



Foundation Degree Programme Notes for Guidance

Edge Hill University

General

This form should only be used for Foundation Degree applications to Edge Hill or its associated colleges that permit a direct application process. You should consult the Edge Hill prospectus or make enquiries before you use this form. Please read these guidelines CAREFULLY before completing the form. You should complete the form in black ink or type, ensuring that all sections are legible.

Section 1: Personal Details

Complete this section in BLOCK CAPITALS.

Home Address – this should be an address where you may be contacted throughout the period leading up to the start of the course. Please inform Edge Hill immediately if this changes.

Section 2: Further Details

Area of Permanent Residence: enter the name of the county (eg Lancashire) where your permanent home is. If you are from Outside the UK, please enter the country (eg France).

Country of Birth: enter the current name of the country in which you were born.

Nationality: state your nationality as given in your passport. If you have dual nationality, you may state both.

Date of first entry to live in the UK: if you were born outside the UK, please insert the date when you first entered the UK to live here permanently.

Residential Category: enter one code from the table below which best describes your residential category. Please note that this self-coding is only provisional. The UK Fee Status regulations are complex and Edge Hill University may require further information from you to make an accurate fee status assessment. Supporting documentation may be required.

- A You are a United Kingdom or European National who has always lived in the UK, EU or European Economic Area
- O You have never lived in the United Kingdom, European Union or European Economic Area
- G You are a UK or EU citizen who has lived outside of the European Economic Area in the last three years
- B You (or your parents/spouse) have been recognised by the UK Government as a refugee and lived in the UK ever since
- E You (or your parents/spouse) are currently seeking asylum in the UK and are waiting for a decision from the Home Office
- C You (or your parents/spouse) have been granted exceptional leave to enter or remain as a result of an asylum application and have lived in the UK ever since
- F You are not a UK/EU national but have been living in the UK for the last three years; you have permission to stay indefinitely in the UK and you did not come here as a student
- D You (or your parent/spouse) are an EEA national who has recently come to the UK to work
- Z None of the above

Section 3: Programme choice

You should refer to the Edge Hill prospectus or website before completing this section. Use the boxes provided to indicate the appropriate programme and pathway. These should relate to your particular background and experience and you may wish to contact Edge Hill to discuss the options open to you.

Section 5: Disability/Special Needs

Edge Hill is very willing to help students who apply with a learning support need. To allow us to provide the best support for you, we need to have further information on the nature of your disability and how it might affect your studies. The information you provide will not affect the judgment concerning your academic suitability for a course and will be treated confidentially.

If you have a disability or special need and may require extra support in your study, fieldwork or accommodation please enter in the box the code from the list below that is most appropriate to you. If more than one applies to you, please use code 8. If you have no needs arising from your disability or special need, e.g. you are short-sighted but your vision is corrected by spectacles, use code 0. Applicants with no disabilities or special needs should also use code 0.

Disabilities or special needs/support required:

- 0 No disability or awareness of any additional support requirements in study or accommodation
- 1 Specific learning difficulty (for example, dyslexia)
- 2 Blind or partially sighted
- 3 Deaf or hard of hearing
- 4 Wheelchair user or mobility difficulties
- T Autistic Spectrum Disorder or Asperger Syndrome
- 6 Mental health difficulties
- 7 Unseen disability, for example, diabetes, epilepsy, asthma, heart condition
- 8 Two or more of the above disabilities or special needs or medical conditions
- 9 Disability, special need or medical condition not listed above

If you have used any code other than 0, use section 5 on page 2 of the form to describe your disability and indicate clearly what needs you have. If you wish to discuss your learning support needs before completing this section, please contact the Inclusion Team at Edge Hill.

Hazel Devereux,
Inclusion Manager

Sue Williams
Skills Development and Dyslexia Support Manager

Carol Swift
Sensory Support Advisor

Telephone: **01695 584746**
Email devereuh@edgehill.ac.uk

Telephone: **01695 584791**
Email wills@edgehill.ac.uk

Telephone **01695 584565**
Email swiftc@edgehill.ac.uk

Section 7: Qualifications

Please provide full details of all your educational qualifications, starting with the highest level and working down. In order to provide a complete picture of your academic profile, you should also include all examinations taken but not yet achieved at the relevant level. If you are currently studying for a qualification and the results are not yet available, indicate this by writing PENDING in the grade column. Continue on a separate sheet if necessary. You may be asked for copies of certificates and transcripts either at interview or enrolment. DO NOT send originals through the post with this application form.

Please note that if you intend to use the Foundation Degree as a step to obtaining Qualified Teacher Status, then you will need to have GCSE passes (grades A – C), or equivalent qualifications, in English Language and Mathematics (plus Science for Primary) in order to progress to a QTS programme.

Section 8: Further Information/Personal Statement

This is an opportunity for you to provide the Admissions Tutor with all the additional supporting information that s/he may require. In particular, you need to indicate your personal, career or other objectives in considering such a specific programme of study. Explain your reasons for applying for your chosen course. What are your future plans?

You can then add any other information that you think is relevant to your application. Describe any additional skills or experience that you have.

Section 9: Reference/Supporting Statement

Because we expect students on the Foundation Degree to be from a school or other educational/Early Years setting, it is vital that you have the full support of your head teacher/manager. The statement should be in the form of a work, educational and character reference. However, it should also indicate that you will get appropriate support within the workplace for your intended programme of study.

Once the form is completed you should make a copy of it to keep for yourself. Pass the original form on to your referee. It is important that your study plans are discussed with your manager before proceeding with a formal application. Normally we would expect the full application to be received with the supporting statement enclosed. Alternatively, you may submit the application to Edge Hill giving full details of the appropriate referee/manager and at the same time request that your referee/manager to complete and return their supporting statement directly to Edge Hill. Please note that we will be unable to consider any application without the receipt of this statement. Your manager and potential mentor may not be familiar with the programme and may be uncertain as to the commitment involved in supporting your study plans. They are welcome to contact appropriate members of staff in the Faculty of Education at Edge Hill. The website will provide relevant contact details.

If you are not currently employed or acting as a volunteer in an organisation, please identify a relevant work-based placement for the duration of the programme. Then please ask the manager to complete the supporting statement as above.

10. Criminal Convictions

Edge Hill has a duty of care and must ensure a safe environment for its staff and students. Therefore, we ask that you indicate on the application form whether you have any criminal convictions.

This can exclude motoring offences for which a fine or a maximum of three penalty points were imposed. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (but see the next paragraph). You must tick either YES or NO in the box and failure to do so will delay your application. If you tick the YES box, you will be required to provide details of any convictions.

If you are applying for courses in Teaching, Health, and Social Work or for courses involving work with children or vulnerable adults, you must declare all criminal convictions, including spent sentences and cautions (including verbal cautions) and bind-over orders. For these courses you may need a satisfactory CRB Enhanced Disclosure Certificate if you have not already been cleared.

Courses in Teaching, Health, Social Work and courses involving work with children or vulnerable adults

For these courses, you must enter **x** in the box if any of the following statements apply to you.

- a** I have a criminal conviction.
- b** I have a spent conviction.
- c** I have a caution (including a verbal caution).
- d** I have a bind-over order.
- e** I am serving a prison sentence for a criminal conviction.

If statement **e** applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

All Other Courses

For these courses, you must enter **x** in the box if either of the following statements apply to you.

- a** I have a relevant criminal conviction that is not spent.
- b** I am serving a prison sentence for a relevant criminal conviction.

If statement **b** applies to you, you must also give the prison address as your postal address and page 1 of your application and a senior prison officer must support your application.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

Applicants who tick the YES box will not be automatically excluded from the application process. However, we may wish to consider the application further or ask for more information before making a decision. If you are not sure whether to tell us about a previous conviction, you should get more advice from a UK Citizens Advice Bureau or from NACRO (National Association for the Care and Resettlement of Offenders).

If you are convicted of a criminal offence after you have applied, you must inform us.

Section 11: Declaration

Please read the following paragraphs carefully BEFORE signing this section of the application form.

Any offer of a place you may receive is made on the understanding that the information provided by you is accurate and complete and that you have not omitted any mandatory information requested. By accepting an offer, you agree to abide by the rules and regulations of Edge Hill. By signing this form, you are confirming your agreement to this.

If Edge Hill has reason to believe that you or any other person has given false information, omitted any information requested in the instructions, or the application form has made any misrepresentation therein or has omitted any material information, the Institution will take whatever steps it considers necessary to establish the accuracy and validity of this information. Edge Hill reserves the right at any stage to request that you provide further information relating to any aspect of the application form, e.g. proof of identification, academic qualifications, etc. If such further information is not provided within the time stipulated, or the information provided is subsequently found not to be accurate or complete, Edge Hill reserves the right to cancel your application and any offer of a place that may have been made.

The information provided on this form will be used by Edge Hill for the administration of your application, for your academic record and for the purposes of student and welfare services. The Institution reserves the right to disclose this information to outside organisations including the Police, the Home Office, Local Authorities, the Department of Works and Pensions and its agencies, Examination Boards or Awarding Bodies to prevent or detect fraud. The information supplied will also be used for research and for the compilation of statistics. When used for this purpose, the data will not allow personal identification.

You are agreeing that Edge Hill may hold and use the information which you supply to it, for the purposes to which this form relates. Unless you tell us that you object, you are also agreeing that the Institution may retain such information for marketing purposes and may contact you by post, telephone, e-mail and short messaging service with details of and relating to courses and of its other products and services. If you do not want to receive this information please enter an **x** in the box at section **11, Declaration**, of the application form.

Section 12: Planning Statistics

Edge Hill uses this information to monitor our equal opportunities and widening participation policies. This information is used solely for statistical purposes and is not divulged to anyone as part of the selection process. The box is covered before the application form is forwarded to the Admissions Tutor.

Please choose from the ethnic origin terms printed here the one which you feel most nearly describes your ethnic origin and write its code in the box.

- | | | | |
|-----------|------------------------|-----------|------------------------|
| 11 | White | | Asian or Asian British |
| | | 31 | Indian |
| | | 32 | Pakistani |
| | | 33 | Bangladeshi |
| | Black or Black British | 34 | Chinese |
| | | 39 | Other |
| 21 | Caribbean | | |
| 22 | African | | |
| 29 | Other | | |
| | Mixed | | |
| | | 80 | Other |
| 41 | White/Black Caribbean | | |
| 42 | White/Black African | | |
| 43 | White/Asian | | |
| 49 | Other mixed background | | |