

HE Application Form Guidance Notes



Thank you for your interest in applying to University Centre at Blackburn College. Please use the following guidance notes when completing your application form. Incomplete forms may delay your application.

1. ABOUT YOURSELF

Please write your name and address clearly, ensuring you leave current contact details in BLOCK CAPITALS. It may be necessary for us to telephone you regarding your application please ensure you leave a daytime contact number for this purpose. Students from outside the UK should forward a copy of the front cover and information page of their passport. International students hoping to transfer from other UK institutions to UCBC should also forward a copy of their visa.

2. YOUR CHOICE OF COURSE

Indicate clearly which course you wish to apply for. Please note only complete the full time course details if you are applying for a PGCE/teaching course. For all other full time courses you must apply through Universities and Colleges Admissions Service (UCAS). Details can be found by logging on to www.ucas.com

If you are studying under our VET programme the courses you can choose from are:

Engineering
HNC/D Electrical & Electronic
HNC/D Instrumentation & Control
HNC/D Mechanical
HNC/D Operations
HNC/D Telecommunications

Other
HNC Business Management

Please indicate your choice of course writing the words VET after it (e.g. HND Electrical & Electronic Engineering VET).

3. FEES PAYMENT

Indicate clearly who will be paying for the course. Please note if your employer is paying, you will need to bring a letter to this effect, at enrolment, from your company which must be on letter headed paper. If a sponsor is paying the fees then please enter the name of the sponsor. If you have an Equivalent or Lower level Qualification (ELQ) see note 5 please refer to the fees policy which can be found on our website. If you require a hard copy please contact us. Students requiring a Student Visa to study in the UK should check the UKBA website www.ukba.gov.uk for up-to-date information on finance requirements and clarification of who is permitted to sponsor an international student for tuition fees. International students should also be aware that they will need to provide evidence that the required funds were in their bank accounts at least 28 days prior to the date of their visa application. If you need further guidance on this please contact the International office on tel: +44 1254 292356 or email: international-enquiries@blackburn.ac.uk

4. EMPLOYMENT

Please give details of your relevant employment history. Start with current employer, provide name and address of employer, start and end dates and nature of work. If you are a serving or retired member of HM Forces, please include copies of the following: Service Certificate, History Sheet / Record of Employment, Course Certificates.

5. YOUR EDUCATION

If you are under 21, please leave the name of your secondary school and the month and year in which you left.

6. EXAMINATIONS AND QUALIFICATIONS

List your qualifications in chronological order, starting with the most recent first. If you are applying for a teaching course please draw particular attention to the following:

Level 2 qualifications in Maths (GCSE standard)

Level 2 qualifications in English (GCSE standard)

Level 3 qualifications in the subject you wish to teach (A-level standard)

Certified copies of all qualifications should be forwarded with your application form.

Equivalent or Lower Level Qualifications (ELO): The Government no longer provides funding for students who wish to study a qualification that is equivalent to, or at a lower level than, one they have already been awarded, regardless of the awarding institution. In response to the Government's decision to change the funding model for higher education the Centre is required to charge a higher rate fee to all higher education students who hold an equivalent or higher level qualification than the one to which they are applying. Please see Note 2 for fees policy.

If you have a disability you may be exempt from paying the higher level fees.

If you wish to study under our Vocational Education Training programme (VETS Distance Learning) please enclose copies of certificates.

If you are in any doubt as to the relevance of certificates, please contact the VET Office on 01254 292455.

7. DISCLOSURE OF A DISABILITY

If you disclose a disability your information will be passed to Disability Services who will contact you to discuss if you have any support or additional requirements. The disclosure of a disability will not be taken into consideration when forming the decision to offer to you a place. Any disclosure of disability will only be used to make reasonable adjustment in order to ensure you are able to access all aspects of your chosen programme and college services during your time at UCBC.

If you wish to discuss whether to disclose a disability please do not hesitate to contact our Disability Advisers.

All applicants are required to complete L14 to indicate if you do or do not have a disability.

If you answer yes that you do have a disability or learning difficulty please tick the categories of disabilities which apply to you in both columns L15 and L16.

Disability Services
University Centre at Blackburn College
Feilden Street,
Blackburn
Lancashire
BB2 1LH

Telephone: 01254 292269

Email: hedisabilityservices@blackburn.ac.uk

SMS: 07891481383

8. ETHNIC ORIGIN

Indicate your ethnic origin. This information remains strictly confidential and is used solely for statistical purposes by the College. This is not used as part of the interviewing process.

9. REASONS FOR CHOOSING THIS COURSE

Please inform us of why you wish to study this course. PG/CE applicants do not need to complete this section – this is covered in your personal statement

10. CRIMINAL CONVICTIONS

To help the College reduce the risk of harm or injury to its students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (but see the next paragraph). If you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults, you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bind-over orders. For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau. The College will contact you to make an appointment to complete the CRB form. Please note that CRB clearances are not portable. You may find the details below useful.

Course Location:	Agency:	Website Address:
England and Wales	Criminal Records Bureau	www.crb.gov.uk

Courses in teaching, health, social work and courses involving work with children or vulnerable adults

For these courses, you must enter x in the box if any of the following statements apply to you.

- a) I have a criminal conviction
- b) I have a spent conviction
- c) I have a caution (including verbal caution)
- d) I have a bind over order
- e) I am serving a prison sentence for a criminal conviction

If statement e applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application

All Courses

For these courses, you must enter x in the box if either of the following statements apply to you.

- a) I have a relevant criminal conviction that is not spent.
- b) I am serving a prison sentence for a relevant criminal conviction.

If statement b applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

Applicants who enter x in the box will not be automatically excluded from the application process. However, University Centre at Blackburn College may wish to consider the application further or ask for more information before making a decision. If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send details of the offence; simply tell us that you have a relevant criminal conviction, we may then ask for more details.

Rehabilitation of Offenders Act 1974

Applicants with criminal convictions should be aware of the provisions of the Rehabilitation of Offenders Act 1974 as they affect those with spent sentences. Advice about whether you will be required to declare a conviction can be obtained from a solicitor, the National Association for the Care and Resettlement of Offenders (NACRO), the Probation Service or the Citizens Advice Bureau. If your circumstances change after you have applied (for instance you are convicted of a criminal offence) you must declare this information.

Note:

- (a) Applicants or their advisers who wish to declare additional material information but do not wish to do so on the application form, should do so by writing direct to the admissions officers at this institution.
- (b) False information will include any inaccurate or omitted examination results.
- (c) Omissions of mandatory information will include failure to complete correctly the Box in Section 10 of the application form relating to criminal convictions or to declare any other information which might be significant to your ability to commence or complete a course of study.

11. WHERE DID YOU HEAR ABOUT US?

Please indicate where you heard about University Centre at Blackburn College. This helps us monitor our marketing strategy. If you are an International student please indicate under 'other' the name of the agent, if applicable. If you are a blended learning (VET) student please indicate under 'other' how you learned about the programme.

GUIDANCE FOR PGCE, PTLLS AND CTLLS INSERT

Please use the following guidance when completing your PGCE, PTLLS and CTLLS insert.

1. Personal Statement

Use this section to give your reasons for wishing to join the course. Using no more than 500 words suggest the experience, personal qualities and skills which you feel will be most important in ensuring your success on the course. Please indicate whether you are already teaching and if not, which subject you wish to teach.

2. Reference

Please complete your details at the bottom of the enclosed reference letter. This should then be given to your referee, for them to return direct to you. Please could you forward this along with the application form to the address below:

HE Admissions – PGCE
University Centre at Blackburn College
Feilden Street
Blackburn
Lancashire
BB2 1LH

Please note, you may send the reference after the application form, if necessary, but please indicate on your application form 'reference to follow'

GUIDANCE FOR VET INSERT

1. Please provide your name and contact details.

2. Current Employment

Please tick the relevant box for current employment and state the length of service

3. Work Experience

Please provide details of work experience, it is acceptable for you to attach a copy of your service history for any period in the HM forces

4. Training History / Specialist Courses

Please provide details of any training or specialist courses you may have attended. Please specify any qualifications obtained (if applicable) and give details of the training provider.

Please send the insert back along with your completed application form to:

HE Admissions – VET
University Centre at Blackburn College
Feilden Street
Blackburn
Lancashire
BB2 1LH