

For office use only/Checklist for interviewing staff

Ref Y N LDDHP Y N CC Y N Internal App Mature (19+) Needs Lvl B1 EU Non-EU Visa required

Learner ID _____ Has the applicant achieved or been predicted to achieve course entry requirements? Y N

Interview date _____

Re-arranged interview date/s _____

2nd interview date _____



APPLICATION FORM
Further Education Courses 2021/2022

There will be no closing date for the receipt of applications but we strongly advise you to submit your application by 31st March 2021 to ensure that you are considered for a place in September 2021

Please return the completed form to the Registry Office, Hereford College of Arts, Folly Lane, Hereford, HR1 1LT
If you require any further assistance, please contact 01432 273359 or email registry@hca.ac.uk

Personal Details

Full Legal Name _____ Preferred Name _____

Title (Please tick) Mr Mrs Miss Ms Mx Other _____ Legal Sex M F

Date of Birth _____ Age on 31st August 2021 _____

Address _____
_____ Postcode _____

Home Tel No. _____ Mobile _____

E-mail _____

Correspondence with regards to this application will be sent to your email address - please ensure it is correct

Name of School/College you currently/previously attend(ed) _____

Are you in Local Authority care, a care leaver or living with foster parents? (Please tick) Yes No

Do you or your family have a key worker or social worker? (Please tick) Yes No

Are you currently receiving free school meals? (Please tick) Yes No

Please give details of who we should contact in an emergency (eg: parent/guardian/partner)

Title _____ Name _____ Relationship to you _____

Daytime Tel No. _____ Mobile _____

E-mail _____

Email is the preferred method of contact with parents and guardians, please provide a current email address

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

Please refer to the Courses section on www.hca.ac.uk for entry requirements if you are unsure which course to apply for

<input type="checkbox"/> Level 1 Diploma in Art & Design	<input type="checkbox"/> Level 2 Diploma in Art & Design	<input type="checkbox"/> Level 3 Diploma/Extended Diploma in Art & Design
<input type="checkbox"/> Level 1 Diploma in Media	<input type="checkbox"/> Level 2 Diploma in Digital Futures & Interactive Media	<input type="checkbox"/> Level 3 Diploma/Extended Diploma in Digital Futures & Interactive Media
<input type="checkbox"/> Level 1 Diploma in Performing Arts	<input type="checkbox"/> Level 2 Diploma in Performing Arts	<input type="checkbox"/> Level 3 Diploma/Extended Diploma in Performing Arts
<input type="checkbox"/> Level 1 Diploma in Music	<input type="checkbox"/> Level 2 Diploma in Music	<input type="checkbox"/> Level 3 Diploma/Extended Diploma in Music
<input type="checkbox"/> Level 4 Professional Diploma in Performance (Music & Performing Arts) *	<input type="checkbox"/> Foundation Diploma in Art & Design	<input type="checkbox"/> Portfolio Course
* Please indicate your preferred pathway	<input type="checkbox"/> Music	<input type="checkbox"/> Performing Arts

Ethnicity (for statistical purposes only)

English/Welsh/Scottish/N. Irish/British	<input type="checkbox"/> 31	White & Asian	<input type="checkbox"/> 37	Chinese	<input type="checkbox"/> 42
Irish	<input type="checkbox"/> 32	Any other mixed/Multiple ethnic background	<input type="checkbox"/> 38	Any other Asian background	<input type="checkbox"/> 43
Gypsy or Irish Traveller	<input type="checkbox"/> 33	Indian	<input type="checkbox"/> 39	African	<input type="checkbox"/> 44
Any other White background	<input type="checkbox"/> 34	Pakistani	<input type="checkbox"/> 40	Caribbean	<input type="checkbox"/> 45
White & Black Caribbean	<input type="checkbox"/> 35	Bangladeshi	<input type="checkbox"/> 41	Any other Black/African/Caribbean background	<input type="checkbox"/> 46
White & Black African	<input type="checkbox"/> 36			Arab	<input type="checkbox"/> 47
Any other ethnic group (please state)	<input type="checkbox"/> 98				

Country you currently live in (Country of Domicile) _____

Nationality _____

Have you been resident in the UK for the last three years, prior to the start of the learning programme? Yes No

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

Disabilities and/or Health Problems and/or Learning Difficulties

If you consider yourself to have a disability, health problem and/or learning difficulty, please ensure that we know your circumstances or requirements so that we can make all reasonable adjustments to help you succeed

Disability and/or Health Problem (please tick at least one box below)

If you have more than one disability, health problem or learning difficulty please indicate the most significant/primary one

For example, please enter '1' in the box next to your primary disability, health problem or learning difficulty

No disability or health problem	<input type="checkbox"/>	Social and Emotional difficulties	<input type="checkbox"/>	Diabetes	<input type="checkbox"/>
Vision impairment	<input type="checkbox"/>	Mental health difficulty	<input type="checkbox"/>	Epilepsy or other fits	<input type="checkbox"/>
Colour blindness	<input type="checkbox"/>	Severe anxiety or stress	<input type="checkbox"/>	Heart Disease	<input type="checkbox"/>
Hearing impairment	<input type="checkbox"/>	Depression	<input type="checkbox"/>	Myalgic Encephalopathy (M.E.)	<input type="checkbox"/>
Disability affecting mobility	<input type="checkbox"/>	Asperger's syndrome	<input type="checkbox"/>	Temporary disability after illness/accident	<input type="checkbox"/>
Other physical disability	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	Profound/complex disabilities	<input type="checkbox"/>
Back, joint or bone conditions	<input type="checkbox"/>	* Severe allergies (please give details below)	<input type="checkbox"/>	* Other (please give details below)	<input type="checkbox"/>

Learning Difficulties (please tick at least one box below)

No learning difficulties	<input type="checkbox"/>	Moderate learning difficulties	<input type="checkbox"/>	Speech, language & communication needs	<input type="checkbox"/>
Dyslexia	<input type="checkbox"/>	Severe learning difficulties	<input type="checkbox"/>	Other specific learning difficulties	<input type="checkbox"/>
Dyscalculia	<input type="checkbox"/>	Autism spectrum disorder	<input type="checkbox"/>	* Other (please give details below)	<input type="checkbox"/>

Are you currently taking any medication or receiving medical treatment? (please tick - if yes, detail below) Yes No

* Please give further details of disabilities and/or health problems and/or learning difficulties and/or medication:

Do you have an Educational, Health & Care Plan? (please tick - if yes, please include a copy with your application) Yes No

I normally have extra time or access arrangements for my examinations/assessments (please tick) Yes No

If yes, please confirm details: _____

Do you have any criminal convictions? (please tick) Yes No

Yes No

If yes, please give details _____

Declaration

I certify that the information I have provided is correct. I agree to Hereford College of Arts using the personal data contained on this form or any other data obtained from me or other people for any purpose connected with my studies; health and safety, and for any other legitimate purpose or legal requirement under the General Data Protection Regulation (Regulation (EU) 2016/679) and the Data Protection Act 2018

I agree to Hereford College of Arts obtaining a reference, on my behalf, from my previous school/college

Signature of applicant _____ Date _____

Signature of parent/guardian _____ Date _____

(if applicant is under 18 years of age)

You have now completed your application form. Please note the form may be returned to you if information is incomplete or it is unsigned by yourself and a parent/guardian (where applicable)

Please ensure that the Common Reference Form is completed by your School/College

Interview Assessment

	Excellent	Satisfactory	Weak
Quality of portfolio/audition			
Quality of personal statement			
Quality of written work			
Quality of reference			

	Excellent	Satisfactory	Weak
Performance at interview			
Subject knowledge & understanding			
Knowledge about the course			
Suitability for course			

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

Are there any concerns you feel should be highlighted for H&S, ALS or Safeguarding purposes?
(if yes, please give detail, including who this has been referred to)

Yes No

I have discussed the students support with ALS before my decision has been made (where applicable).

Yes No

Interview Outcome (please tick)

State main course _____

Conditional Offer
(please tick condition/s)

- Lv1 Diploma** - 2 GCSEs 9-2 / A*-F
- Lv2 Diploma** - 4 GCSEs 9-2 / A*-F
- Lv3 Diploma/Extended Diploma** - 5 GCSEs 9-4 / A*-C or Merit at Lv2 Diploma 1 year 2 years
- Foundation** - 1 A2 / A level or ED preferably in a creative subject PLUS 5 GCSEs at grade 4 / C or above (to inc. Eng & Maths)
- Lv4 Professional Diploma Performance** - Merit/Merit/Pass at Lv3 Extended Diploma or A2 / A level equivalent
- Successful completion of current programme
- Satisfactory Reference
- Other (please state) _____

If the applicant has not met entry qualifications, please justify why a place has been offered (eg. strong portfolio/strong interview, etc) and confirm offer details below

Comments _____

Unconditional Offer (please ensure that you have provided evidence in comment box above as to why the offer is unconditional)

Offer on another course Offer agreed by Course Leader on new course _____ (signed by CL)

Please state reason _____

Second Interview Required Please state deadline _____ Person to conduct 2nd Interview _____

Details of work set _____

Rejection

Reason for rejection _____

Recommend Interview for another course Please state title of course _____

Certificate of Initial Assessment & Guidance

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

- Confirmation from the applicant that the work in their portfolio is their own
- The applicant's suitability for the intended programme of study and entry requirements
- An outline of the intended programme of study e.g. aim, content, Functional Skills / GCSE English & Maths, etc
- Choice of alternative programmes of study (where applicable)
- Approximate exemptions and credits (where applicable)
- Progression routes discussed in relation to further study / future career options upon achievement
- Completion of the Free Writing Task by the applicant
- Additional Learning Support discussed (where applicable)
- Level B1 (reading & writing) or equivalent (where English is not the applicant's first language)
- Full cost of the study programme for the applicant
- Financial support options, where applicable (e.g. 16-19 Bursary/FE Free Meals)
- Transport and accommodation information received (where applicable)
- Safeguarding issues discussed (where appropriate)
- Criminal convictions discussed (where applicable)

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

Applicant's Signature _____ Date _____ Staff Signature _____ Date _____

Member(s) of staff conducting interview (print names) _____