

Internal application form

for progressing full time students 2011/12



Personal details:

Last name:

First name:

Address:

Telephone No:

Date of birth:

Qualifications: Please tell us about the qualifications you have already achieved. Include GCSEs, Key Skills and Vocational Qualifications.

Level	Subject / Qualification Title	Grade achieved	Date achieved

Bicton College information: Please tell us about the course/s you are currently studying. Include your main qualification, key /basic skills and additional qualifications (your tutor can help with this information)

Level	Subject / Qualification Title	Target grade	Completion date

Your current course tutor's name:

Name of the course you want to apply for next year: Please tell us the level and vocational area.

Your career ambition / planned career pathway:

Please sign and date this form on the next page

Pass your signed form to your current course tutor to complete your reference

Tutor reference: for your current course tutor to complete

Do you recommend this student for the course? Yes No
Has the student had any concern notes or warnings? Yes No
Attendance Autumn % Spring %
Work submission – on time / grades compared to target Good Poor
Do you need to pass on sensitive information? Yes No

If yes, please attach or discuss with the course tutor for the course applied for

History of support – e.g. welfare, counselling, social care (please give details)

Learning Support Yes No Details:

Welfare support Yes No Details:

Other eg: outside agencies:

Written reference: Include information to support your statements above and key personal achievements whilst on programme: (achievement above target, enrichment, work experience, learner voice etc)

Tutor signature: _____ **Date:** _____

Please pass this form to the course tutor of the course applied for:

Interview required: Yes / No Interview date: (if applicable)

I would like to offer _____ (student name)
a conditional / unconditional place on the _____ (course). Please detail any conditions below

Tutor signature: _____ **Date:** _____

Condition:	Grade if applicable:	Target date:

Personal Data Fair Processing Notice:

I confirm that the personal information I have provided on this form is correct and that I give my permission for its collection and use by the College in the ways set out below:

Student signature:..... **Date:**.....

I give permission for the College to get in touch with me about my application, enrolment or progress using any of the contact details I have provided. I understand that the college is obliged to share my personal data with the LSC and certain other organisations in accordance with the relevant fair processing notice. I give my permission for my information to be used in my personal best interests by college personnel and other professionals directly involved in processing my application. If my course is funded or sponsored by an employer, I give permission for the college to share and discuss my application with my employer. If I am aged 18 years or younger on the day I sign this form, I accept that the College may discuss my application, and share my personal information with my parent(s) or carer designated as my next of kin. I understand that if I am aged 18 years or younger, but do not want the college to share information with my parent or carer, I can make this request using a form which can be obtained from Admissions.