



**9 Equal Opportunities**

To help the college monitor its Equal Opportunities Policy, please tick the appropriate box:

- |  |  |   |  |   |
|--|--|---|--|---|
| <p><b>White</b></p> <p><input type="checkbox"/> 31. English/Welsh/Scottish/ Northern Irish/British</p> <p><input type="checkbox"/> 32. Irish</p> <p><input type="checkbox"/> 33. Gypsy or Irish Traveller</p> <p><input type="checkbox"/> 34. Any other White background</p> | <p><b>Mixed/Multiple Ethnic Group</b></p> <p><input type="checkbox"/> 35. White and Black Caribbean</p> <p><input type="checkbox"/> 36. White and Black African</p> <p><input type="checkbox"/> 37. White and Asian</p> <p><input type="checkbox"/> 38. Any other Mixed/Multiple Ethnic background</p> | <p><b>Asian/Asian British</b></p> <p><input type="checkbox"/> 39. Indian</p> <p><input type="checkbox"/> 40. Pakistani</p> <p><input type="checkbox"/> 41. Bangladeshi</p> <p><input type="checkbox"/> 42. Chinese</p> <p><input type="checkbox"/> 43. Any other Asian background</p> | <p><b>Black/African/Caribbean/Black British</b></p> <p><input type="checkbox"/> 44. African</p> <p><input type="checkbox"/> 45. Caribbean</p> <p><input type="checkbox"/> 46. Any other Black/African Caribbean background</p> | <p><b>Other Ethnic Group</b></p> <p><input type="checkbox"/> 47. Arab</p> <p><input type="checkbox"/> 98. Any other ethnic group</p> <p><input type="checkbox"/> 99. Not provided</p> |
|--|--|---|--|---|

**10 Additional Support Details**

We want you to get the best from your course so please let us know how we can support you. Please indicate if you have any learning support needs or disabilities, and we can contact you in confidence to discuss the support available.

- |   |   |
|---|---|
| <input type="checkbox"/> Vision Impairment                        | <input type="checkbox"/> Temporary Disability after Illness or Accident |
| <input type="checkbox"/> Hearing Impairment                       | <input type="checkbox"/> Severe Learning Difficulty                     |
| <input type="checkbox"/> Disability Affecting Mobility            | <input type="checkbox"/> Specific Language Impairment                   |
| <input type="checkbox"/> Profound Complex Disabilities            | <input type="checkbox"/> Dyslexia                                       |
| <input type="checkbox"/> Social and Emotional Difficulties        | <input type="checkbox"/> Dyscalculia                                    |
| <input type="checkbox"/> Mental Health Difficulties               | <input type="checkbox"/> Autism Spectrum Condition                      |
| <input type="checkbox"/> Moderate Learning Difficulty             | <input type="checkbox"/> Aspergers Syndrome                             |
| <input type="checkbox"/> Speech, Language and Communication Needs | <input type="checkbox"/> Other: <input type="text"/>                    |

Do you have/have you had Exam Concessions? Yes  No

**11 Criminal Convictions, Cautions, Reprimands, Warnings etc. (please see Guidance Notes)** Yes  No

**12 Have you had individual career guidance to discuss your programme choice?** Yes  No

13 Academic/Vocational Qualifications + Level	Awarding Body	Estimated Grade	Actual Grade (if known)	Date Achieved

**14 Employment or Work Experience to date**

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**15 Please tell us how you first heard about the college (please tick one box only)**

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Friend/Family       | <input type="checkbox"/> Open Day                  | <input type="checkbox"/> Careers Event | <input type="checkbox"/> Facebook                      |
| <input type="checkbox"/> School/College      | <input type="checkbox"/> Advertising               | <input type="checkbox"/> Website       | <input type="checkbox"/> Other (please indicate below) |
| <input type="checkbox"/> Current CRC Student | <input type="checkbox"/> (School) Guidance Advisor | <input type="text"/>                   |  |

**16 All applicants for Higher Education courses have to supply a reference.**

If you are under 19 and/or have been in full-time education for the last year, your reference should be from your current or most recent school or college. If you are 19 or over and in employment, please supply a reference from your current employer. If you are 19 or over and haven't been in employment or full-time education for the last year, you will still need to provide a written reference from a responsible person other than a family member or a friend. We would request that the reference includes details on the following areas: predicted achievement or application to work tasks, motivation, general behaviour and relationships with others, attendance, punctuality, reliability and other relevant comments. Please attach your reference to this form, or have it sent separately to the Admissions Office (address at bottom of page).

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**Signature of applicant**

**Date**

Print Name

Please return completed form and reference to:  
The Admissions Office, Cambridge Regional College, Cambridge Campus, Kings Hedges Road, Cambridge CB4 2QT

# Guidance notes for your Higher Education application to Cambridge Regional College

Cambridge Regional College is fully committed to equalising opportunities and welcomes enrolment from everyone, irrespective of age, background, gender, disability or support needs. We are committed to safeguarding our learners, staff and visitors through providing a safe environment and safe working practices. If you need any advice on which study option is best for you or if you need help with applying, please contact our Careers Guidance Advisers on 01223 226315.

**Please read these notes carefully before completing the form. It is important that you complete this form in full. Your completed application form, along with a personal statement and a reference, should be returned to the Admissions Office as soon as possible.**

1-3. Please enter your main contact details telephone numbers and email addresses so that we can contact you quickly if necessary.

4. If you work full or part-time, please enter the name of your employer, your current role and a contact phone number.

5. Please provide the details of the school/ college(s) you have attended.

6. Please state your chosen course.

7. Please complete if you're not in full-time education.

8. Please complete this section to help us assess your course fees. Please note that as a full-time non EU international student you will be liable to higher fees depending on your course of study. Please contact the International Office on +44 (0) 1223 226317 for further information.

9. This section invites you to describe your ethnic origin. It helps us monitor our recruitment processes and outcomes so that we do not inadvertently present unnecessary barriers to potential learners. For this reason, we would appreciate it if you would complete this section. Information is treated in strict confidence.

However, if you do not wish to provide this information, there is no obligation to do so.

10. You are invited to tick the relevant additional support boxes if you feel you would benefit from learning or other specialist support. Please let us know if you have/have had an educational or support assessment whilst at your previous school/college as this will help us to plan the support you will need at college.

11. The college requires you to declare any criminal convictions, cautions, reprimands, warnings etc. Applicants declaring these will be referred to the Head of Learner Services for assessment. Students who do not respond to requests for further information relating to these will be reminded in writing on two occasions. If an applicant is found later to have not disclosed a conviction, caution, reprimand, warning etc on their application, they risk being excluded from the college in accordance with the terms and conditions of enrolment.

12. It is important that you discuss your course choice and future career

direction. If required, we can arrange for you to attend an individual interview with a Careers Guidance Advisor.

13. Please enter all your qualification details, including awarding body (e.g. Edexcel, OCR, etc.), grade (A\*, Distinction, etc.), and date achieved for each. Please feel free to attach additional A4 sheets if needed.

14. Please enter your employment and/ or work experience record to date. It is particularly useful to include: details and responsibilities of your role, hours worked per week, and how long you worked there. Please feel free to attach additional A4 sheets if needed.

15. Please tell us how you heard about the Higher Education course at Cambridge Regional College.

16. All applicants need to provide a reference. This should be from one of your teachers if you are in education or your employer/line manager if you have been out of education for more than a year. If you have any doubts as to who you should ask, please contact our Admissions Team. The reference should include aspects such as:

#### **If in education:**

- Attendance and punctuality
- Progress on your course; consisting of a short subject commentary that includes strengths and areas for development
- Suitability for HE study on the chosen course
- Attitude to learning and any behavioural issues
- Capacity and aptitude for independent learning
- Ability to work co-operatively
- Contribution to the learning community

#### **If in employment:**

- Sickness and punctuality
- Particular areas of strength and any needing further development in their current role
- Motivation and commitment to getting to the job done, or going the extra mile when necessary
- Capacity to work without supervision
- Team working skills
- Contribution to the ethos of the work place

17. Personal statement

Please feel free to attach additional A4 sheets if needed.

Tips when writing your personal statement:

- Create a list of your ideas before writing the real thing
- Expect to write several drafts
- Ask people you trust for their feedback
- Be enthusiastic and show your interest in the course
- Use simple plain language
- Keep it relevant and true
- Spell-check and proof read
- Concentrate and keep focussed when writing

Key questions you should answer within your personal statement:

- Why are you applying for the course?
- Why does the subject interest you?
- Why are you suitable for the course and type of study?
- How does your experience (work and qualifications) relate to the course?
- What are your other interests?
- Which of your achievements are you particularly proud of, and why?
- What are your career ambitions?

Key information you need to ensure you have read before applying:

- Admissions Policy
- Refund and Compensation Policy
- Student Protection Plan

To view these documents visit:  
[www.camre.ac.uk/he](http://www.camre.ac.uk/he)

It is important as a prospective HE student you explore what a student loan is.

And finally.....

Please do not forget to sign, print your name and date the form! Thank you

# How We Use Your Personal Information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

**Any outstanding debt may be passed onto a Third Party Debt recovery agency, where further charges may be applied.**