

APPLICATION FORM 2022/2023

Course: Study Programme: Traineeship:

Personal Details

Male Female Title

Date of Birth Age on 31/08/2022

Surname Previous Surname

First name(s)

Address Town/City

Postcode Telephone/Mobile

Ni

Number

Email Address

Ethnicity

White		Asian/Asian British	
English/Welsh/Scottish/British		Indian	
Irish		Pakistani	
Gypsy/Irish Traveller		Bangladeshi	
Northern Irish		Chinese	
Any other White background		Any other Asian background	
Mixed/Multiple ethnic group		Black/African/Caribbean/Black British	
White and Black Caribbean		African	
White and Black African		Caribbean	
White and Asian		Somali	
Any other Mixed/Multiple ethnic background		Any other Black/African/Caribbean background	
Other			
Arab		Any other ethnic group	

Eligibility & Residency

Have you been resident in the UK/EEA for the last 3 years? Yes No

What is your nationality?

Current Status			
British/EU/EEA Citizen	Asylum Seeker	Refugee	
Leave to enter as a visitor	Leave to enter as a learner	Leave to accompany husband/wife	
Work Permit holder	Discretionary leave	Humanitarian protection	

Indefinite leave to remain	Exceptional leave to remain	Leave to accompany parent
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Proof of Identification

Please Identify what evidence has been seen (Do not take copies but note full numbers)

Birth Certificate	
Passport (must still be valid)	
Driving Licence (must still be valid)	
National Insurance Number	
Bank Credit/Debit Card (last 4 digits only – Nacro)	

Previous Educational Overview

Name of School/College/Training Provider	From:	To:

Prior Attainments

Please attach copies of all examination results/certificates where necessary.

Qualification/Training Courses	Level	Grade	Date
e.g. English	GCSE	3	2021

Learner Record Service – LRS Unique Learner Number (ULN)	
YES – I have checked the LRS and have retained a copy in file.	NO – I have checked the LRS but cannot find learner registration or any information on prior achievements.

Household Situation

Status	Yes	No
Living with Parents		
Living Alone		
Supported accommodation (bedspace etc)		
In Care with Local Authority (foster care/residential care)		
Recently Left Care		

Disability/Health Problem

This section should be completed based on the learner’s self-assessment. It is recognised that some learners will not be able to identify themselves as having learning difficulties. This information will be recorded as a result of interviews with learners, their parents, guardians, teachers or advocates.

Do you have an Educational Health Care Plan (EHCP)?

Yes No

Do you consider yourself to have a short-term or long-term disability, health or learning difficulty?

Yes No

If you have answered ‘Yes’ to this question, please complete the appropriate section(s) below:

LLDD and Health problem category <i>Primary LLDD is the most significant or primary learning difficulty, disability or health problem, that impacts on the learner’s education</i>	Please (✓) ALL that may apply:	Please (✓) Primary LLDD and Health problem: Select only one
Vision impairment		
Hearing impairment		
Disability affecting mobility		
Profound complex disabilities		
Social and emotional difficulties		
Mental health difficulties		
Moderate learning difficulties		
Severe learning difficulties		
Dyslexia		
Dyspraxia		
Dyscalculia		
Autism spectrum disorder		
Asperger’s syndrome		
Speech, Language and Communication needs		
Temporary disability after illness or accident		
Other physical disability: _____		
Other specific learning difficulty: _____		
Other medical condition (e.g. epilepsy, asthma, diabetes) _____		
Other disability: _____		
Prefer not to say		

Emergency Contact Details

Name of Contact	
Relationship	
Address	
Telephone Number	
Mobile Number	
Email Address	

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 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 used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

You can agree to be contacted by the above named parties and Pinehirst for other purposes by ticking any of the following boxes:

- About courses or learning opportunities.
- For surveys and research.
- By post
- By phone
- By email
- By SMS

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>



The ESFA are ESF Co-Financing Organisations, and they may use your information to enable them to access ESF funds.

Please sign below to confirm that:

You have been advised where you can obtain a full copy of the privacy notice; you have been provided with information, advice and guidance before being offered a place on the course and the information obtained within this document is accurate and correct.

Learner Signature:		Date:	
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Pinehirst Bursary Policy 2022-23

The purpose of this Bursary Fund is to support students to meet the costs of continuing in full-time education such as for transport, books, equipment, trips and other course-related costs; it may also be used towards the costs of attending university interviews and open days.

There are two types of Bursaries that you may be eligible to apply for:

1. Vulnerable Bursary (16-18):

You can apply for this if you are:

- In Care
- Care Leaver
- Receiving Income Support or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you, such as a child or partner.
- Receiving Disability Living Allowance or Personal Independence Payments in your own name, as well as Employment and Support Allowance or Universal Credit.

How much will you get paid if you are eligible?

If you are eligible you could get up to £40 per week and £1,200 if you study full time for a minimum of 30 weeks. If your course is less than 30 weeks, you will get less. **Note:** You will only receive the amount you need to participate, we will not automatically award the full £1,200 if you do not need that level of support.

You will need to provide proof that you are eligible. This is either:

- A letter from your local authority showing you are in care or a care leaver.
- A letter from the Department of Work and Pensions showing the benefits you get (**Benefits must be in your own name to get a Vulnerable Bursary**).

2. Discretionary Bursary (16-18):

You can apply for this if you are:

- Earnings up to £30,000 that come from any one of the following:
 - Employment salary
 - Self-Employment earnings
 - Contribution based Jobseekers Allowance
 - Contribution based ESA
 - Pension Income
- Aged 19 or over and have an Education, Health and Care Plan (EHCP)
- Income Support Letter (**Most recent entitlement letter from DWP, ideally dated within the last 3 months**).
- Income-based Jobseekers Allowance (**Most recent entitlement letter from DWP, ideally dated within the last 3 months**).
- Income-related Employment and Support Allowance (ESA). (**Most recent entitlement letter from DWP.**)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190. (**Child Tax Credit Award Notice marked "2022/23". Must be for full year and not partial awards (FULL AWARD NOTICE) OR Child Tax Credit Review Letter.**)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for WTC (**Letter from Tax Credits stating Working Tax Credit has ended and payments are for a 4-week run-on period**)
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (**Most recent UC award notice, dated within the last 3 months**)

How much will you get paid if you are eligible?

If you are eligible you could get up to £40 per week to help cover transport and food costs.

To apply for bursary get in touch with Clayton on clayton@pinehirst.net or 0151 345 4567.