

# Fastrack: Preparation for Higher Education Application/Enrolment Form



Edge Hill University

If you have studied at Edge Hill before, please state your Student ID Number:

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## 1. Personal Details

Surname:		Forenames:		Title:
Previous Surname (if applicable):		Date of Birth:		
Gender: (Please tick) Male <input type="checkbox"/> Female <input type="checkbox"/>		Email Address:		
Country of Birth:		Country of Permanent Residence:		
Nationality		If born outside the UK, date of first entry to live in the UK:		
Residential Category (please refer to Notes for Guidance):				
Home Address:				
Postcode:	Home Telephone:		Mobile:	
Accommodation Type: (please tick):				
Home Owner <input type="checkbox"/>		Privately Rented <input type="checkbox"/>		Living with Parents <input type="checkbox"/>
University Accommodation <input type="checkbox"/>		Hospital Accommodation <input type="checkbox"/>		Living in Lodgings <input type="checkbox"/>

## 2. Emergency Contact Details:

Name:		Relationship:
Phone/ Mobile:		

## 3. Programme Details

Fastrack Subject:			
Which degree programme are you hoping to progress onto?			
Start Date:		End Date:	

## 4. Study Background

If you are studying a Health or Teaching Fastrack programme please enter your GCSE information below. (If you do not have GCSE qualifications please refer to the equivalency test website at [edgehill.ac.uk](http://edgehill.ac.uk) or email [edgehilltests@edgehill.ac.uk](mailto:edgehilltests@edgehill.ac.uk))

Subject	Sitting (Summer/ Winter)	Exam Board	Grade
GCSE English			
GCSE Mathematics			
GCSE Science			

Please state your highest current qualification

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What was the last education establishment you attended?

\_\_\_\_\_

Have you previously studied a programme in higher education (i.e. above A-Level) in the UK for at least 6 months? (please tick relevant box)

YES:

NO:

### Qualifications and courses attended

Subject	Level	Grade/Result	Year	Full/Part Time	Dates of Study	Place of Study

### Professional/ Work Experience (continue on a separate sheet if necessary)

Job Title/ Training. Nature of work	Name of company/ organisation	Full/ Part Time	From	To

### 5. Parental Education

Do any of your parents (whether natural, adoptive, step parents or guardians) have any higher education qualifications, such as degree, diploma, Certificate of Higher Education etc?

Yes:

No:

Don't know:

### 6. Criminal Convictions

Do you have any criminal convictions?

Yes:

No:

### 7 Equal Opportunities Monitoring Data – Disability (Optional)

Edge Hill University uses this information to monitor our equal opportunities and widening participation policies. This information is used solely for statistical purposes.

Do you have a disability? Yes:

No:

If yes, what is the nature of your disability? \_\_\_\_\_

Disability registration number: \_\_\_\_\_

## 8 Equal Opportunities Monitoring Data – Ethnic Group (Optional)

Please tick the Ethnic Group which describes your ethnic origin:

10. White

21. Black/Black British - Caribbean

22. Black/Black British - African

29. Black Other

31. Asian/Asian British - Indian

32. Asian/Asian British - Pakistani

33. Asian/Asian British - Bangladeshi

34. Chinese

39. Other Asian background

41. Mixed White & Black - Caribbean

42. Mixed White & Black - African

43. Mixed White & Asian

49. Other Mixed background


80. Other Ethnic background

## 9. Declaration

Please tick this box if you have received, read and understood the Student Data Collection Notice (see attached)

Please tick this box if you wish your name to be excluded from any University publications

**Overseas Students: Edge Hill University reserves the right to inform the UK Immigration Authorities if the students cease To attend classes. Overseas students must inform the International Office of any changes relating to attendance/Registration at the University.**

 I confirm that the information given on this form is accurate and complete and no information requested or other significant information has been omitted. I have read the Notes for Guidance for Completion of the Application Form. I understand what they say and agree to abide by the conditions set out there, which I accept as conditions of this application. I agree to Edge Hill University holding, processing and disclosing my information for the purposes outlined in the Guidance Notes. I agree to being contacted by Edge Hill University by post, telephone, fax or e-mail in connection with this application. I understand that this information is subject to the provisions of the Data Protection Act 1998. I permit Edge Hill University, the Government, or their respective agents to check the accuracy of personal information provided by students against external data sources.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 10. To be completed by Edge Hill Staff Only

ID Check: Group 1 ID: \_\_\_\_\_ ID Reference No: \_\_\_\_\_

Staff Signature: \_\_\_\_\_



**11. Personal Statement**

**In 250 words or more, what are your reasons for returning to study?**

(You can either hand-write or word-process your submission, please continue on a separate sheet if necessary. Additional sheets should contain your name, date of birth and signature.)

**Declaration: I confirm that I completed the personal statement above.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**12. Referee**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Telephone** \_\_\_\_\_

**Fax** \_\_\_\_\_

**Email** \_\_\_\_\_

# Guidance Notes For Referees

## Section A

### Applicant Details

Please ensure that these are correct.

## Section B

### Referees Details

## Section C

### How long have you known the applicant?

You will preferably have known the candidate for longer than two years.

## Section D

### Statement

Please include in your statement your views on the candidate's qualities and abilities in the following areas:

1. Intellectual ability
2. Personal qualities including:
  - Time Management
  - Communication
  - Commitment
  - Powers of analysis
3. Any career aims
4. Health and any other personal circumstances relevant to the applicant
5. Social and other interests

If the applicant is applying for a teacher-training route you will also need to comment on the following:

1. What qualities/skills/experience does the applicant possess that would make them suitable for the demanding professional role of teaching?
2. To what extent is the applicant able to organise and manage their time, responding to tasks of high priority?
3. How confident would the applicant be in working with a wide range of adults and children in a team-oriented environment?

## People in Prison

For applicants in prison the application form must include a short statement by the prison authority, as well as the reference, commenting on whether the applicant is suitable for a higher education course and whether they will be available for courses that start in the academic year of the application.

## Declaration

Please check the form carefully before you sign and date it.

## Important Note:

If the application form, including the reference, has any information missing or has false or misleading information, Edge Hill University has the right to cancel the application and withdraw any offers that may have been made.

## Please return this reference to:

*Access Programmes Team/ References,  
Widening Participation SH9,  
Edge Hill University,  
St Helens Road,  
Ormskirk  
L39 4QP*

### A. Applicant Details

Applicant's Name	<input type="text"/>	Date of Birth	<input type="text"/>
Subject	<input type="text"/>		

### B. Referee's Details

Referee's Full Name	<input type="text"/>		
Post/ Occupation/ Relationship	<input type="text"/>		
Name and address (home or work)	<input type="text"/>		
Telephone	<input type="text"/>	Email	<input type="text"/>





Edge Hill University

Please ensure that you have read and understood the following information before you complete and sign your University Enrolment form.

### **Introduction and scope:**

Under the Data Protection Act (1998) Edge Hill University are the Data Controllers of the information that students provide. The University ensures that all data is managed in line with the 'Eight Data Principles' of the Data Protection Act (1998) and processes the information provided for education and training administration, ancillary and support services as well as for statistical analysis.

The University has notification under the Act to collect relevant personal information about its students including data about admissions, background, academic programme, progress and graduation together with information about accommodation and Equal Opportunities monitoring. Information is collected via the student enrolment form and data supplied to the University through the relevant admissions processes. The information collected is to maintain student records and to support the administration of the University and will be shared with Faculties and Departments only as required to support the operational needs of the Institution. The data collected relates to all students registered with the University and to those registered as University students but taught at another Institution as part of a collaborative arrangement.

### **Information:**

*Information will be disclosed to 'The Higher Education Funding Council for England' (HEFCE) and its agencies such as Higher Education Statistics Agency (HESA) as part of statistical returns and primarily for statistical analysis. This use may result in the publication and release of data to other approved users, which may include academic researchers and commercial bodies.*

*Records made up of mainly coded information, or parts of it, will be passed to those of the following bodies that require it as part of a statistical return to carry out their statutory functions in relation to the funding of education:*

Department for Children Schools and Families (DCSF)  
National Assembly for Wales (NAW)  
Scottish Executive (SE)  
Department for Employment and Learning, Northern Ireland (DEL(NI))  
Higher Education Funding Council for England (HEFCE)  
Higher Education Funding Council for Wales (HEFCW)  
Scottish Higher Education Funding Council (SHEFC)  
Teacher Training Agency (TTA)  
Department of Health (DH)  
Research Councils (RCs)

### **Audit Issues**

*The University or Government or their respective agents will check the accuracy of personal information provided by students against external data sources. For example, the University will test whether a student has been reported on earlier HESA or individualised learning record (ILR) returns of other Institutions and contact those other Institutions for confirmation of any qualifications obtained.*

*Your record will not be used by HESA or any of the above bodies in a way that can identify you or affect you individually. Your contact details will not be made available to HESA.*

### **Funding and Sponsors**

*Information on registration and progression will be passed to the Student Loan Company/Student Finance Direct/NHS-BSA Bursaries for funding purposes and if appropriate to assess eligibility for EHU Bursaries and Scholarships. Sufficient information will be disclosed to the University External Debt Collector to allow the pursuit and recovery of monies. If you are sponsored, attendance and results will be passed to your sponsor.*

### **National Student Survey**

HEFCE carry out a statutory National Student Survey and they or a nominated agency may contact you to participate and this information will be used only for that purpose. When you qualify, further data about you will be collected and information on how this will be used will be provided at that time.

### **Visual Image**

A digital photograph of you will be taken, stored on your student record and printed on your UNICARD for ID purposes, on class lists and used for identification purposes normally as part of a disciplinary investigation. In addition it may be issued to the Police.

### **Disclosure of Information**

The University may disclose information regarding your status as a student to the Department for Work and Pensions (regarding applications for benefit or as part of a criminal investigation), the Police/Courts, the Border and Immigration Service and the Local Council for Electoral Registration purposes.

### **Learning Support Package**

Information will be disclosed regarding eligible students by the University to Blackwells as part of the administration of the University Learning Support Package.

### **Plagiarism Software**

When you submit your assessed work it may be submitted to the Turnitin Plagiarism Detection software database.

### **Student Union**

In order to assist the Student Union in managing its membership and to provide appropriate services the University will transfer student data to the Student Union who will manage this information in accordance with Data Protection and Information Security Legislation. To opt out of membership you should write to the Academic Registrar and the President of the Student Union.

### **Text Messaging including Emergency Situations**

The University may contact you by text message via an external provider. Situations where the University may contact you include cancellations/changes to the teaching timetable/placements and in emergency situations.

### **Enrolment Form**

You are being asked to complete your University Enrolment Form and your details will be entered into and stored securely on the University Student Records Database. You do not have to complete the Equal Opportunities box however, if you do you are agreeing to the University returning the data to HESA as part of a statutory statistical return.

Finally, please ensure that you read the Declaration carefully before you sign. In this section you are confirming that you will be liable for any tuition fees (unless the SLC are paying the fees on your behalf); that you agree to abide by all University policies, procedures and regulations; you agree to share your name, programme and contact details with the agencies outlined above; that you understand the purposes that the information you are providing will be used for and that it is correct to the best of your knowledge. Students who wish their names to be **excluded from publication** e.g. on Graduation or Alumni lists should mark the appropriate box on the Enrolment Form

### **Help and Advice:**

*To request to see the data held on you by the University please write to the Strategic Planning and Policy Unit. There is a small fee made for this information. If you have concerns or objections regarding the use or publication of your data please write to the Academic Registrar.*

Edge Hill University  
St Helens Rd  
Ormskirk, Lancashire  
L39 4QP, United Kingdom

You have the right to see a copy of the data held by HESA or if you have any concerns or objections to the use of data please contact: HESA at [www.hesa.ac.uk](http://www.hesa.ac.uk), or by writing to 95 Promenade, Cheltenham, GL50 1HZ.

# Application Form

## Notes for Guidance

These guidance notes are provided to help you complete the Application Form. It is very important that you read them before completing the form.

### Section 1: Personal Details

Surname:	Please enter your family or surname
Forenames	Please enter you first name(s)
Title:	MR, MRS, MISS, MS
Previous Surname:	Enter any previous name here if applicable (eg; your maiden name if married)
Date of Birth:	Enter day, month and year, e.g. 15 03 72 (DD, MM, YY)
Gender:	Tick Male or Female
Email Address	Enter a personal email address that you use on a regular basis
Country of Birth:	Enter the current name of the country in which you were born.
Country of Permanent Residence :	Enter the name of the country (e.g. France ) where your permanent home is – where you usually reside.
Nationality:	State your nationality (the country of your citizenship) as given in your passport. If you have dual nationality, you may state both.
If born outside the UK, date of first entry:	if you were born outside the United Kingdom, please insert the date when you first entered the UK to live here permanently.
Residential Category:	Please see table below
Home Address:	Enter the main contact address to which you want Edge Hill University to send all correspondence. (if this changes, please inform us as soon as possible)
Home Telephone/ Mobile:	Please enter current contact telephone numbers.
Accommodation Type:	Where you student will be living during term time.

<b>Residential category:</b> Enter one code from the table below which best describes your residential category. Please note that this self-coding is only provisional. The U K Fee Status regulations are complex and Edge Hill may require further information from you to make an accurate fee status assessment. Supporting documentation may be required.	
<b>A</b>	You are a United Kingdom or European Union national who has always lived in the UK, EU or European Economic Area.
<b>O</b>	You have <b>never</b> lived in the United Kingdom, European Union or European Economic Area.
<b>G</b>	You are a UK or EU citizen who has lived outside of the European Economic Area in the last three years.
<b>B</b>	You (or your parents/spouse) have been recognised by the UK Government as a refugee and lived in the UK ever since.
<b>E</b>	You (or your parents/spouse) are currently seeking asylum in the UK and are waiting for a decision from the Home Office.
<b>C</b>	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.
<b>F</b>	You are not a UK/EU national but have been living in the UK for at least three years; you have permission to stay indefinitely in the UK and you did not come here as a student.
<b>D</b>	You (or your parent/spouse) are an EEA national who has recently come to the UK to work.
<b>Z</b>	None of the above

## **Section 2: Emergency Contact Details**

Please enter the name, relationship and telephone number of the person you wish us to contact in case of an emergency.

## **Section 3: Programme Details**

Please indicate which programme you are interested in studying, also include the age range at which you want to teach i.e. Primary; Key Stage 2/3 or Secondary. You will also need to indicate if you require information on the Edge Hill University equivalency tests if you do not request this information we will assume that you all ready hold the qualifications.

You can only study one subject but if you are unsure please feel free to call us to discuss this. 01695 584644 or email [adviceandguidance@edgehill.ac.uk](mailto:adviceandguidance@edgehill.ac.uk)

## **Section 4: Study Background**

Please include all your qualifications, work experience, training and employment, paid or unpaid, full or part time, in your home or outside (weekend and vacation work may be included). If you are applying for an Initial Teacher Training route please ensure you list your GCSE qualifications and levels or indicate if you require further information regarding the Edge Hill University equivalency tests. Please continue on a separate sheet if necessary.

Please remember that not all programmes require any formal qualifications, however we do need this information for our records. Please include any course you have attended, for example, work related training, even if you received no qualification.

We also need details of any course of study that you are currently undertaking. We may ask you for more details about this.

## **Section 5: Parental Education**

Please tick the relevant box.

## **Section 6: Criminal Convictions**

Edge Hill University asks you to say on your application whether you have any criminal convictions. This is to help us ensure a safe environment for all our students. If you have been convicted of a criminal offence (excluding [a] a motoring offence for which a fine and/or maximum of three penalty points were imposed or [b] a spent sentence [as defined by the Rehabilitation of Offenders Act 1974], except for certain courses – see below), you are required to tick the YES box in this section of the application form. You will be required to provide details of any convictions to Edge Hill University at a later date. If you have not been convicted of a criminal offence you must complete the NO box. Note: If you do not tick either box, we will need to contact you to get this information and this will delay your application.

You should be aware that for certain courses particularly related to Teaching, Health and Social Work programmes or courses involving work with children, any criminal conviction, including spent sentences and cautions, must be declared. If you are in doubt you should contact or Edge Hill University and seek advice. In some instances you may also be required to provide a certificate from the Criminal Record Bureau.

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 probation service, or from NACRO (The National Association for the Care and Resettlement of Offenders). You can also contact a solicitor, but you may have to pay for legal advice.

If your circumstances change after you have applied (for example you are convicted of a criminal offence) you must declare this information to Edge Hill University.

Serving Prisoners: If you are currently serving a prison sentence you must show the prison address for correspondence in Section 1 of your application form, and in addition you must also complete the YES box in this section.

### **Section 7: Equal Opportunities Monitoring Data – Disability**

Each application is assessed on individual merit and we actively encourage students to declare any disabilities or health issues they have in order for us to offer them any additional support they may need. The information you provide will not affect judgements concerning your academic suitability for a course, and will be treated confidentially by Edge Hill University.

If you wish to discuss your learning support needs, with a member of the specialist team at Edge Hill University, before completing this section please telephone 01695 584522.

### **Section 8: Equal Opportunities Monitoring Data – Ethnic Origin**

*Ethnic Origin:* This information is used to monitor application rates and equal opportunities. Please tick the box (on the separate Equal Opportunities form) which best describes your Ethnicity and return the form with your application.

### **Section 9: Applicant's Declaration**

Before signing the application form please read the following paragraphs carefully. You must sign it or we cannot process your application. We will contact you to get your signature, but this will delay your application and you could miss deadlines.

Any offer of a place you may receive is made on the understanding that information provided by you is accurate and complete. On accepting the offer you are agreeing to abide by the rules and regulations of Edge Hill University, and by signing this form you are confirming your agreement to this.

If Edge Hill University 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 we reserve the right to cancel your application. Edge Hill University will take whatever steps it considers necessary to establish whether the information given in your application is correct. Edge Hill University reserves the right at any stage to request that you provide further information relating to any aspect of your application form, for example, proof of identification, status, academic qualifications. If such further information is not provided within the period stipulated, Edge Hill University reserves the right to cancel your application. In pursuance of the prevention of fraud, Edge Hill University reserves the right to disclose information shown on your application to outside agencies, for example, the Police, the Home Office, Local Authorities, Examining Boards, Department of Social Security, the Inland Revenue, and the Student Loans Company.

We may use information from your application form to collect statistics. For this purpose we will not tell any other organisation or publish any information that could identify you.

### **Section 10 – Office Use Only**

This section is for the programme team only to complete. Students should skip to Section 11

### **Section 11 – Personal Statement**

In this section it is important that you indicate why a career in teaching is something that you wish to undertake and then specifically discuss why you have chosen both the particular key stage and the subject specialism. You should also detail any experience you have of working in your chosen field.

Please be aware **that** there are limited numbers of places available on each of the routes offered and you must provide sufficient detail to pass the initial paper sift stage. Some applicants may find this space insufficient and therefore should continue on a separate sheet.

**This must be your own work and you should sign the declaration confirming this on the form  
Forms with inadequate personal statements consisting of only a few lines will not be considered.**

## **Section 12 - Name and Address of Referee**

Please complete the name and address of the person who will be providing a reference for you. Please give your referee the referee's form which you will need to detach from the back page of this booklet and ask them to complete it and use the prepaid envelope to return it as soon as possible.

Your referee can be one of the following:

- Previous or present employer
- Personal friend who has known you more than 2 years
- Teacher/Tutor If you are applying for a teacher training route your referee will ideally be someone who can comment on your suitability to work with young people, if

possible a Head teacher from a school where you have undertaken voluntary or paid employment.

**You are responsible for ensuring that we have a reference for you.**

**Equal Opportunities Monitoring Form**

A small number of subject areas, such as those offering routes into teaching degrees have limited numbers, applications to these courses will be considered on a first come first served basis and Edge Hill University reserves the right to decline applications to these areas before the official closing date. However, where possible, applicants may be considered for an alternative. In the case of applicants to Teacher Training routes this may be on to the relevant subject area, which leads on to a modular degree rather than a teaching