotland, UK AB25 1BN. Please return this form complete with the qualifications page to the following freepost address:

**The Student Admissions & Funding Manager, North East Scotland College, FREEPOST RTJJ-TXBA-AEZS, Aberdeen City Campus, Gallowgate, Aberdeen, Scotland, UK AB25 1BN.**

I agree that the College has my full authority to discuss any details relating to my course application with my parent(s), guardian(s), spouse or partner.

Yes  No

NAME: \_\_\_\_\_

DATE OF BIRTH: 

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SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE: \_\_\_\_\_

Thank you for your application, it will be acknowledged within 10 working days. If you have not heard from us by that time, please contact us:  
Tel 01224 612330, email: [enquiry@nescol.ac.uk](mailto:enquiry@nescol.ac.uk)