

Application Form for Courses in 2023/2024



CAMBRIDGE REGIONAL COLLEGE
GREAT CAREERS START HERE

Please complete all parts in BLOCK capitals using a ballpoint pen.
To review the College's Data Protection and Privacy Notice visit www.camre.ac.uk/data-protection.
For help with completing the form, please contact our Admissions Team on 01223 418448 for Cambridge or 01480 379213 for Huntingdon. Full guidance notes are available on our website at www.camre.ac.uk/apply

STUDENT NO. OFFICE USE ONLY

1. Have you applied or enrolled at Cambridge Regional College before? Yes No

2. Surname	Forename(s)	Mr / Mrs / Ms / Miss / Mx	3. Date Of Birth
			D M Y

4. House/flat number	Age (on 31 August 2023)	
Home Address		
Postcode	Home Tel	Mobile
Your Email		
Parent/Carer Email		

Statement by parent/carer (for students under 18 only) *Please provide all information

This application has my support.

Parent/carer's signature* Please print name in block capitals*

Address (if different from that of applicant)*

Email*

Contact telephone number work/home (delete as necessary)* Mobile*

Emergency contact details

Emergency contact 1

Emergency contact name* Relation*

Emergency contact telephone no*

Emergency email address*

Emergency contact 2

Emergency contact name* Relation*

Emergency contact telephone no*

Emergency email address*

Keeping in Contact

Please read, on the back page, how your information will be used under the ESFA privacy notice on behalf of the Department for Education. We would also like to contact you for other purposes, please tick what you would be happy being contacted for and by what methods:

About courses or learning opportunities For surveys and research

By Post By Email By Phone

5. Unique Learner Number (ULN) (if known)

6. Education Details - schools / colleges attended from ages 11 to 16 (and since if applicable)	From (Year e.g. 2012)	To (Year e.g. 2017)

7. Please tick the box if you are in care or in transition from care or are a carer yourself (please see Guidance Notes online) In care/transition from care Carer

8. Resident Status

Usual country of residence	Do you or your spouse have a restriction on your passport? Yes <input type="checkbox"/> No <input type="checkbox"/>
Nationality	
Have you been a resident in the European Economic Area for the past 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/> If NO, give date of entry to the EEA: <input type="text"/>	If YES, does one of the following apply to you? <input type="checkbox"/> Seeking Asylum <input type="checkbox"/> Have exceptional leave to remain <input type="checkbox"/> Recently married to an EEA resident <input type="checkbox"/> Other

9. Equal Opportunities Monitoring

To help the college monitor its Equal Opportunities Policy, please tick the box that best describes your ethnic origin. What is your ethnic group?

- | | | | | |
|---|--|--|---|--|
| <p>White</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>Mixed/Multiple Ethnic Group</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>Asian/Asian British</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>Black/African/Caribbean/
Black British</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>Other ethnic group</p> <p><input type="checkbox"/> 47. Arab</p> <p><input type="checkbox"/> 48. Any other Ethnic
group</p> <p><input type="checkbox"/> 49. 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, disabilities or medical conditions, and we can contact you in confidence to discuss the support available.

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

11. Do you have any Criminal Convictions, Cautions, Reprimands, Warnings etc? Yes No

12. Course/programme requested (list in order of preference, showing subject(s) where relevant) We will process your 1st choice course and/or Apprenticeship application, subject to meeting entry requirements, unless you specifically request otherwise.

	Campus	
1.	Huntingdon <input type="checkbox"/>	Cambridge <input type="checkbox"/>
2.	Huntingdon <input type="checkbox"/>	Cambridge <input type="checkbox"/>
3.	Huntingdon <input type="checkbox"/>	Cambridge <input type="checkbox"/>
4.	Huntingdon <input type="checkbox"/>	Cambridge <input type="checkbox"/>

13. Please indicate if Cambridge Regional College is your First, Second or Third choice? 1st 2nd 3rd

14. Please indicate what type of course you are applying for:
Full-time Part-time

15. Have you had any individual guidance to discuss your programme choice? Yes No

16. It is important you state your actual/estimated grades so we can ensure you are guided onto the course level which suits you best. (This section must be completed for your application to be processed)

Qualifications + Level	Awarding Body	Estimated Grade	Actual Grade (if known)	Qualifications + Level	Awarding Body	Estimated Grade	Actual Grade (if known)

I am not taking any examinations, or do not have any qualifications

17. Please tell us about your career plans

18. Please tell us how you first heard about the college

- | | | |
|--|---|---|
| <input type="checkbox"/> Family/Friend | <input type="checkbox"/> I am a Current CRC Student | <input type="checkbox"/> Facebook |
| <input type="checkbox"/> School/Guidance Advisor | <input type="checkbox"/> Radio/Paper Advertising | <input type="checkbox"/> Open Day |
| <input type="checkbox"/> Website | <input type="checkbox"/> Careers Event | <input type="checkbox"/> Other (please indicate) <input style="width: 100px;" type="text"/> |

19. All applicants for full-time courses have to supply a reference. If you are under 19 and/or have been in full-time education for the last 12 months, your reference should be from your current or most recent school or college. If you are 19 or over and haven't been in full-time education for last 12 months, you will 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).

20. Please describe why you think CRC would be best suited for you in your intended career path, and what you hope to achieve from your time at the college. Please continue on a separate sheet and attach to this application form.

Signature of applicant

Date

Please return completed form and reference to: The Admissions Office, at the respective campus: Cambridge Campus, Cambridge Regional College, Kings Hedges Road, Cambridge, CB4 2QT or Huntingdon Campus, Cambridge Regional College, California Road, Huntingdon, PE29 1BL

Application Guidance Notes

Cambridge Regional College is fully committed to equalising opportunities and welcomes enrolments 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 staff on 01223 226315 or Email enquiry@camre.ac.uk.

Please complete the application in **block capitals** using a ball point pen, preferably black. If you need any help completing your form, please contact the Admissions Office.

1. Please enter your surname, forename(s) in full and title.
2. Please enter your date of birth and your age on 31 August 2022.
3. Home address - If you have a different address for correspondence, please write it on a separate sheet and attach it to the form. If you change address after you have made an application, please inform the Admissions Office at Cambridge Campus on 01223 418448 or at Huntingdon Campus on 01480 379213 so your details can be updated.
4. The ULN is a personal 10-digit number randomly generated and allocated to post 16 learners. It is anonymous and will remain with the learner throughout their lives so that, in the future, all their learning experiences, exam results and qualifications will be linked together.
5. 11-16 Education details - Please complete if you are in full-time education or have just left, indicating current/most recent school/college.
6. Please indicate if you have applied or enrolled at Cambridge Regional College before.
7. We are aware that young people who have been in care, or are carers themselves, move schools more frequently than others or have often missed chunks of schooling through actual absence or as a result of disruption to their lives. If we are aware that you are living on your own or with foster parents, or are caring for someone in your family, we will aim to provide you with additional support and opportunities to catch up with your work. Your circumstances will be treated confidentially and only shared with your permission with those staff who need to know. We ask for this information in order that we can provide you with as much support as possible. We are here to help.
8. Resident status - Please note as a full-time non EU International student you will be liable for full-time fees from £7,000* depending on your course of study. Please contact our International Centre on +44 (0) 1223 226317 for further information.
9. This section invites you to describe your ethnic origin. It helps us to monitor our Equal Opportunities Policy and 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 support assessment whilst at your previous school/college as this will help us to plan the support you will need at college.
11. Applicants declaring that they have a conviction, caution, reprimand, warning etc. will be referred to the Head of Welfare & Safeguarding for assessment. 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. Please state your chosen course(s) in order of preference and which campus you wish to study. If you wish, you may bracket your choices to indicate that they are of equal preference. Many students apply for more than one course. If they are in the same subject area but at different levels, it will usually be possible to deal with both courses at the same time. If the courses are in different areas (eg Childcare and Beauty Therapy) we will invite you for a Welcome Event for your first choice. Following this, if you would like to be considered for other courses, please contact the Admissions Office.

This will give you the best possible information on which to base your decision. If these arrangements cause particular difficulty, please contact the Admissions Office who may be able to make alternative arrangements.

If you want to take any additional studies with your full-time course (eg a GCSE), this will be discussed with you at your considered tutor meeting.

13. Please indicate if CRC is your first, second or third choice if applying for more than one college.
14. Please indicate what type of course you are applying for.
15. 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 Progression Adviser prior to

your Welcome Event.

16. Please enter the estimated grades for the subjects/courses you are currently studying, or the actual grades of sure you indicate the level of the course, i.e. GCSE, Foundation, Intermediate etc.

17. If you have any career plans, please note them here.

18. Please tell us how you heard about the college, eg. through school, friend, website or open day.

19. All applicants for full-time courses have to supply a written reference. If you are under 19 and/or have been in full-time education for the last 12 months, your reference should be from your current or most recent school or college. If you are 17 or over and haven't been in full-time education for the last 12 months, you will still need to provide a reference from a responsible person other than a family member or 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 the form, have it sent separately to the Admissions Office. Course places will not be offered without a satisfactory reference.

20. Please use this section to provide additional information about yourself, e.g. work experience, interests, skills and other achievements, and why you wish to follow a course at CRC. Applicants who have not recently completed full-time education in school or college please include education/training details in this personal statement.

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:

www.camre.ac.uk/data-protection

and for further information from the ESFA visit:

www.gov.uk/government/publications/esfa-privacy-notice

* Fees are correct at time of press but are subject to change.

Disclaimer

Whilst every effort is made to ensure that courses are offered as set out in our marketing materials, it may be necessary to vary them or their content at short notice. Whenever possible, changes are made in the interest of improvement. CRC reserves the right not to run programmes which are not viable, in which case guidance will be given on other suitable opportunities.