

# APPLICATION FOR A FULL-TIME COURSE



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

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 \_\_\_\_\_

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)**

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

## 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 ☐ If no, go on to next question

If yes, please choose the most recent type of care setting which relates to you:

Residential care ☐ Foster care ☐ Kinship care ☐ Looked-after at home ☐

## 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 ☐

## ESTRANGED

Estranged Students are young people studying without the support of a family network, due to a breakdown in those relationships. Students in this position often have no contact at all with their family, or sporadic and conflicting contact. Estranged students have no experience of being in care.

Are you estranged? YES ☐ NO ☐

**SERVICE STUDENT** Do you have a parent or carer who served or is serving in the regular or reservist British Armed Forces (Royal Navy; Royal Marines; British Army or Royal Air Force) at any point during the first 25 years of your life:

Yes (service student) ☐ No (not a service student) ☐ Prefer not to say ☐

**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 ☐

PROVIDING THIS INFORMATION IN FULL WILL HELP TO PROCESS YOUR APPLICATION FASTER AND IN SOME CASES ALLOW THE COLLEGE TO MAKE AN OFFER WITHOUT THE NEED FOR AN INTERVIEW. FOR QUALIFICATIONS YOU ALREADY HOLD YOU SHOULD PROVIDE EVIDENCE OF THESE IF POSSIBLE. AGAIN THIS WILL HELP TO SPEED UP THE PROGRESS OF YOUR APPLICATION. PHOTOCOPIES OF CERTIFICATES ARE ACCEPTABLE.

**QUALIFICATIONS & LEVELS GAINED**

e.g. MATHS NATIONAL 5 (if you have no qualifications please state N/A)

GRADE

YEAR  
GAINED

**QUALIFICATIONS BEING TAKEN INC. LEVEL**

e.g. NATIONAL 5, HIGHER etc (If you are not currently studying please state N/A)

EXPECTED  
GRADE

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:

**TELL US YOUR STORY SO FAR** Providing further information about yourself and why you want to study this course will help to speed up the progress of your application. Please include answers to the questions below. For further guidance on how to answer these, please go to [www.nescol.ac.uk/tell-us-your-story-guidance](http://www.nescol.ac.uk/tell-us-your-story-guidance) (Please continue on a blank sheet of paper if necessary).

1. What made you choose this course?
2. What employment/work experience do you have, if any?
3. Briefly tell us about any hobbies, interests or achievements you have.
4. What do you hope to achieve by studying this course? What are your longer term goals for further study or work?
5. Tell us any other information that you think might be relevant for us to know when processing 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.

**ALTENS COURSES ONLY**

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

**FRASERBURGH COURSES ONLY**

Will you require a seat on College transport to travel to College? ☐  
Would you like an application form for a Nursery place/places? ☐  
(please tick box/es)

## 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.**

## 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	<input type="checkbox"/>	NESCol website	<input type="checkbox"/>	NESCol open day	<input type="checkbox"/>	School guidance	<input type="checkbox"/>	Career event	<input type="checkbox"/>
School visit by College staff	<input type="checkbox"/>	Current student	<input type="checkbox"/>	Former College student	<input type="checkbox"/>	Press advert	<input type="checkbox"/>	Radio Advert	<input type="checkbox"/>
Social media (e.g. Facebook, Twitter, Instagram)	<input type="checkbox"/>	Leaflet/poster	<input type="checkbox"/>	Employer	<input type="checkbox"/>	Friend/relative	<input type="checkbox"/>	Skills Development Scotland (SDS)	<input type="checkbox"/>
Other (please state) _____									

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

Internet	<input type="checkbox"/>	At school	<input type="checkbox"/>	Career event	<input type="checkbox"/>	Search Engine	<input type="checkbox"/>	Facebook	<input type="checkbox"/>	Twitter	<input type="checkbox"/>	Instagram	<input type="checkbox"/>
LinkedIn	<input type="checkbox"/>	YouTube	<input type="checkbox"/>	Spotify	<input type="checkbox"/>	Newspaper	<input type="checkbox"/>	Radio	<input type="checkbox"/>	TV	<input type="checkbox"/>	Leaflet/poster	<input type="checkbox"/>
Employer	<input type="checkbox"/>	Outdoor advertising	<input type="checkbox"/>	Shopping mall advertising	<input type="checkbox"/>	Event/conference (e.g. billboards, buses)	<input type="checkbox"/>	Skills Development Scotland	<input type="checkbox"/>				
Training scheme provider				<input type="checkbox"/>	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)**



Facebook.com/NESCollege  
Twitter.com/NESCollege  
Instagram.com/NESCollege

T: 0300 330 5550  
E: [enquiry@nescol.ac.uk](mailto:enquiry@nescol.ac.uk)  
W: [www.nescol.ac.uk](http://www.nescol.ac.uk)