



Education & Skills  
Funding Agency



# APPLICATION FORM

Please type or print in black ink and complete in BLOCK CAPITALS if hand-written.

**Please submit a copy of your most recent CV, Job description and any certificates for qualifications previously achieved as part of the application process.**

## Personal Information (for name, please state this as it appears on your passport) (REQUIRED)

Title (e.g. Mr./Miss/Mrs.):	Forename(s):	
Surname:	Gender:	Male      Female
Any other names previously known by:		
Date of birth:	National Insurance No:	
Unique Learner Number (ULN) (if known):	Primary phone number (mobile):	
Preferred email address (personal or work):		
Home address (where living at the start of the Apprenticeship):		
Country:	Postcode:	
How long have you lived at the above address?		

## Emergency Contact Details (REQUIRED)

Please fill this out so that we know whom to contact in the event of an emergency.

Full name:	Relationship:
Address:	
Phone number:	





### Course Details (REQUIRED)

Course applied for:	
Level:	Level 4      Level 5      Level 6      Level 7
Intake year:	20
Intake month:	Jan      April      July      Oct

**Personal Statement:**

(Please use a minimum of 250 words detailing your reasons for applying for this programme, explaining your choice of course, what you hope to do in your future career and how the course is relevant to your plans).



## Employer/company contact details (where apprenticeship will be undertaken) (REQUIRED)

Please provide the name and details of your employer where the apprenticeship will be undertaken.

Employer / company name:	
Employer address (workplace location):	
Telephone:	
Line manager name:	
Line Manager current job title:	
Line manager email address:	
Line manager telephone number:	
Start date with current employer:	
Start date in role (where apprenticeship will be undertaken):	
Current job title:	
Contracted hours per week (do not include paid or unpaid overtime):	
Do you spend at least 50% of your working hours in England?	Yes      No



### Disability, Medical Conditions or Learning Support (REQUIRED)

QA encourage you to disclose any disability/medical condition or other need which could impact your ability to study. This information does not affect our decision to offer you a place. By providing this information on your application form, our support teams can assess if we need to provide further support to you. Please tick all that apply:

No Disability	0	Learning Difficulty	1
Blind / Serious Visual Impairment	2	Deaf / Serious Hearing Impairment	3
Wheelchair User / Mobility Issues	4	Personal Care Support	5
Mental Health Condition	6	Unseen Disability: e.g. Diabetes	7
Autistic Spectrum / Asperger's	8	Other disability not listed here	9

Please detail other disability or additional support needs:

### Safeguarding Questions (REQUIRED)

Since the age of 14, have you been under the care of a Local Authority for a period of more than 13 weeks?	Yes	No
Do you (or have you had) a Statement of Special Educational Needs (SEN) including and Education Health Care Plan (EHCP)?	Yes	No



## Residential Information (REQUIRED)

Please provide information relating to your nationality, residence, identity. Attach copies of identity confirmation plus any pertinent Home Office documentation. Further information may be requested.

### QUESTION 1. Please check your residency status and answer one of the options below:

#### a) UK national

Are you a UK national and have been ordinarily resident in the UK (including British Overseas Territories or Crown Dependencies including Gibraltar) for at least the previous 3 years:      **Yes**      **No**

#### b) Right of Abode in the UK

Do you have right of abode status under United Kingdom immigration law that gives unrestricted right to live in the United Kingdom and have been ordinarily resident in the UK (including British Overseas Territories or Crown Dependencies including Gibraltar) for at least the previous 3 years:      **Yes**      **No**

#### c) UK nationals in the EEA

Are you a UK national who has been ordinarily resident in the EEA or a combination of the EEA and UK for at least the previous 3 years:      **Yes**      **No**

#### d) EEA nationals living in the UK

Are you an Irish national who has been ordinarily resident in the UK, Ireland or the EEA for at least the previous 3 years:      **Yes**      **No**

Are you an EEA national who has been ordinarily resident in the EEA, Gibraltar, or the UK for at least the previous 3 years and have obtained either pre-settled or settled status under the EU Settlement Scheme:  
**Yes**      **No**

#### e) Non-UK nationals

Are you a non-UK national (who does not fall into any of the above categories) and have permission from the UK government to live in the UK (not for educational purposes), and have been ordinarily resident in the UK for at least the previous 3 years:      **Yes**      **No**

#### f) Family Members of UK and EEA Nationals

A 'family member' is the husband, wife, civil partner, child, grandchild, dependent parent or grandparent of a UK or EEA national. A family member is eligible for funding if they have:

- a) Where required to do so, obtained pre-settled or settled status under the EU Settlement Scheme.
- b) Been ordinarily resident in the UK and/or EEA for at least the previous 3 years.

Can you answer Yes to both a & b above?

**Yes**      **No**

If 'Yes' documentation will need to be provided to confirm eligibility, if 'No' continue to check for other residency eligibility criteria.



## Residential Information (REQUIRED) (cont.)

If you have not been able to answer any of the questions above please confirm if you have any of the immigration status listed below:

- A. Discretionary leave to enter or remain
- B. Exceptional leave to enter or remain
- C. Indefinite leave to enter or remain
- D. Humanitarian protection
- E. Leave outside the rules
- F. Afghan locally engaged staff under the intimidation policy
- G. The husband, wife, civil partner or child of any of the above
- H. Section 67 of the immigration act 2016 leave
- I. Calais leave to remain

Please note if you are unable to select any of the above options, please speak to your QA representative who will discuss further eligibility criteria with you.

### **Question 2 (all applicants): What is your residency documentation to confirm the selection above:**

Nationality (as on passport / Visa):

Passport / Visa Number:

Comments:

**Note:** If you are a UK national who does not have a passport, what legal documentation do you have to confirm your identity?

QA are required by the ESFA funding rules to confirm an apprentice's identity or immigration permissions. Copies of documentation provided to confirm the correct statement has been selected by the applicant will not be retained by QA.



**Previous education and training in the UK or overseas (including school, college, university or apprenticeship). (REQUIRED)**

Please outline your previous school, college, education and qualification history, starting with your most recent education. This should include all secondary education onwards studied in the UK or overseas, including study that was not completed.

Date From	Date To	Institution	Qualification Level (i.e. GCSE, A level)	Qualifications and Grades Achieved



### Highest qualification previously achieved (REQUIRED)

Please enter your highest level of education e.g. A levels/BSc/MSc:

Title (name) of the highest qualification previously achieved:

If this award was taken in the UK enter institution name:

If taken elsewhere please enter name and country:

### Previous Apprenticeship (REQUIRED)

Have you previously commenced or completed an Apprenticeship?

Yes

No

If Yes, please provide the title and level:

If Yes, did you achieve the apprenticeship?

### Additional training (IF APPLICABLE)

Please list below any additional training, skills or certifications you have completed that you would like to be considered with your application.

Subject	Organisation	Completion date (MM/YY)





### Previously attained qualifications in English (IF APPLICABLE)

Have you previously studied English at GCSE / A Level (or above) or equivalent (i.e. Functional Skill)?  
If yes, please provide details below:

Qualification name:

Grade:

Year completed:

### Previously attained qualifications in Mathematics (IF APPLICABLE)

Have you studied Mathematics at GCSE / A level (or above) or equivalent (i.e. Functional Skill)?  
If yes, please provide details below:

Qualification name:

Grade:

Year completed:

### Checklist

Please tick the boxes to confirm which copies of the following documents you have sent with your application.

Copy of passport / Identity	Yes
Proof of Residency Status (IF REQUIRED)	Yes
Copy of previous qualifications, including final certificates and transcripts, translated into English (if not in English)	Yes
Employer details	Yes
Resume / Curriculum Vitae / Job Description (REQUIRED)	Yes



## DECLARATION

I confirm that I understand and agree to the following:

- The information given on this form is correct and complete and that I have completed this form myself.
- I accept QA Limited has the right to cancel my application if it is found that I have provided false or inaccurate information.
- That by submitting my information I am consenting to QA acting as data controller and processing my personal data for educational purposes under the provisions of the Data Protection Act and related General Data Protection Regulations (GDPR), as appropriate. I understand that my information may be shared with 3rd parties (for example information systems) for the sole purpose of facilitating my application to study.
- That if I wish to opt-out of communications from QA at any point I can do so by writing to QA Higher Education, 5th Floor, 5-7 Hill Street, Birmingham, B5 4UA or emailing '[QAHE.Marketing@qa.com](mailto:QAHE.Marketing@qa.com)'.

**Signed:**

**Date:**



## Ethnic Origin / Equal Opportunities Monitoring (REQUIRED)

QA are committed to providing equal opportunities for all. To assist us with our monitoring please choose one option to indicate your ethnic group. This information will not be considered as part of the admissions process.

English / Welsh / Scottish / Northern Irish / British		Bangladeshi	
Irish		Chinese	
Gypsy or Irish Traveller		Any Other Asian Background	
Any Other White Background		African	
White and Black Caribbean		Caribbean	
White and Black African		Any Other Black / African / Caribbean Background	
White and Asian		Arab	
Any Other Mixed / Multiple Ethnic Background		Any Other Ethnic Group	
Indian		Not Provided	
Pakistani			