



Application Form 2020/21

College use only

Received _____
School _____
Acknowledged _____
Reference _____
Offer _____

What happens after I complete this form?

1. You may submit your form to Totton College or your school may offer to do this for you.
2. An interview will be arranged for you with an appropriate member of staff. You may have this interview at the College or we may come and visit you at school. You will be able to discuss your courses, student life and the academic and non-academic activities you may wish to become involved in at the College. We will provide you with information about the College, travel subsidies, student support available and stages leading up to enrolment.
3. If you have a Record of Achievement, please bring it with you to the interview.

How did you hear about Totton College? _____

1 Personal details

Have you studied at Totton College before?

- Yes
 No

Learner Reference Number (if known) _____

Unique Learner Number (ULN) (if known) _____

Unique Candidate Number (UCI) (if known) _____

Surname _____

Forenames _____

Chosen name _____

Title (Mr/Mrs/Miss/Ms/...) _____

Date of birth _____

Sex

- Female
 Male

National Insurance Number _____

2 Contact details

Address _____

Postcode _____

Telephone number _____

Mobile number _____

Email address _____

3 Emergency contacts (Parents/Guardians)

Surname	_____	Surname	_____
Forenames	_____	Forenames	_____
Title (Mr/Mrs/Miss/Ms/...)	_____	Title (Mr/Mrs/Miss/Ms/...)	_____
Relationship to applicant	_____	Relationship to applicant	_____
Telephone number	_____	Telephone number	_____
Mobile number	_____	Mobile number	_____
Email address	_____	Email address	_____

4 National identity

Nationality _____

Have you been a permanent resident of the UK for the last three years?

- Yes
 No

If no, please provide details

5 Ethnicity

We use this information to help us monitor our diversity as part of our Equal Opportunities Policy. Please tick one.

White

- 31: English / Welsh / Scottish / Northern Irish / British
 32: Irish
 33: Gypsy or Irish Traveller
 34: Any Other White background

Asian / Asian British

- 39: Indian
 40: Pakistani
 41: Bangladeshi
 42: Chinese
 43: Any other Asian background

Mixed / Multiple ethnic group

- 35: White and Black Caribbean
 36: White and Black African
 37: White and Asian
 38: Any Other Mixed / multiple ethnic background

Black / African / Caribbean / Black British

- 44: African
 45: Caribbean
 46: Any other Black / African / Caribbean background

Other ethnic group

- 47: Arab
 98: Any other ethnic group
 99: Prefer not to say

6 Support information

Do you consider yourself to have a learning difficulty, disability or health problem?

- Yes
 No
 Prefer not to say

If yes, please provide details _____

Do you have an Education Health Care (EHC) plan?

- Yes
 No

If you attend a Day Service, please complete the following:

Day service name _____
 Telephone number _____
 Key worker name _____
 Telephone number _____

If you have a Social Worker, please complete the following:

Social worker name _____
 Telephone number _____

7 Previous education

Schools/Colleges attended in the last three years

School/College	Year Started	Year Left

Qualifications

Qualification	Level	Year	Predicted Grade	Actual Grade

8 Background information

What activities do you take part in and what are your interests?

Totton College Application Form 2019/20

What positions of responsibility do you hold or have you held in the past?

Please provide details of any previous or current work experience and employment

Possible career interest

Please use this space to record any additional information that you feel may be useful in your application

9 Areas of study

What subjects are you interested in studying? _____

Are you interested in doing an apprenticeship / traineeship?

- Yes
 No

10 Household situation

(Required under EC Regulation 1304/2013)

Please tick any of the following statements that apply

- No member of my household is in employment (HHS1 / HHS2)
 My household includes one or more dependent children (HHS1 / HHS3)
 I live in a single adult household (HHS3)
 I wish to withhold this information (HHS98)

11 Employment status (prior to enrolment)

10: In paid employment (including self-employed)

Are you self-employed?

Yes (SE1)

No

Employment hours

EII5: Employed for 0 to 10 hours per week

EII6: Employed for 11 to 20 hours per week

EII7: Employed for 21 to 30 hours or more per week

EII8: Employed for 31+ hours per week

Length of employment (apprenticeships only)

LOE1: Employed for up to 3 months

LOE2: Employed for 4-6 months

LOE3: Employed for 7-12 months

LOE4: Employed for more than 12 months

Is your employer supporting you on this course?

Yes

No

Is your employer paying for your course?

Yes

No

Employer name _____

Employer address _____

11: Not in paid employment, looking for work and available to start work

Length of unemployment

LOU1: Unemployed for less than 6 months

LOU2: Unemployed for 6-11 months

LOU3: Unemployed for 12-23 months

LOU4: Unemployed for 24-35 months

LOU5: Unemployed for 36 months or more

12: Not in paid employment, not looking for work and/or not available to start work

Were you in full-time education or training prior to enrolment?

Yes (PEI1)

No

12 Benefit status

- BSI1: In receipt of Job Seekers Allowance (JSA)
- BSI2: In receipt of Employment and Support Allowance - Work Related Activity Group (ESA WRAG)
- BSI3: In receipt of another state benefit other than JSA, Universal Credit or ESA (WRAG)
- BSI4: In receipt of Universal Credit

13 Criminal records

Do you have any unspent criminal convictions?

- No
- Yes

If yes, please provide details: _____

Totton College – Data Protection Statement

We hold your personal information to enable us to provide the services you receive. If you do not provide this data, you will not be able to access the service.

As we are performing a public task, we will share your details where we are obliged to do so in order for us to provide the service to you. For example, we are obliged under the performance of a public task to share your details with the Education and Skills Funding Agency. [Read the Education and Skills Funding Agency Privacy Statement here.](#)

We will keep your personal data for the time periods set out in ESFA guidance, legislation or our Retention Procedure. Please contact [Company Secretary](#) for more information on this.

We use certain details for monitoring the background of our learners – ethnicity, sexuality, race, criminal record background. Monitoring and reporting is done strictly anonymously. Providing this information is optional and you can ask Nacro to delete this information at any point, please contact your Senior Tutor.

Where you have explicitly consented, we may share your details with other relevant agencies not integral to the contract of public task. You can withdraw your consent at any time by contacting your Senior Tutor or Nacro contact.

Education and Skills Funding Agency – Privacy Notice

How we use your personal information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of the relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the DfE to exercise its functions and to meet its 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). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can agree to be contacted for other purposes by ticking any of the following boxes:

- | | | |
|--|-----------------------------------|------------------------------------|
| <input type="checkbox"/> About courses or learning opportunities | <input type="checkbox"/> By post | <input type="checkbox"/> By e-mail |
| <input type="checkbox"/> For surveys and research | <input type="checkbox"/> By phone | |

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: <https://www.gov.uk/government/publications/esfa-privacy-notice>



Education & Skills
Funding Agency

The ESFA are ESF Co-Financing Organisations, and they may use your information to enable them to access ESF funds.

Learning Records Service – Privacy Notice

The information you supply will be used by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. For more information about how your information is processed and shared refer to the Extended Privacy Notice available on <https://www.gov.uk/government/publications/lrs-privacy-notice>.

European Social Fund

Your course at Totton College may be supported by the European Social Fund (ESF). The ESF was set up to improve employment opportunities in the European Union and so help raise standards of living. It aims to help people fulfil their potential by giving them better skills and better job prospects.

14 Declaration

I confirm that all information supplied on this form is correct to the best of my knowledge.

Signed _____

Date _____

How to return this form

Please email completed application forms to info@totton.ac.uk

Or send to: Student Admissions, Totton College, Water Lane, Totton, Southampton SO40 3ZX



023 8087 4874



admissions@totton.ac.uk



023 8087 4879



www.totton.ac.uk



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