

# 2012/13 Full-Time Further Education Reference Form For Online Applicants



Applicant and Parent/Guardian to complete this page and sign where indicated please

## Student Details

Surname

First Name

Date of Birth

 /  / 

Course Code (If known - one only)

Course Title and Level

Application Type

(Please tick one)

Full-Time Course only

Joint Full-Time and Apprenticeship

## Additional Question not covered on the online Application form

### Criminal Convictions

Do you have a Criminal Conviction? Yes  No  If "Yes" you will be asked to complete a Self Declaration form. This information is only required to assist us to fulfil our responsibilities to assess any potential risk to the large number of young students in the College and will be treated in confidence.

## Student Declaration

The information given on this application form is correct to the best of my knowledge. I agree to Colchester Institute processing personal and sensitive data collected on this form, or other data obtained from me, or other relevant people during the application process. I agree to the processing of such data for any purposes connected with my application and studies, or my health and safety while on the premises or for any other legitimate reason. I authorise my school/college, employer or other third party to provide Colchester Institute with a Pre-Admission Reference.

I understand that Colchester Institute may share information with The Information, Advice and Guidance Service or my school, if required. Also, I understand that, on occasions, photographs or video images may be taken of me for promotional/learning activities and I agree to notify a member of staff at the time if I do not wish my image to be kept and used.

The information you supply will be used by the Chief Executive of Skills Funding, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at [www.learningrecordsservice.org.uk](http://www.learningrecordsservice.org.uk)

Applicant Signature

Date

Parent/Guardian Signature

Parent/Guardian Name

(If under 18 years old)

(Please print)

## What next?

### Students still at school/college

Pass this form to your current school or college for them to complete the Pre-Admission Reference overleaf. Please ensure your parent/guardian has signed the form above if you are under 18 years of age as at 31/08/2012.

### Students who have recently left school/college

Forward the form to your last school or college for them to complete the Pre-Admission Reference overleaf. Please ensure your parent/guardian has signed the form above if you are under 18 years of age as at 31/08/2012.

### Mature applicants unable to obtain a school/college reference

Please fill in details of qualifications you have already achieved on the Pre-Admission Reference overleaf. The form can then be forwarded to your employer, or other suitable referee to obtain a brief character reference. We require details of punctuality, time-keeping and any other useful information about you. The referee should be a professional person who has known you for at least two years. The reference can be a separate letter if you do not wish to forward this form to your referee but remember you still need to fill in your exam details.

**PRE-ADMISSION CONFIDENTIAL REFERENCE**

As part of Colchester Institute's admissions procedure applications for full-time further education courses and apprenticeships **must** be accompanied by a reference when they are submitted. Would you therefore please complete all sections of the form below as fully as possible. Also **please enclose a copy of any SEN Statement and latest annual review report**, or any **exam concession report**, authorised by the applicant. Thank you in advance for your cooperation.

EXAM DETAILS Please enter subjects	Please enter predicted GCSE grades				Grades Achieved GCSE/AS/A Level
	A* - C	D	E	F - G	

**LEARNING SUPPORT INFORMATION**

Is this applicant likely to require additional support with their course choice or need **extra time for exams**? (School Action/Action Plus/Statement/Emotional or Behavioural Difficulties/Health issues etc.) **Please specify.**

**ATTENDANCE AND PUNCTUALITY PROFILE**

Please give details of attendance and punctuality. (If poor attendance is due to illness or some other problem please specify.)

**BRIEF CHARACTER REFERENCE** (please use a separate sheet if necessary)

Name of school/college ..... Referee's name and title (please print)..... Address of Referee ..... ..... .....	School/College/Employer Stamp
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Please return to: **Admissions and Guidance, Colchester Institute, Sheepen Road, Colchester, CO3 3LL or  
The Information Centre, The College at Braintree, Church Lane, Braintree, CM7 5SN**