

# Higher Education – Guidance for completing the HE Application Form for Part-Time Programmes



## General

This form should be used to directly apply for all part-time HE programmes. Applications for full-time programmes should be made via UCAS (see [www.ucas.com](http://www.ucas.com) for further information).

Please contact the Selby College Higher Education Office by telephoning 01757 211114 or emailing [highereducation@selby.ac.uk](mailto:highereducation@selby.ac.uk) should you have any questions regarding the application process.

Before completing the form, please ensure that you read these notes carefully. Selby College accepts applications for higher education programmes from individuals who have recognised academic, vocational and other equivalent Level 3 qualifications. Applicants who do not hold these qualifications, but have a background of professional / life experience are also encouraged to apply.

Please ensure you have read the current literature relating to your chosen course(s) to ensure that you are familiar with the curriculum and entry requirements. You can obtain the details via our website: <http://www.selby.ac.uk/higher-education/>

Please complete **all sections** of the form in BLACK INK.

## Section 2 - Further Details

Ethnic Origin: Please select the relevant code.

White British	23	Asian or Asian British Bangladeshi	11	Mixed White & Black Caribbean	21
Gypsy or Irish Traveller	33	Chinese	18	Mixed White & Black African	20
White Irish	24	Asian or Asian British – Any other Asian	14	Mixed White & Asian	19
White – Any other white background	25	Black or Black British - African	15	Other mixed background	22
Asian or Asian British Indian	12	Black or Black British - Caribbean	16	Other ethnic background	98
Asian or Asian British Pakistani	13	Black or Black British – Any other Black background	17	Not known/ Information refused	99

## Section 4 - Educational History

Qualifications: Please provide a full breakdown of **all** your qualifications. Please complete as fully as possible. If you are awaiting a result, please mark as PENDING. **You are required to provide copies for proof with your application.**

## Section 5 - Employment/Work Experience

Please include all your work experience/employment, paid or voluntary, full or part-time, starting with the most recent.

### Section 6 - Personal Statement

You should include information to support of your application in your personal statement. You should also give information here of any non-examined subjects. If you have been out of education for some time, please outline any relevant experience that may be taken into account in lieu of formal qualifications, either at home or in voluntary or paid work. It would also be helpful if you would explain any breaks in your career.

### Section 7 - Additional Learning Support

Please use this section to help us understand the level of support most suitable to your needs for attendance at interview.

Please enter in the box the code from the list of statements below which is most appropriate to you and describe any help you might need in Section 7.

Asperger's Syndrome / Other Autistic Spectrum Disorder	B	Mental Health difficulties	F	Multiple Disabilities	J
Blind / partially sighted	C	Dyslexia	G	Autistic Disorder	T
Deaf / hearing impairment	D	Wheelchair user / have mobility difficulties	H	None	X
Unseen disability e.g. diabetes, epilepsy, asthma	E	A disability not listed	I	Information refused	Z

**Please complete the Support Disclosure form in addition and include with your application.**

### Section 8 - References

Please provide **details of two referees**, one of which must be your most recent educational establishment if you have studied in the last three years. If you have been out of education for longer than this, you should provide your current or last employer. A family member or someone who is only a friend cannot act as your referee.

**Please ask your referees to complete the Reference Request forms and enclose them with your application.**

### Section 9 - Criminal Convictions

You are required to state whether or not you have any criminal convictions. If the answer is yes, you may be required to provide details of any convictions to Selby College. Any applicant for any course which may bring them into contact with young, or vulnerable persons, will be required to undergo DBS (Disclosure and Barring Service checking).

**Please complete the Higher Education Criminal Conviction Disclosure form and include with your application**

### Section 10 - Declaration

This confirms that the information you have given is true and complete. Any offer of a place you receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of Selby College and by signing this form you are confirming your agreement to this. If you submit this form electronically, please type in your name here as confirmation.

## Higher Education Part-Time Application Form For entry in 2017/18



### Application Form

**PLEASE NOTE: Only applications for part-time programmes should be made using this form. Full-time applications should be made via UCAS (see [www.ucas.com](http://www.ucas.com) for further information).**

Please complete all sections of this form.

Return to: **HE Admissions, Student Services, Selby College, Abbot's Road, Selby, YO8 8AT** or email **[highereducation@selby.ac.uk](mailto:highereducation@selby.ac.uk)**

How did you hear about HE courses at Selby College?

### 1. Title/Name/Address

Please complete this section in BLOCK CAPITALS

Title		Surname/Family Name	
First / given names			
Postal Address line 1		Home Address (if different) line 1	
Address Line 2		Address Line 2	
Address Line 3		Address Line 3	
Address Line 4		Address Line 4	
Postcode		Postcode	
Mobile Number		Home Telephone	
e-mail			

### 2. Further Details

Date of Birth (DD/MM/YY)		Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Nationality		Ethnic Origin Code (see notes)		
Country of Birth		Date of first entry to live in UK		

**3. Details of course(s) for which you wish to apply**

Please list courses in order of preference

Course Title	Full-Time/Part-Time	Year of Entry	Stage i.e. Yr1 / Yr2
	Part-time		
	Part-time		

Have you applied for any other HE courses for the upcoming academic year, either via UCAS or directly?

Yes  No 

If yes, please give details:

Have you previously studied at Selby College? If yes please specify the date, course and outcome.

**4. Educational History**

Complete the details of your educational history. Applicants should write all subjects taken, whatever the result, stating the most recent first. If you are awaiting the result please write pending in the 'Date Achieved' column. Please include details of ALL modules undertaken. Continue on a separate sheet if necessary.

**Evidence of original certificates must be supplied prior to enrolment.**

Name and Address of School/College/University	From	To	Level of qualification (e.g. HNC/D, A Level, BTEC Diploma, GCSE)	Qualification	Grade	Date Achieved



**5. Employment/Work Experience** Please consult guidance notes

<b>Name and address of employer/ placement including voluntary work (most recent first)</b>	<b>Job Title and Nature of Work</b>	<b>From MM/YY</b>	<b>To MM/YY</b>	<b>Full-Time/Part-Time</b>

## 6. Personal Statement

Please state your reasons for applying for the course, your career aspirations, relevant experience, what you hope to gain from the course and any other information you think may help and support your application (min 200 words).

Please continue on a separate sheet if necessary.

## 7. Additional Learning Support

Please describe any specific help or support you might need for interview (e.g. access arrangements, communication etc.). Please consult guidance notes.

## 8. References

Please provide the names and addresses of up to two people who we can contact for a reference (your most recent educational establishment /employer).

Reference 1 (Educational)		Reference 2 (Other)	
Name		Name	
Role		Role	
Organisation		Organisation	
Address		Address	
Postcode		Postcode	
Phone Number		Phone Number	
E-mail		E-mail	

## 9. Criminal Convictions

Do you have any criminal convictions? Please consult guidance notes.

Yes  No

## 10. Declaration

I confirm that the information given on this form is true, complete and accurate and that no information requested has been omitted. I undertake to be bound by the College's terms and conditions and I give my consent to the processing of my data by the College. I accept that if I do not fully comply with these requirements that Selby College shall have the right to cancel my application and I shall have no claim against the College in relation thereto.

**Please sign and return the form to:**

**HE Admissions, Student Services, Selby College, Abbot's Road, Selby, YO8 8AT or email to [highereducation@selby.ac.uk](mailto:highereducation@selby.ac.uk)**

Applicant's signature:

Date:



## Higher Education Support Disclosure Information



This information will only be used for the purposes of enabling appropriate support on the programme, and will not be used in the decision making process.

Selby College encourages all students with specific needs to disclose a learning difficulty, disability, medical condition(s) and any previous examination access arrangements, to enable the college to support you effectively. If you have a learning need, disability or medical need, you may be eligible for Disabled Students' Allowances. Failure to disclose any of the above will affect the appropriateness of provision. All disclosures are treated in the utmost confidence and in accordance with the Data Protection Act 1998.

Applicant's Name:	
HE Programme:	
Continuing Selby College Student:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Question	Yes	No	If yes, please add code (see below) and give more details
1. Do you have a learning difficulty?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Do you have a disability?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do have any medical conditions?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Did you receive any support at school/ college/university?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Is English your second language?	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Learning Support: Please enter in the box the code from the list of statements below which is most appropriate to you.

Asperger's Syndrome / Other Autistic Spectrum Disorder	B	Mental Health difficulties	F	Multiple Disabilities	J
Blind / partially sighted	C	Dyslexia	G	Autistic Disorder	T
Deaf / hearing impairment	D	Wheelchair user / have mobility difficulties	H	None	X
Unseen disability e.g. diabetes, epilepsy, asthma	E	A disability not listed	I	Information refused	Z

**I understand information will be transferred to appropriate members of staff, if required.**

**Applicant's Signature:**

**Date:**

# Higher Education Criminal Conviction Disclosure



## Disclosure Information

1. Selby College offers a variety of courses and accepts students from the age of 14. We encourage all students to appropriately disclose offences to enable us to support you effectively and adhere to our duty of care of the entire college community. Having a criminal record does not bar an applicant; this will depend on the nature of the course and the circumstances of the offence(s). All disclosures are treated in the utmost confidence and in accordance with the Data Protection Act 1998.
2. The Rehabilitation of Offenders Act 1974 states that some convictions become spent after a rehabilitation period and an applicant is not required to declare them. However, an applicant is required to declare all unspent convictions.
3. There are certain areas of work which are exempt from this Act and will always require declaration of ALL convictions [spent and unspent]. Where there is a course requirement of work placement ALL convictions should be declared. These include courses in: Health & Care, Childcare, and any other course which involves access to children and/or vulnerable adults. These courses require a Disclosure and Barring Service check.
4. Previous convictions will be discussed at interview to assess their relevance to the course and the applicant's overall suitability for the course.

<b>Applicant's Name:</b>	
<b>HE Programme:</b>	

### 1. Have you ever been convicted of a criminal offence?

Yes  No

If yes, go to Q2, if no, go to Q4

### 2. Please provide a list of the offences with dates, interventions/orders and length of sentence. [Please continue on a separate sheet if necessary].

**3. If you have answered YES to Question 1, do you give consent to Selby College contacting a member of the Youth Justice Service or Probation Service for supporting information to assess your suitability for this course?**

Yes

No

If yes, please give his/her name, title and contact details:

If no, is there anyone else, we can contact?

**4. Have you ever been the subject of any disciplinary action at school/college/university that has resulted in a suspension or exclusion?**

Yes

No

If yes, please give details:

**5. Is there any other information that you wish to provide to support your application? [Please continue on a separate sheet if necessary].**

I declare that the information I have provided on this form is true and correct to the best of my knowledge and accept that any omission or false information may result in the withdrawal of an offer of a place at Selby College.

Signed:

Date:

## Higher Education External Reference



The following applicant has named you as a referee to support their application for a Higher Education programme at Selby College. We would be grateful if you could complete the form and return to the address below. Many thanks for your time.

<b>Applicant's Name:</b>	
<b>Higher Education Programme Applied For:</b>	

<b>Name of Referee:</b>		<b>Role:</b>	
<b>How long have you known the applicant and in what capacity?</b>			

**Comment on the applicant's suitability for this programme (including achievements, attitude to work, motivation, attendance etc.)**

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**In your opinion how well will the applicant manage higher level study**

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**Any further comments**

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**Signed:**

**Date:**

**Please return to:**

HE Office, Selby College, Abbot's Road, Selby, YO8 8AT

Tel: 01757 211034/211114 or email [highereducation@selby.ac.uk](mailto:highereducation@selby.ac.uk)

## Higher Education Internal Reference



The following applicant has named you as a referee to support their application for a Higher Education programme at Selby College. We would be grateful if you could complete the form and return to the HE office. Many thanks for your time.

<b>Applicant's Name:</b>	
<b>Higher Education Programme Applied For:</b>	

<b>Name of Referee:</b>		<b>GST/Tutor/Other:</b>	
<b>How long have you known the applicant?</b>			

**Comment on the applicant's suitability for this programme (including achievement, attitude to work, motivation, attendance etc.)**

--

**In your opinion how well will the applicant manage higher level study**

--

**Any further comments**

--

**Signed:**

**Date:**

**Please return to:**

HE Office, Selby College, Abbot's Road, Selby, YO8 8AT

Tel: 01757 211034/211114 or email [highereducation@selby.ac.uk](mailto:highereducation@selby.ac.uk)