

# Application for a Full-time Course

commencing 2020-2021

NORTH EAST  
SCOTLAND  
COLLEGE

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

Country of 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 messages received from NESCol are 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.**

**QUALIFICATIONS & LEVELS GAINED** E.G. MATHS NATIONAL 5 (IF YOU HAVE NO QUALIFICATIONS PLEASE STATE N/A) YEAR GAINED

**QUALIFICATIONS BEING TAKEN INC. LEVEL** E.G. NATIONAL 5, HIGHER ETC (IF YOU ARE NOT CURRENTLY STUDYING PLEASE STATE N/A) DATE TO BE COMPLETED

**IS ENGLISH YOUR FIRST LANGUAGE?** YES  NO

If no, please tell us which english qualification you hold and the score you received if applicable: \_\_\_\_\_

**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 carer; being care experienced etc. If you think you may require additional learning or assessment support in College, please indicate this below and we will contact you to discuss how best we can support you should you be accepted onto a College course.

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.

**Do you think that you may require additional learning or assessment support in College?** YES  NO

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

The term care experienced is used to include anyone who has been or is currently in care or from a looked after background at any stage in their life. It includes people who have been in foster care, kinship care, and those who are looked after at home with a supervision requirement.

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.

**Are you care experienced?** YES  NO

**CARERS**

A carer is someone who provides significant unpaid support to family or a friend who could not manage without their help. Carers provide support for a number of reasons including illness, disability or drug/alcohol addiction. This term refers to caring duties beyond normal parenting duties.

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.

**Are you a carer?** YES  NO

## 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 'relevant' unspent criminal convictions?** YES  NO

'Relevant' means offences against a person, whether of a violent or sexual nature and convictions involving unlawful supplying of or possession of controlled drugs or substances. You do not have to tell us about any convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974, they can be effectively ignored after a specified amount of time, which depends on the sentence imposed) or about any cautions, reprimands or final warnings. You must disclose all unspent relevant criminal convictions.

Declaring a conviction will not necessarily prevent you from studying at the College however the College will not enrol you if that would be a breach of the College's statutory obligation to provide a safe learning environment. If you do have any relevant unspent criminal convictions a student risk assessment will be carried out. As part of this risk assessment, the College may receive information about you from or send information about you to other bodies such as the Criminal Justice Department, Social Work Department, Police, Youth Offending Teams and other professionals, as outlined in the College's Safeguarding Child and Adult Protection Policy.

Failure to disclose a relevant criminal conviction on the application form or at enrolment or failure to disclose any conviction for additional relevant offences following enrolment may result in the immediate termination of the services provided to the student by the College. For some courses of study it is a requirement that students join the Protection of Vulnerable Groups (PVG) Scheme operated by Disclosure Scotland before they are able to participate in placement opportunities. Where this is appropriate, students will be notified in advance of the requirement to do so.

**If you answer YES to this question, 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.**

## 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

### ASSISTED CHILDCARE

If you require information on financial assistance with childcare, 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)

NESCol prospectus  NESCol website  NESCol open day  School guidance  Career event

School visit by College staff  Current student  Former College student  Press advert  Radio Advert

Social media  Leaflet/poster  Employer  Friend/relative  Skills Development Scotland (SDS)   
(e.g. Facebook, Twitter, Instagram)

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

Please tell us where you have seen/heard about North East Scotland College generally? (please select all that apply)

Internet  At school  Career event  Search Engine  Facebook  Twitter  Instagram

LinkedIn  YouTube  Spotify  Newspaper  Radio  TV  Leaflet/poster

Employer  Outdoor advertising  Shopping mall advertising  Event/conference  Skills Development Scotland   
(e.g. billboards, buses)

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:

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)

