



Plumpton College

Apprenticeship/ Work Based Learning Application 2016/17



FOR OFFICE USE ONLY: Student Number _____

Interview Date: _____

PLEASE COMPLETE FORM IN CAPITAL LETTERS

Course Details

Year of Entry Course Level & Title

Are you a current Full - Time student at Plumpton College Yes No

Surname

Address

Forename (s)

Known as

Town

Title (Mr/Miss/Mrs/Ms/Other)

County Postcode

Male Female Date of Birth

Home Telephone

National Insurance Number

Mobile

Nationality

Email

Residency

Have you been permanently resident in the UK for the past 3 years? Yes No

If no, Country of Residency Year of Entry

Ethnicity

British White and Black African Any other Asian background

Any Other White Background White and Asian African

Irish Indian Caribbean

Gypsy or Irish Traveller Bangladeshi Any other Black / African / Caribbean background

Mixed / Multiple ethnic group Pakistani Arab

White and Black Caribbean Chinese Any Other Ethnic group

Criminal Record / Youth Offending Order

The College has a duty of care to all learners, particularly those under the age of 18. In view of this all learners are required to state if they have a criminal conviction, including spent sentences and cautions. All information given will be treated as sensitive data under the Data Protection act 1998.

Do you have any Criminal Convictions / Youth Offending Orders? Yes No

If yes, please give further details : Offence

Date of Conviction Outcome / Sentence

Parent/ Guardian/ Next of Kin Details

Full name including title

Relation to Student

Daytime Telephone

Mobile

Email

Do you live with the above named person?
Yes No

Full name including title

Relation to Student

Daytime Telephone

Mobile

Email

Do you live with the above named person?
Yes No

Best to Contact in an Emergency?

Name Daytime Mobile

Medical and Learner Support Needs

We will do our best to provide you with the support you require whilst you are at College. Please complete the section below so that we can arrange the most suitable support for you.

Do you have any medical conditions and/or Learning Support requirements? Yes No

Condition: e.g. Dyslexia, Mental ill Health, Anxiety

Support Requirements: e.g. 25% extra time, reader and/ or scribe

Do you have an Education, Health & Care Plan or other paperwork relating to your support requirements? Yes No

If yes, have you supplied us with a copy? Yes No

Do you require 1 to 1 support? Yes No

I give my permission for this information to be passed to Learning Support, Teaching Staff and the Exams Officer.

Applicant's Signature _____ **Date** _____

How did you hear about Plumpton College courses?

Employer, Internet Search, Careers Fair, Plumpton College Open Morning/ Day, Prospectus, Website, School?

Education

Last School/College attended

Address

Dates attended: from to

What are your GCSE grades? (Please enclose any copies of certificates you have achieved.)

English Language English Literature Maths ICT Science

Other qualifications (please include your highest qualification)

Employer Information

Apprentices must be in contracted paid employment in a related industry for a minimum of 30 hours a week including the day in College. Work-Based Diploma learners must be either in contracted paid employment or volunteering in the workplace for a minimum of 16 hours a week.

Are you employed in a relevant job? Yes No Are you a volunteer? Yes No

Company Name

Address

Postcode

Telephone Mobile

E-mail Website

Contact Name Title

Date employment commenced: Number of employees:

Invoice Address *Fees for students aged 16-18 are funded by the Skills Funding Agency*

Amount Purchase Order Number

Company Name

Address

Postcode

We agree to pay for the course(s) detailed and related costs upon receipt of a Plumpton College invoice

Authorising Name _____ Authorising Signature _____

How we use your personal information

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Skills Funding Agency") and the Department for Business, Innovation and Skills (BIS). Where necessary it is also shared with the Department for Education, including the Education Funding Agency. The information is used for the exercise of functions of these government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009, and to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR). The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research. You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training. You can opt out of contact for other purposes by ticking any of the following boxes if you do not wish to be contacted:

About courses or learning opportunities. For surveys and research.

By post. By phone. By e-mail.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at:

<https://www.gov.uk/government/publications/sfa-privacy-notice>

This activity has been directly or indirectly part-financed by the European Social Fund - helping develop employment by promoting employability, business spirit and equal opportunities and investing in human resources.

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Apprenticeship/ Work Based Learning Interview Form

Applicant Name: _____

Course Applied for: _____

Please complete all parts of the interview form

Interviewer Checklist

You need to discuss the following things with the applicant		Student's Comments
Course Structure		
Portfolio / Mock Timetable		
Workplace Assessments		
10 Week Reviews		
Additional Qualifications		
Learning Support		
Transport		

Medical Conditions and Learning Support - please see the application form. Add any comments below:

Interviewer's Notes - please circle the appropriate box

Initial assessment results	Excellent	Good	Poor - will need support
Interpersonal & communication Skills	Excellent	Good	Quiet
Motivation & enthusiasm for the course	Excellent	Good	Limited
Questions asked	Excellent	Good	Quiet/too shy
Practical experience	Excellent	Good	None
Academic issues	None	Some	Lots - needs support
Predicted/ Actual grades	Relevant for course	Borderline	Lower than required
Appropriateness of employer	Excellent	Good	Visit required
Suitability of job role	Excellent	Good	Not suitable
Appropriateness of the above course	Very suitable	May be suitable	Not suitable

Notes on Student

Offer

Unconditional Conditional Decline

Conditional on:

GCSE or equivalent Health & Safety visit 6 week probation Visit to the employer

Other (specify): _____

Signed: _____ Date: _____