

For Office Use Only

Learner ID _____ Interview date/time _____ Tutor Group _____
 Reference Received Y N LD Y N HP Y N OU OC R D WD

Hereford College of Arts

APPLICATION FORM Further Education Courses 2010/2011

There will be no closing date for the receipt of applications but we strongly advise you to submit your application by 31st March 2010 to ensure that you are considered for a place in September.

Please return the completed form to the Registry Office, Hereford College of Arts, Folly Lane, Hereford, HR1 1LT

If you require any help in completing this form, please contact the Registry Office on 01432 273359 or email registry@hca.ac.uk

Personal Details

Full Name _____ Preferred Name _____

Title (Please tick) Mr 1 Mrs 2 Miss 3 Ms 4 Dr 5

Age on 31st August 2010 _____ Date of Birth _____

Home/Permanent Address _____ Correspondance Address (if different) _____

Postcode _____ Postcode _____

Tel No. _____ Tel No. _____

Mobile _____ Mobile _____

E-mail _____

Do you have a relation who has attended the College? Yes No

Please give details of whom we should contact in an emergency

Title _____ Full Name _____ Relationship _____

Tel No. (work/home) _____ Tel No. (mobile) _____

Name of School/College you currently/previously attend(ed) _____
 (if 19+ please state 'Mature Student')

Course Details (please indicate which course you wish to apply for)

First Diploma Art & Design <input type="checkbox"/>	National Diploma Art & Design <input type="checkbox"/>	National Diploma Music <input type="checkbox"/>
First Diploma Performing Arts <input type="checkbox"/>	National Diploma Performing Arts <input type="checkbox"/>	Diploma Foundation Studies <input type="checkbox"/>
Creative & Media Diploma (Level 2) <input type="checkbox"/>	Creative & Media Diploma (Level 3) <input type="checkbox"/>	Portfolio Course <input type="checkbox"/>
Contact Course (please circle course) <input type="checkbox"/>	(Youth Award Bronze / Silver Challenge / FE Level Up / FE Award Level One)	

Ethnicity (for statistical purposes only)

Asian or Asian British-Bangladeshi <input type="checkbox"/> 11	Black or British-Caribbean <input type="checkbox"/> 16	Mixed white and black Caribbean <input type="checkbox"/> 21
Asian or Asian British-Indian <input type="checkbox"/> 12	Any other black background <input type="checkbox"/> 17	Any other mixed background <input type="checkbox"/> 22
Asian or Asian British-Pakistani <input type="checkbox"/> 13	Chinese <input type="checkbox"/> 18	White British <input type="checkbox"/> 23
Any other Asian background <input type="checkbox"/> 14	Mixed white & Asian <input type="checkbox"/> 19	White Irish <input type="checkbox"/> 24
Black or British-African <input type="checkbox"/> 15	Mixed white & black-African <input type="checkbox"/> 20	Any other white background <input type="checkbox"/> 25
Other (please state) <input type="checkbox"/> 98		

Country of Domicile _____ Nationality _____

Have you been a permanent resident in the European Economic Area for 3 years immediately before starting this course? Yes No

Is English your first language? Yes No If no, please state first language _____

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Advisory Interview <input type="checkbox"/>	Initial (1st) Interview <input type="checkbox"/>	2nd interview/additional work <input type="checkbox"/>
No Show 1 (NS1) <input type="checkbox"/>	No Show 2 (NS2) <input type="checkbox"/>	Internal Applicant <input type="checkbox"/>
Need Reference <input type="checkbox"/>	Learning Difficulty / Disability <input type="checkbox"/>	Need IELTS 5 (read and write) <input type="checkbox"/>
England / Wales <input type="checkbox"/>	Scotland / Northern Ireland <input type="checkbox"/>	EU (Excl. Scotland/N.Ireland) <input type="checkbox"/>
		Mature (19+) <input type="checkbox"/>
		Deferred Entry <input type="checkbox"/>
		Non EU <input type="checkbox"/>

Interview Assessment

Has the student been predicted or already achieved the entry requirements for this course? Yes No

	Excellent	Satisfactory	Weak
Performance at interview			
Standard of portfolio			
Personal statement			
Reference			
Suitability for course			

Did not attend interview

Did not present portfolio

Further comment on the quality of the applicant/interview/portfolio/workshop/audition (this must be completed):

Interview Outcome (please tick)

Title of Course _____

Conditional Offer (please tick condition/s) _____
 Pending Examinations
 Satisfactory References

IELTS 5 (reading & writing)

Unconditional Offer e.g. Mature student (19+)

Second Interview/Set Work (please state deadline) _____

Work Set

Rejection

Reason

Interview for another Course Please state title of Course _____

Certificate of Initial Assessment and Guidance

This is to certify that the applicant has been assessed for his/her eligibility to study at this College and has received, from the signatory below, the necessary guidance to inform his/her selection of study programmes (please tick all topics covered)

The student's suitability for the intended programme of study and entry requirements	<input type="checkbox"/>
An outline of the intended programme of study e.g. aim, content etc.	<input type="checkbox"/>
Full cost of the study programme for the student	<input type="checkbox"/>
Financial support options (including Educational Maintenance Allowance)	<input type="checkbox"/>
Choice of alternative programmes of study where applicable	<input type="checkbox"/>
Approximate exemptions and credits where applicable	<input type="checkbox"/>
IELTS 5 (reading & writing) or equivalent, where applicable	<input type="checkbox"/>
Accommodation information received and transport application received where applicable	<input type="checkbox"/>
Learning Support discussed where applicable	<input type="checkbox"/>

The student's suitability and the resulting guidance has been based upon the contents of this form, his/her application folio and as a result of discussion at advisory and formal interviews

Student Signature _____		Date _____
Staff Signature _____	Print Name _____	Date _____
Member(s) of staff conducting interview _____		Tutorial Group _____

Comment on the Applicant (please tick as appropriate)

	Excellent	Very Good	Satisfactory	Cause for Concern
Health				
Attendance				
Punctuality				

Comments

Personal Qualities

Extremely enthusiastic

Keen and interested

Moderately interested

Shows little or no interest

Very reliable and trustworthy

Normally reliable

Usually needs supervision

Difficult and unreliable

Very well behaved

Usually well behaved

Some behavioural problems

Substantial behavioural problems

Comments

Comments

Comments

Responsibilities/Interests/Involvement in Extra Curricular Activities

Additional Support Needs Currently Met by School

Name of Referee

Position

School/College

Contact Telephone Number

Signature

Date