

ACADEMIC YEAR 2018/19

Application for admission to:

**Level 5 Diploma in Education and Training
City & Guilds**



NB. You must have a placement with 100 teaching hours over two years. You must have a Level 3 qualification in the subject that you wish to teach.

PERSONAL DETAILS			
Last Name:		First Name (s):	
Date of Birth:		Contact Telephone Numbers Day: Evening:	
Correspondence Address:			
Postcode:			
E-mail:			
<i>For Office Use Only</i>		ACTION	
Form received:	Reference received:	Interview	Refer
Date acknowledged:		Offer Part 1	Offer Part 2

EDUCATION AND QUALIFICATIONS (most recent first)

From	To	Educational Institution	Course Title and Main Subjects Studied	Name, Date and Grade of Award

Please confirm you have Maths / English GCSE or equivalent:

MATHS	YES <input type="checkbox"/>	NO <input type="checkbox"/>	ENGLISH	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	Grade:			Grade:	

If English is not your first language please give details of any English language qualification you have and give the relevant grade/score:

PROFESSIONAL MEMBERSHIP

From	To	Please give details of any professional membership

EMPLOYMENT HISTORY (most recent first)

From	To	Employer's Name and Address	Position Held and Brief Outline of Duties

PERSONAL STATEMENT

Information about you helps us to assess your skills and suitability for the programme. Please outline in 500 words (typed, you may use additional sheets if necessary)

1. Your reasons for choosing the course.
2. The knowledge, skills and positions of responsibility acquired through education and/or work (whether paid, voluntary or domestic) which might be relevant to the course including brief details of any relevant personnel or training experience.
3. Your future career plans.

Please answer all 3 questions fully to avoid the application being referred pending further information.

LEARNING SUPPORT

Do you have a learning difficulty or disability?

YES NO

Do you have a medical condition or health difficulty that may affect your attendance?

YES NO

PLACEMENT

Do you have a placement that will provide you will 100 hours of teaching over two years?

YES NO

Will your placement provide you with 8 observed lessons by up to two members of staff?

YES NO

If you have answered no to the two questions above, will you be able to find a placement – failure to do so will result in your withdrawal from the programme.

YES NO

If Yes, please state how you intend to find a placement:

PROFESSIONAL / VOCATIONAL DETAILS FOR THE ACADEMIC YEAR

You need to have a Level 3 qualification in the subject that you wish to teach.

Please indicate your teaching subject(s):

Levels of the subject(s) taught by applicant:

You need to have a placement that provides you with a minimum of 50 teaching hours per year.

Anticipated total teaching hours per week (average):

Institution at which teaching is based:

Name:

Address:

Telephone No:

You do not need teaching experience for this course. If you do have some indicate this:

Teaching experience (including current post):

Full time/Part Time (Number of years):

Training experience (including current post):

Part-time (Number of years):

PAYMENT OF FEES

Who is expected to pay your fees? (tick as appropriate)

Your employer: **Yourself:** **Other Sponsor:**

If you are sponsored by an employer or other organisation, please provide the following information

Contact Name:

Organisation:

Address:

Telephone (incl. STD):

Privacy Notice

Croydon College (UCC) will use the personal information you have included on this form for the purpose of processing your application. By submitting this form you are consenting to allow us to use your personal information for that purpose; you have the right to withdraw that consent at any time, although if you do it will mean that we will be unable to proceed with your application. We will retain your information during the time that the application is being processed and the duration of any subsequent course, and for six further years (one year for unsuccessful applications). We will hold it securely and share it only with the referees and mentors as included on this form and with the organisations which participate in providing the course and awarding the qualifications.

You have a right to obtain a copy of your personal information which Croydon College (UCC) is processing, including a copy in a portable format. You also have the right to have any incorrect information rectified, to object to the processing or to ask us to erase your information. If you believe that Croydon College (UCC) has not complied with its obligations under data protection legislation you have the right to complain to the Information Commissioner's Office.

DECLARATION

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

Signature of Applicant: _____ **Date:** _____

Please return your completed form to :

Admissions
Croydon College(UCC)
College Road
Croydon
CR9 1DX

PLEASE NOTE: APPLICATIONS WILL NOT USUALLY BE ACKNOWLEDGED UNTIL WE ARE IN RECEIPT OF BOTH THE APPLICATION FORM AND A COMPLETED REFERENCE FORM.



TO WHOM IT MAY CONCERN

Dear Sir or Madam,

Applicant's Name:

The above-named has applied for entry to the Level 5 Diploma in Education and Training.

Prior to us considering any application for entry, applicants are required to submit a personal or employer reference from someone able to confirm their experience and suitability for this programme of study.

We should be grateful if you would provide us with your view of this applicant, either by completing and returning the reference form attached or in a separate letter, to the address below:-

Admissions
Croydon College (UCC)
College Road
Croydon
CR9 1DX

admissions@croydon.ac.uk

Many thanks for your assistance.

Yours faithfully,

Admissions

Email: admissions@croydon.ac.uk

CONFIDENTIAL STATEMENT

Name of Applicant (in full) _____

Name of Referee _____

Position/Relationship to Applicant _____

Address _____

_____ Postcode _____

Telephone (inc. STD): _____

e-mail _____

PLEASE ATTACH BUSINESS CARD, COMPLIMENT SLIP OR COMPANY STAMP TO THIS FORM

Please comment on the applicant's

- Motivation and commitment
- Intellectual qualities – including present and potential performance
- Personal qualities – including self-discipline, organisation and time management
- Communication skills – oral and written and
- add any other comments which you may feel relevant to this application:

Signed: _____

Date _____

PLACEMENT INFORMATION

Your name: _____

To be signed by the Head of your Organisation/College/Human Resources of your placement.

INSTITUTIONAL SUPPORT

I support this application and confirm that the facts as stated above are, to the best of my knowledge, correct and I will ensure that the timetable here does not prevent attendance.

Signature: _____

Job title: _____

Name in block letters: _____ Date: _____

Contact number (in case of query) _____

Email address: _____

CONFIRMATION OF MENTOR

Name in block letters: _____ Date: _____

Job title: _____

Contact number (in case of query) _____

Email address: _____