|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Enquiry Form: Access to Higher Education Diploma** | | | | | | | |
| **Name:** |  | | | | | | |
| **Full Address:** |  | | | **Postcode:** | | |  |
| **Telephone:** |  | **Mobile:** | | |  | | |
| **Email:** |  | | **Date of Birth:** | | |  | |
| **NI Number** |  | | **ULN (if known)** | | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Which pathway are you enquiring about?** | | | | | |
| **How did you find out about this course?** | | | | | |
| **Previous Study/Education:** | | | | | |
| Outline existing qualifications (complete all that apply) | | Tick ✓ | Please list qualification(s) achieved and grades (if applicable) | | |
| **None** | |  |  | | |
| **Entry/Level 1 qualifications** | |  |  | | |
| **Level 2 (5x GCSEs A\*-C / AS Levels / NVQ 2 or equivalent**  ***\*\*\* it is advised that you hold L2 in Mathematics & English (plus Science to the Teaching Pathway) and it is your responsibility to check out with the universities that they will accept your qualifications at the level to which you have achieved thus far.*** | |  |  | | |
| **Level 3 (2 x A Levels, NVQ 3 or equivalent** | |  |  | | |
| **Level 4 (Degree, HND)** | |  |  | | |
| **Other** | |  |  | | |
| Aged between 19-23 and wanting to study for your **first** L3 qualification? You could be entitled to have your tuition fees paid for under the Level 3 Entitlement. That means **FREE** training. Please see <https://enable.uk.net/providers/contracts/adult-skills-budget-classroom-based-learning/> for more information or discuss with smclean@enable-vcs.org.uk  Aged 24+ and wanting to study your **first** L3 qualification? You could be entitled to have your tuition fees paid for under the **National Skills Fund** (NSF). That means **FREE** training. Please note that Access to HE courses do not fall into this criteria <https://www.gov.uk/government/publications/qualifications-in-new-funded-offers> for more information or discuss with [smclean@enable-vcs.org.uk](mailto:smclean@enable-vcs.org.uk) | | | | | |
|  | | | | | |
| **Employment/Living Status (please tick):** | | | | | |
| **Employed Full Time** | **Employed Part Time** | | | | |
| **How long have you been employed?**  **The last 3 months**  **4-6 months**  **7-12 months**  **More than 12 months** | **If employed part time, how many hours do you work?**  **0–10 hours per week**  **11-20 hours per week**  **21-30 hours per week** | | | | |
| **Self Employed** | **Unemployed** | | | | |
| **In Receipt of Benefits**  **JSA**  **Universal Credit**  **Disability** | **If unemployed, for how long has this been the case?**  **Up to 3 months**  **4-6 months**  **7-12 months**  **More than 12 months** | | | | |
| **Household Situation**  **No member of the household in which I live in (including myself) is employed**  **The household that I live in includes only one adult (aged over 18)**  **There are one or more dependent children (aged 0-17 years or 18-24 years if full time student or inactive) in the household**  **None of these statements apply**  **I confirm that I wish to withhold this information** | | | | | |
| **Ethnicity (please tick):** | | | | | |
| **White British** | **Black/African/Caribbean/Black British** | | | | |
| **Mixed/Multiple Ethnic Group** | **Other** | | | | |
| **Asian/Asian British** |  | | | | |
| **Learning Difficulty/Health Problem (please tick):** | | | | | |
| **None** | **Moderate Learning Difficulty** | | | | |
| **Dyslexia** | **Mental Health Difficulty** | | | | |
| **Dyscalculia** | **Autism** | | | | |
| **Speech, Language and Communication needs** | **Social and Emotional Difficulties** | | | | |
| **Asperger’s Syndrome** | **Prefer not to say** | | | | |
| **How will you be paying your tuition fees?** | | | | | |
|  | | | | **Yes** | **No** |
| **Will you be applying for an Advanced Learning Loan to cover the fees for this course?** | | | |  |  |
| **I would like further information on Amy legal entitlement for full level 3 funding** | | | |  |  |
| **I would like to pay for my tuition fees** | | | |  |  |

|  |
| --- |
| **Personal Statement** |
| Please outline the reasons you would like to do the Access to HE Diploma including what you think you will gain from the course and what you would like to do in the future. **This could contribute towards your UCAS application**. You should aim to write between 200-400 words, think carefully about how to write and organise your answer. You should write in sentences and check your spelling. |
|  |

|  |
| --- |
| **Privacy Notice** |

Please note that by completing this form your details will be held on our Learner Record System and will be used for the purposes of administration, guidance and monitoring and to assist you with your education whilst at Enable. As part of our admissions process we will send you information and communications relating to your application and admissions (by email, text, post or phone). Enable complies with the Data Protection Act 1998 and the General Data Protection Regulation. After you have applied, Enable will occasionally make learner information available to external agencies (e.g. examination boards, careers service, results publication, government agencies, etc.). The details you have provided may also be shared with internal/external support staff (Access tutors/Internal Verifiers) to ensure the appropriate support is provided. The Data you supply will also be used to check for or obtain a unique learner number. For further information about the use of your personal data please see [www.enable.uk.net](http://www.enable.uk.net) which explain how the data is passed to the relevant data and funding agencies. Under the Data Protection Act 2018 and the General Data Protection Regulation you have the right to request a copy of the information that we hold about you. You may also ask us to correct or remove any information that you think is inaccurate, or opt out of sharing your data at any time. If you wish to do this, please visit [www.enable.uk.net](http://www.enable.uk.net) for more information on how we use your personal data or telephone 0115 710 0200

Enable is committed to equal opportunities. See our Equality and Diversity policy on Enables website for more details. We may contact any recent education provider to request information. By signing this document, you agree that your personal information can be processed and used in this way.

**I have read the above statement and am happy to submit my information**

|  |  |
| --- | --- |
| **Declaration** | |
| I confirm that to the best of my knowledge the information provided on this form is correct | |
| **Signature:** | **Date:** |

|  |
| --- |
| **What happens next?** |
| **PLEASE RETURN THIS FORM TO:**  **Email to** [**smclean@enable-vcs.org.uk**](mailto:smclean@enable-vcs.org.uk)  The Access to HE team will acknowledge receipt of your application form (usually within 5 working days). If you have any queries regarding the progress of your application, please contact Sam on 07875710049 |
| * Once submitted you will receive acknowledgement of your application. * If you fulfil the entry requirements you will be contacted for a zoom tutorial with Access Lead Tutor Samantha McLean ([smclean@enable-vcs.org.uk](mailto:smclean@enable-vcs.org.uk) )      * If you have any queries about the entry requirements or application process, please contact [smclean@enable-vcs.org.uk](mailto:smclean@enable-vcs.org.uk)   **Your telephone interview will include:**   * A one-to-one discussion about your experience to date, your goals and interests. * A short assessment will be set and possibly other activities which will help us determine if the course is suitable for you. * A discussion regarding any previous certificates that may be used as Recognised Prior Learning * A discussion regarding Full Level 3 funding Entitlement (if applicable). * You will be asked how you are planning to finance your study, discussion about fees, Advanced Learner Loan Options etc.   **After your interview**   * If you have been successful you will receive a written offer from Enable and a “Learning and Funding Information Letter” which details how to apply for your advanced learner loan through the Student Loan Company. **\*\*\*Your place is not guaranteed until you have been accepted for your Advanced Learner Loan\*\*\*** * You will be introduced to your curriculum tutor and your first unit of study will be released to you.   **Enable Paperwork**   * You will be provided with a Learner Journal – this contains the units you will study with us; a tutorial record; progress reviews; exit interview; LAFIL (Learning and Funding Information Letter) and your PLR (Personal Learning Record) * Once the loan has been approved you will be registered with our Awarding Body * Full Induction will take place at an agreed date and time * Attendance letters will be required and these will be discussed at Induction |

*FOR ADMIN PURPOSE ONLY*

|  |  |  |
| --- | --- | --- |
| Is learner accepted for Access to HE Diploma? | Yes | No |
| If NO, please state reason | | |
| Is the learner eligible for funding under Advanced Learner Loan? | Yes | No |
| If NO, please state reason | | |

Signed (Enable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_