

# UCEN Manchester Application Form

PLEASE USE A BLACK PEN AND WRITE CLEARLY IN BLOCK CAPITALS.

## Section 1 Personal details

Mr  Mrs  Ms  Miss  Other

Surname

Forename(s)

Date of birth

Male  Female

Current address

Postcode

Telephone

Mobile

E-mail

Permanent/Safe contact address (if different from above)

Postcode

Nationality

Have you been resident in the UK/EU for the  Yes  No past three years for purposes other than study?

If you are not a UK/EU national, please state your residency status in the UK (eg full UK resident, visa type, asylum seeker, ELE/ELR or ILR/refugee)

Expiry date (if applicable)

## Section 2 Course choice

### FIRST CHOICE

Course title

#### Mode of attendance \*

Part-time (day)  Part-time (evening)

#### Entry point

September  January

### SECOND CHOICE

Course title

#### Mode of attendance \*

Part-time (day)  Part-time (evening)

#### Entry point

September  January

\* See course details/HE prospectus for information as to options available for your chosen course.

Have you studied a higher education course before?  Yes  No

## Section 3 Personal statement

Please use this space to provide further information to support your application for your chosen course. You should consider previous study, paid or unpaid work and life experience, as well as your personal abilities and qualities, and any other information that will help demonstrate your suitability for the course. Please explain why you want to study the course and what you hope to do when the course has finished. Please attach additional pages, if necessary.

## Section 4 Qualifications

Please list all the qualifications you have already completed, including those where the results are not yet known. These may include GCSE / O Level / CSE, A/AS Level, NVQ, GNVQ, Access. If you have studied overseas, please also provide details of the qualifications achieved. If you are waiting for the results of any qualification, please tick results pending. If no qualifications, please write **No previous qualifications**.

Awarding body eg Edexcel	Subject	Qualifications and Level eg GCSE, NVQ	Result achieved	Date achieved	Results pending

Name and address of last school or college attended, including any distance or open learning courses.

Date from	Date to	School or college
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## Section 5 Voluntary and work experience

Please provide details of any paid and voluntary work experience to date, which may be relevant to your application.

Dates (from / to)	Paid / Voluntary Full-time / Part-time	Name of employer / Organisation	Job title	Main responsibilities

Employer's name
Address
Postcode

## Section 6 Fees

How will your fees be paid?

- Student Finance England
  Self Funding
  Employer

## Section 7 References

Please provide details of two referees who may be contacted in connection with your application (eg current/previous employer, tutor/teacher).

### First referee

Name
Address
Postcode
Telephone
E-mail
Job title

### Second referee

Name
Address
Postcode
Telephone
E-mail
Job title

## Section 8 Marketing

How did you hear about UCEN Manchester? (Please tick ONE only)

- Advertisement (eg poster / newspaper / radio)    
  Direct mail (eg letter / e-mail / SMS text)    
  Recommendation (eg friend / employer)    
  Other (please specify)
- Event    
  Social Media    
  UCAS    
  UCEN MANCHESTER

Can we contact your current employer?     Yes     No

## Section 9 Ethnicity

Please indicate which category best describes your ethnic origin.

- |  |   |  |  |  |
|--|---|--|--|--|
| 31 <input type="radio"/> White British                                     | 35 <input type="radio"/> White and Black Caribbean  | 39 <input type="radio"/> Indian  | 44 <input type="radio"/> African   | 47 <input type="radio"/> Arab  |
| 32 <input type="radio"/> White Irish                                       | 36 <input type="radio"/> White and Black African  | 40 <input type="radio"/> Pakistani   | 45 <input type="radio"/> Caribbean   | 98 <input type="radio"/> Any other ethnic group<br>Please state: ..... |
| 33 <input type="radio"/> Gypsy or Irish traveller                          | 37 <input type="radio"/> White and Asian  | 41 <input type="radio"/> Bangladeshi                                       | 46 <input type="radio"/> Any other Black background<br>Please state: ..... |  |
| 34 <input type="radio"/> Any other White background<br>Please state: ..... | 38 <input type="radio"/> Any other Mixed/ Multiple ethnic background<br>Please state: ..... | 42 <input type="radio"/> Chinese   |  |  |
|  |   | 43 <input type="radio"/> Any other Asian background<br>Please state: ..... |  |  |

## Section 10 Health & Additional Needs

I do not have a disability     I do not have a learning difficulty

<input type="radio"/> Education, Health and Care Plan (EHCP)	<input type="radio"/> I have a SEN statement	<input type="radio"/> Learning Difficulties Assessment (LDA)	<input type="radio"/> Diagnostic Dyslexia report / Exam consideration	<input type="radio"/> I may require a Personal Evacuation Escape Plan (PEEP)
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### Health Issue / Disability

- 4  Visual impairment (not corrected by glasses)
- 5  Hearing impairment
- 6  Disability affecting mobility
- 93  Other physical disability  
Please state: .....
- 95  Other medical condition  
 epilepsy  asthma  diabetes  
 Any Other: .....

8  Social/Emotional/Behavioural difficulties

- 9  Mental health difficulty
- 16  Temporary disability after illness (eg post-viral) or accident
- 7  Profound complex disabilities
- 15  Aspergers syndrome
- 97  Other disability  
Any Other: .....

### Learning Difficulty / Social Communication Condition

- 10  Moderate learning difficulty
- 11  Severe learning difficulty
- 12  Dyslexia
- 13  Dyscalculia
- 17  Speech, language and communication needs
- 94  Other specific learning difficulty  
Please state: .....
- 14  Autism spectrum disorder
- 96  Other learning difficulty  
Please state: .....
- 98  Prefer not to say

**I would like to discuss my level of additional learning support needs**   

## Section 11 Additional information

The college wants to support students in as many ways as possible. Please give details of any health or physical conditions that may require special arrangements.

Do you require information on accommodation availability in Manchester?

- Yes     No

## Section 12 Declaration

We may occasionally wish to update you on new courses and opportunities at UCEN MANCHESTER

Please tick here if you do not wish to receive this information.

THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE.

Name (print)
Signature
Date

**Please send completed form to:**

By Post to: UCEN MANCHESTER Admissions Team, FREEPOST RTTA-HHRS-UXAU, Openshaw, Manchester M11 9AL  
(No stamp or other information is required)

# Freephone 03333 222 444

### Tuition fees for 2017

PLEASE FIND OUT MORE ONLINE AT:

[WWW.UCENMCR.TMC.AC.UK](http://WWW.UCENMCR.TMC.AC.UK)

### Important - Equivalent or Lower Qualifications (ELQs)

From September 2008, any student enrolling on a higher education course in England has been subject to the Government's ELQ policy. This policy states that students cannot be funded for a higher education qualification that is equivalent to, or lower than, any qualification they have already achieved. There are some courses, for example, foundation degrees, which are exempt from this policy. Students who receive a Disabled Students' Allowance (DSA) during their studies are exempt from the ELQ policy. Please contact the college for further information.

#### DATA PROTECTION ACT 1998

The information you provide on this form will be passed to the Learning and Skills Council (LSC). The LSC is registered under the Data Protection Act 1998. The registration is primarily for the collection and analysis of statistical data. The LSC will collect and share this information with other organisations for the purpose of administration, careers and other guidance, statistical and research purposes. This will allow the LSC and its partners to monitor performance, improve quality and plan future provision.

#### OFFICE USE ONLY

EBS person code

#### COURSE ENQUIRIES

Received

Forwarded

Enquiry reference

Please forward to the Administrator

#### ADMINISTRATOR

Received

Forwarded

To

#### COURSE TUTOR

Interviewing tutor

Decision

Decision date

Please inform the Administrator of your decision

**FOR FURTHER INFORMATION ON THE FEES OR COURSES, CONTACT THE COURSE ENQUIRY TEAM ON 03333 222 444.**