

SCHOOL LEAVERS APPLICATION FORM

1. PERSONAL DETAILS

SURNAME _____ FORENAME (S) _____ DATE OF BIRTH _____

ADDRESS _____

_____ POSTCODE _____

EMAIL ADDRESS _____

TELEPHONE NUMBER _____ MOBILE NUMBER _____ FEMALE/MALE

NAME OF PARENT/CARER _____ PARENT/CARER CONTACT NUMBER _____

PARENT/CARER EMAIL _____ SCHOOL/COLLEGE/ACADEMY _____

HAVE YOU LIVED IN THE UK OR EUROPEAN UNION FOR ALL OF THE PAST 3 YEARS? YES/NO

ARE YOU A CARE LEAVER? YES/NO ARE YOU A LOOKED AFTER CHILD? YES/NO

IF SO DO YOU HAVE A CARE LEAVER CO-ORDINATOR NAME _____ TEL NUMBER _____

2. NATIONALITY & ETHNICITY Please tick box, or specify (if left blank the Institute will assume – country of residence: England and nationality: English)

Country of Residence: **ENGLAND** if other specify: _____

Nationality: **ENGLISH** if other specify: _____ Overseas, UK entry date: - -

Ethnicity (select appropriate code):

- | | | |
|---|-------------------------------------|---------------------------------------|
| 31 White – British | 37 Mixed – White/Black Asian | 43 Asian/Asian British - Other |
| 32 White – Irish | 38 Mixed – Other | 44 African |
| 33 Gypsy or Irish traveller | 39 Indian | 45 Caribbean |
| 34 White- other | 40 Pakistani | 46 Black/Black British - Other |
| 35 Mixed – White/Black Caribbean | 41 Bangladeshi | 47 Arab |
| 36 Mixed – White/Black African | 42 Chinese | 98 Any Other |

3. HEALTH

The College is committed to providing the best learning experience/opportunity and any additional assistance or support you may require. To help us do this, please answer these questions accurately.

Do you have any medical condition/disablement? If yes Enter Code NO

04 – Visual Impairment	05 – Hearing Impairment	06 – Disability affecting mobility
07 – Profound Complex Disabilities	08 – Social & Emotional Difficulties	09 – Mental health difficulty
15 – Asperger’s syndrome	16 – Temporary disability after illness (for example post viral) or accident	
17 – Speech, Language and Communications needs	93 – Other Physical disability	97 – Other disability
95 – Other medical condition (for example Epilepsy, Asthma and Diabetes)		98 – Prefer not to say
99 – Not provided		

Do you have any Learning Difficulties if yes enter code NO

10 – Moderate learning difficulty	11 – Severe learning difficulty	12 – Dyslexia
13 – Dyscalculia	14 – Autism Spectrum Disorder	94 – Other Specific Learning difficulty (Dyspraxia)
96 – Other learning disability	98 – Prefer not to say	99 – Not provided

Do you have an Educational Health Care Plan (EHCP) YES NO

8. Have you been suspended or excluded from a school or college? Yes / No

9. Safeguarding Children, Young People and Vulnerable Adults

The TEC Partnership welcomes all applications and considers them on their individual merits. However, you are required to tell us about any convictions which are not spent under the Rehabilitation of Offenders Act (1974). For some careers you will need to declare all criminal convictions including those that are spent. Doing this will not necessarily stop you being offered a place on a course. Courses where a full disclosure is needed include those that could lead to a career in teaching or involve working with children or vulnerable adults, healthcare, the law/legal environment, accounting and finance, veterinary practices, RSPCA, taxi drivers, uniformed services and security. If you are unsure about what to declare then please seek advice from our Safeguarding team (you do not need to give your name) or ask a careers advisor at the National Careers Service at [https://nationalcareersservice.direct.gov.uk/aboutus/contact us](https://nationalcareersservice.direct.gov.uk/aboutus/contact-us).

For further information on what is spent or unspent please see this link: <https://www.nacro.org.uk>

1. Please tick if you are applying for a course that will require you to disclose any criminal convictions or outstanding investigations that could lead to a criminal conviction.
2. Please tick if you have ever been convicted of a criminal offence, have pending prosecutions or current court proceedings.

Please note: you do not need to tick the yes box if your criminal conviction is spent as defined by the Rehabilitation of offenders Act 1974.

If you have answered "yes" to question 2 you will need to make a full disclosure and this will result in a follow up meeting in order to obtain further details.

Please be aware that if you receive any criminal convictions whilst you are a student with The Institute Group, you must talk to a member of staff from the Learner Services Safeguarding Team. They are available via email - safeguarding@grimsby.ac.uk or telephone 07920860241. They will advise you if the convictions will affect your studies in any way.

SIGNATURE OF STUDENT _____ **DATE** _____

You can agree to be contacted by TEC Partnership by ticking the following boxes:

- About courses or learning opportunities
 By Post By phone By e-mail

APPLICATION PRIVACY STATEMENT

Why do we collect personal information?

TEC Partnership collects and processes personal data relating to its potential learners to effectively manage learning and to meet its statutory obligations as a further and higher education institution in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA 2018).

The TEC Partnership consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, Career 6, The Academy Grimsby, Learning Centres, NET UK and Modal Training.

What personal information does the organisation collect?

TEC Partnership collects and processes data using Article 6, Lawfulness of processing and Article 9, Processing of special categories of personal data as part of the GDPR Regulations. The TEC Partnership has a legitimate interest to process applications and to keep in touch with these potential learners.

How is this collected and stored?

Information is collected directly from yourself via an application form. Data will be stored in a range of different places, including information management systems, on paper in stored secure places, or on electronic documents within a secure network.

How long will you keep data for?

- The application form will be retained whilst you are actively seeking a course with The TEC Partnership
- Application data is held for 3 years following the academic year in which you apply (currently until July 2024)

If you are successful in securing a place on a course this information will be transferred to your learner record and an updated Privacy Statement will be issued as part of the enrolment process.

Who has access to data?

Your information will be shared internally with any TEC Partnership staff who need access to the data.

What rights do you have?

As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request; require the organisation to change incorrect or incomplete data; require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing; object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. For full information regarding the group GDPR policies please visit or speak to a member of staff.

<https://tecpartnership.com/privacy-centre/> or speak to a member of staff.

Please return completed form to: The Admissions Team, Grimsby Institute, FREEPOST DC1284, Nuns Corner, Grimsby, DN34 5BQ (NO STAMP REQUIRED)