





# Altamira Training Academy

## SECTION 3: NEXT OF KIN

Person to contact in case of an emergency:

First name(s)

Contact Number

Relationship

## SECTION 4: DISABILITY & CRIMINAL CONVICTION

Do you consider yourself to have a disability? Yes  No

If Yes please provide details including any specific requirements:

Altamira Training Academy welcomes diversity and promotes equality of opportunity and are committed to the recruitment and development of disabled people. Any information you give will be treated with the utmost confidence by the Human Resources Office.

If you have ticked Yes and stated your requirements please hand this application to **Mr Afazur Rahman**

Do you have any medical condition? Yes  No

If Yes, Please specify

**Medical History**

**List of Medical Conditions**

Do you have any criminal convictions? Yes  No  Other

If Yes please state:

An applicant for admission to Altamira Training Academy, at the time of application, has been convicted of a criminal offence must declare this. An applicant who is convicted after applying and before the date of admission must inform the College without delay. Applicant with criminal records should also seek the advice of The academic Registrar / administration team at Altamira Training Academy Further Information is available on request.



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## SECTION 5: WE ARE COMMITTED TO EQUAL OPPORTUNITIES. PLEASE TICK THE BOX WHICH BEST

### Asian / Asian British

- Indian (39)
- Pakistani (40)
- Bangladeshi (41)
- Chinese (42)
- Any other Asian background (43)

### Black/African/Caribbean/Black British

- African (44)
- Caribbean (45)
- Any other Black/African/ Caribbean background (46)

### Mixed/multi ethnic group

- White and Black Caribbean (35)
- White and Black African (36)
- White and Asian (37)
- Any other mixed/multiple-ethnic background (38)

### White

- English/Welsh/Scottish/Northern Irish British (31)
- Irish (32)
- Gypsy or Irish Traveller (33)
- Any other White background (34)

### Other ethnic group

- Arab (47)
- Any other ethnic group (98)

## SECTION 6: INITIAL ASSESSMENT

English Initial Assessment Level

Score

Math Initial Assessment Level

Score



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## SECTION 7: PLEASE TICK ANY BOXES THAT APPLY TO YOUR HOUSEHOLD

- No household members are in employment and your household includes one or more dependent children.**  
*(I.e - all household members are either unemployed or inactive and the household includes one or more dependent children. I.e those aged 0-17 years or 18-24 years if inactive and living with at least one parent. The latter category of older dependent children excludes people who are unemployed (because they are economically active) but includes full-time students.)*
- No household members are in employment (and your household does not include any dependent children).**  
You live in a single adult household with dependent children.  
*(I.e. the household includes only one adult (individual aged 18 or above), irrespective of their employment status and the household includes one or more dependent children. I.e those aged 0-17 years or 18-24 years if inactive and living with at least one parent. The latter category of older dependent children excludes people who are unemployed (because they are economically active) but includes full-time students.)*
- None of the above**
- I do not wish to give this information**

## SECTION 8: HOW YOU HEARD ABOUT ALTAMIRA TRAINING ACADEMY

- |                 |                          |          |                          |                  |                          |               |                          |
|-----------------|--------------------------|----------|--------------------------|------------------|--------------------------|---------------|--------------------------|
| Social Media    | <input type="checkbox"/> | Internet | <input type="checkbox"/> | Advice providers | <input type="checkbox"/> | Word of Mouth | <input type="checkbox"/> |
| Emails          | <input type="checkbox"/> | Friends  | <input type="checkbox"/> | Newsletter       | <input type="checkbox"/> | Prospectus    | <input type="checkbox"/> |
| Current Student | <input type="checkbox"/> | Other    | <input type="checkbox"/> | Radio            | <input type="checkbox"/> | Job Centre    | <input type="checkbox"/> |

## SECTION 9: EMPLOYMENT/EDUCATION

**Prior to enrolment were you in full time education or training** Yes  No

**On the day before your course starts will you be?**

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| In paid employment for less than 16 hours per week                   | <input type="checkbox"/> | Not in paid employment, looking for work and require this course to help gain employment | <input type="checkbox"/> |
| In paid employment for 20 hours or more per week                     | <input type="checkbox"/> | Self employed  | <input type="checkbox"/> |
| Not in paid employment, not looking for work and require this course | <input type="checkbox"/> | In paid employment for 30 hours or more per week   | <input type="checkbox"/> |
| Help gain employment   | <input type="checkbox"/> |  |                          |

**Are you not in paid employment and looking for work and available to start work?** Yes  No

**Are you not in paid employment and not looking for work and not available to start work?** Yes  No

If you are **NOT** in paid employment please answer the following questions:

**How long have you not been in paid employment?**

Less than 6 months  6 - 11 months  12 - 23 months  24 - 35 months  Over 36 months

Date status applies



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## SECTION 10: WHO WILL PAY FOR MY COURSE FEE

### Learners Under 19

I will be 16-18 at the start of my course

Fully-funded apprenticeship

### Learners Over 19

I will pay the fees myself

Funded by Altamira Academy

I am being funded by a  
19+ Advanced Loan

### General

No Fee will be charged

Government Funded

Employer

## SECTION 11: RESIDENCY

What is your nationality

What is your first Language

Have you lived in the UK or the European Economic Area (EEA) for the last 3 years? Yes  No

If No, which country did you live in

From

To

What is your country of domicile? (ie the place you call home)

## SECTION 12: PREVIOUS EDUCATION AND QUALIFICATIONS

Have you achieved the following qualifications?

GCSE English - grade A-C? Yes - in Year 11 Yes - 6th Form College/College I do not have this qualification

GCSE Maths - grade A-C? Yes - in Year 11 Yes - 6th Form College/College I do not have this qualification

What is the highest qualification you hold? (Please tick box)

Entry Level  Other qualifications below Level 1  Level 1 Full  Level 2   
Full Level 3  Level 4  Level 5  Level 6   
Level 7 and above  Other qualification  level not known  No qualifications

For learners enrolling on an Apprenticeship

Are you currently attending a higher education course? Yes  No

Are you a graduate of higher education Level 4 or above? Yes  No

Are you intending on remaining resident in the UK/EEA for the duration of your apprenticeship programme?

Yes  No



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## SECTION 13: DECLARATION

I understand that Altamira Training Academy provide the funding for my qualification and it is delivered in partnership with the Learning Provider also recorded on this form. I have read and agree to the notes and conditions below, and I confirm that the details on this form are correct. I agree to abide by Academy and Learning Provider policies and procedures, pay any fees due and to comply with any reasonable instructions given from time to time by Academy or Provider staff. I have received initial assessment and guidance for the learning programme shown on this form including a review of suitability of qualifications I have previously achieved. I understand that any false information I have given, or failure to disclose any relevant information, may result in my enrolment being revoked.

In signing, I am giving my explicit consent for the Academy, or any partners, to process this personal information under the Data Protection Act 1998 and to contact my employer, if applicable, with information relating to my academic progress, attendance and performance at Academy.

I am aware that attendance on the programme described above is compulsory and necessary to achieve the qualifications recorded. If I am unauthorized absent for more than four consecutive weeks I will be withdrawn from the programme.

### Enrolment and Fees

The explanation of fees is explained in the Provider's fees policy and you confirm have been informed where this is. If workplace learning then your course fee is the responsibility of your employer. Enrolment on a programme does require a commitment to attend regularly and punctually. If your progress, behaviour or attendance is unsatisfactory, you may have your enrolment revoked or suspended. If this is revoked you may be liable for fees up until the period you are withdrawn from the provider and this will be determined by their Finance team. Resources borrowed from the Academy or Provider are your responsibility. You will be liable for the replacement cost of lost or damaged items.

### Changes in Circumstance

You should notify your tutor and learning provider of any relevant change in circumstance and they will inform Altamira Training Academy Information Services. This is particularly important if you change your address or telephone number or emergency contact details.

### Behaviour

Please behave sensibly and carefully and be aware of, and observe, any particular safety requirements. If on Altamira Training Academy or Provider premises you should always wear your student lanyard (if provided) or sign in as appropriate. You will be held responsible for any damage caused by your wilful or careless behaviour. If you are dissatisfied at any time you can contact Altamira Training Academy Collaborative Partnerships Team who can look into your query.

The offer of a particular programme of study is not meant to imply that it is suitable to meet specific employment or professional criteria, or will meet specific entry requirements for further programmes of study. Prospective students should ascertain for themselves the suitability of a particular programme or qualification for their intended career. The Provider and/or Academy can only give general guidance on such issues.

### Data Privacy

All software and data stored on the Academy and Provider Systems remain the property of Altamira Training Academy and / or the Provider and may be accessed at any time by any member of the IT Services, Information Services and Academy Systems Development teams. Auditing will be carried out on a regular basis and any additional software not owned by the Academy will be deleted. Anyone who knowingly logs on to any Academy system under an unauthorised or "borrowed" ID or who tries to gain access to any areas of the system that they are not usually entitled to, is liable to prosecution under the Computer Misuse Act (1990). Distributing unauthorised material, especially computer viruses is expressly forbidden - misuse of this nature may be regarded as misconduct under the Academy's Disciplinary Code.

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The Provider confirms that the programme above has been deemed suitable for the learner, the entry requirements have been discussed and agrees to:

Provide high quality training to the learner, including appropriate support as identified through initial and ongoing assessment; Ensure that the duty of care is met for the learner in regard to Health and Safety, Safeguarding and Equality and Diversity; Ensure that quality assurance criteria are met throughout the term of the learning programme.

Signature of Applicant

Date



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16-18 years of age on 31/08/2017 ..... Yes  No   
Job Seekers Allowance ..... Yes  No   
Employment and Support Allowance (WRAG) ..... Yes  No   
Universal Credit ..... Yes  No

## I confirm I am unemployed and in receipt of one or more of the following state benefit:

- Council Tax benefit                       Housing Benefit                       Pension credit  
 Income support                               Working Tax Credit                       ESA (not WRAG)  
 Other State Benefit (please state):

## Evidence required:

You will need to supply a letter from Job Centre Plus dated within the last 6 months confirming you are currently claiming the relevant benefit.

Aged 19-23 and applying for a Level 1 or below course intending to progress to a Full Level 2-Highest achievement so far is at Level 1 .... Yes  No   
Aged 19-23 and applying for a first Full Level 2 ..... Yes  No   
Aged 19-23 and applying for the first Full Level 3 ..... Yes  No   
Aged 19-23 and applying for the first Full Level 4 -Without having attained a first Full Level 3 qualification ..... Yes  No

## 2. Please declare if you hold a full level 2 or 3 qualification as detailed below.

Achieved a Full Level 2 (e.g. 5 GCSEs at grade A\* to C, NVQ level 2 or BTEC 1st Diploma or Level 2 Progression Certificate/Diploma) ..... Yes  No   
Achieved a Full Level 3 (e.g. 2 'A' Levels, NVQ level 3 or BTEC National Diploma or equivalent)..... Yes  No

Please complete the in-house training and development activity application form (HRED-4) and attach to this application.

## 3. Self declaration for job seekers:

Are you an asylum seeker aged 16-18 legally in the UK? ..... Yes  No   
Are you an asylum seeker over 18 years old legally in the UK for at least 6 months pending consideration of a claim by the Home Office? .. Yes  No   
Are you an asylum seeker refused asylum, but eligible for support, under section 4 of the Immigration and Asylum Act 1999? ..... Yes  No   
Have you been granted Refugee Status? ..... Yes  No   
Have you been granted Discretionary Leave to Enter\* the UK? ..... Yes  No   
Have you been granted Exceptional Leave to Enter\* the UK? ..... Yes  No   
Have you been granted Exceptional Leave to Remain\* in the UK? ..... Yes  No   
Have you been granted Indefinite Leave to Enter\* the UK? ..... Yes  No   
Have you been granted Indefinite Leave to Remain\* in the UK? ..... Yes  No   
Have you been granted Discretionary Leave to Enter\* the UK? ..... Yes  No   
Have you been granted Humanitarian Protection? ..... Yes  No   
Are you a non-EEA citizen that has resided in UK/EU/EEA for 3 years and have been granted permission by UK government to live in UK for fixed/limited period\*? ..... Yes  No   
Are you joining a recognised family member who has been permanently resident in UK/EU for 3 years? ..... Yes  No



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## DECLARATION AND LEARNING AGREEMENT

By signing the Registration Form and Learning Agreement I confirm the contents are true and accurate. I understand that declaring false information may lead to prosecution.

Altamira Training Academy may also attempt to reclaim any tuition fees and support costs provided.

I understand that European Funds may support my learning programme.

I will inform Altamira Training Academy of any change of information during my course of study.

I agree to abide Altamira Training Academy code of conduct and follow all College rules.

I have had an opportunity to read and I agree to the Student Learning Agreement Key Terms.

I have received advice and guidance on my choice of learning programme to assess my suitability in accordance with College procedures.

I have agreed to the study programme or project detailed in my student learning programme, including payment of any related fees within 10 working days where applicable.

I understand that my learning programme and fees may be modular and may require termly progression.

I understand that I am also signing up to future progressions of this learning programme, and or subsequent transfers as deemed academically appropriate to enable me to achieve my learning goals.

These changes will constitute part of this learning agreement.

When you sign below to join this programme, you are agreeing to pay any associated fees for the programme of learning. You will remain liable for all the fees if you leave the programme before it ends. We will take action to recover any unpaid money from you.

Learners Signature

Date