

how to complete your application form

General

Before completing the form, PLEASE ENSURE THAT YOU READ THESE NOTES CAREFULLY. Not all of this booklet will apply to you, but you should read the general sections and any subject specific sections. The University of Bolton welcomes applications from individuals who have traditional academic, vocational and other equivalent level 3 qualifications. Applicants who may not hold these conventional qualifications, but have a background of work or professional/life experience are also encouraged to apply. More details can be found on pages 171-5 of our 2006 prospectus, or on pages 181-182 of our 2007 prospectus, or see our website www.bolton.ac.uk

You should also read the current literature relating to the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements. You can obtain details either from our prospectus, or via our website: www.bolton.ac.uk

Exclusions

You should **NOT** normally use this form when applying for entry to the first year courses leading to the following full-time qualifications:

FIRST DEGREE, DipHE, Foundation Degree AND HND (FULL-TIME AND SANDWICH COURSES.) APPLY THROUGH UCAS. www.ucas.ac.uk

Further details on applying through UCAS can be found in the prospectus, or on our web site; www.bolton.ac.uk

GENERAL INSTRUCTIONS ON HOW TO COMPLETE THIS APPLICATION FORM

Section 1

Complete this section in BLOCK CAPITALS. Please make sure you give at least one contact telephone number.

Home address: you only need to complete this if it is different from your postal address.

Section 2

Further Details

Please complete as fully as possible.

Access to HE courses require applicants to have had post school work or life experience before being eligible for the course. We would normally expect full time applicants to have completed their level 3 qualifications. The University strives to promote equality of opportunity for all regardless of age, gender, religion, race or disability.

Additional Learning Support

Please enter in the box the code from the list of statements below which is most appropriate to you. Describe any help you may need in section 7.

Dyslexia	1	Blind/partially sighted	2
Deaf/hearing impairment	3	Wheelchair user/ have mobility difficulties	4
Personal Care Support	5	Mental health difficulties	6
Unseen disability e.g. diabetes, epilepsy, asthma	7	Multiple disabilities	8
Other Disability	9	Autistic Spec. Disorder or Asperger syndrome	T

Area of Permanent Residence

If you live in the UK state your area of permanent residence: for Scotland, the District or Islands Area (eg Clackmannan); for Greater London, the London Borough (eg Enfield); for the former Metropolitan counties give the District (eg Sefton); for the rest of the UK, the County (eg Dyfed). If you live outside the UK state the country (eg Italy) where you are living as your area of permanent residence.

Residential Category

The level of tuition fees you pay (home or overseas) depends on your residential category. The codes are listed below:

- Code A You are a UK or EU national, or are the child of a UK or EU national, and have lived in the European Economic Area (EEA) or Switzerland (or both) for three years, but not just for full-time education. If you are a UK national, you may also have lived in the Channel Islands or the Isle of Man (or both) during these three years.
- Code B You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education. However, this does not apply if you are exempt from immigration control, for example as a diplomat or a member of visiting armed forces or an employee of an international organisation or the family of such a person. In this case your residential category is O.
- Code C You are a refugee, or have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave in the UK following an application for asylum, and you have lived in the UK, the Channel Islands or the Isle of Man since that status was recognised or granted, or you are such a person's husband, wife or child.
- Code E You are an EEA or Swiss national, you live in the UK and you are a migrant worker (or you are such a person's husband, wife or child), and you have lived in the EEA or Switzerland (or both) for three years, but not just for full-time education.

Code F You would otherwise meet the criteria of categories A, B, C or D, but you have been living outside the UK, Channel Islands, Isle of Man, EEA or Switzerland (or more than one of these) because you, your husband or wife, or your parents have been temporarily working outside the area in question.

Code O Other

White British	11	Asian or Asian British Pakistani	32	Mixed White & Asian	43
White-Irish	12				
Other White	19	Asian or Asian British Bangladeshi	33	Other mixed background	49
Black, or Black British Caribbean	21	Chinese	34	Other ethnic background	80
Black, or Black British African	22	Other Asian background	39	Not known	90
Other black background	29	Mixed White & Black Caribbean	41	Information refused	98
Asian or Asian British Indian	31	Mixed White & Black African	42		

Section 3

Details of course(s) to which you wish to apply:

Please state the month and year you wish to start eg Sept 2006.

For students applying to study courses delivered by our Partner Colleges, please state the name of the college at which you wish to study.

If you wish to indicate an order of preference for your course choices, you may do so. If you do not indicate any order of preference, we will assume you wish to be considered for all the courses listed on the form at the same time.

Please tell us how you heard about the course and complete the final part of section 3, only if you have previously studied at The University of Bolton.

Section 4

Previous Education

Please enter the names of the two most recent Universities, Colleges, V1th Forms or schools, etc., you attended within the last 10 years. If you have not had any formal education within this period please leave blank.

Section 5

Formal Qualifications

This is a summary of all the qualifications you hold. Please complete as fully as possible.

Section 5a

Academic examinations

Enter the level, subject name, date you sat, or expect to sit the examination or assessment, where you studied and the result obtained. If you are awaiting the result please enter PENDING in the result column.

Applicants with qualifications obtained outside the UK should give details of the examinations taken as a preparation for entry to higher education.

Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form.

Section 6

Work Experience

Please include all your work experience, paid or unpaid, full or part time, in your home or outside.

Section 7

Additional Learning Support

If you have declared that you may need additional support in Section 2, then this section will help us give you the level of support most suitable to your needs, so please complete it as fully as possible.

Section 8

Personal Statement

Enter here any further information you may wish to offer in support of your application. Admission tutors will be interested in your reasons for choosing the course(s) listed in Section 3, your career aspirations, and relevant experience and information concerning your intellectual, social, sporting or other interests. You should also give details here of any non-examined subjects you are studying. If you have been out of education for some time, please outline any relevant experience that may be taken into account in lieu of formal qualifications, either at home or in voluntary or paid work. It may also be helpful to explain any breaks in your career. If you are applying for deferred entry (ie a year beyond the next academic year) please give your reasons for so doing.

Section 9

Criminal Convictions

You are required to state whether or not you have any criminal convictions, excluding motoring offences for which a fine and/or penalty points were imposed. If the answer is yes, you may be required to provide details of any convictions to The University of Bolton. Any applicant for a Cert Ed / PGCE course, or any course which may bring them into contact with young, or vulnerable persons, will be required to undergo a CRB Enhanced Disclosure.

Section 10

Declaration

This confirms that the information you have given is true and complete. Any offer of a place you receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of The University of Bolton, and by signing this form you are confirming your agreement to this.

Section 11

Reference

(Applicants for Health and Nursing CPD courses should not complete this section, but move on to section 12.)

Normally, your referee would be one of the following: The Head of your present or last school; Principal of your College of Further Education; Course Tutor of your present or last course of studies, Access Course Tutor, etc.

If you have been out of education for some time, you may wish to consider one of the following: Your current or last employer, or training officer, or careers advisor; if you belong to a relevant organisation (voluntary or not) an officer of that organisation,

If you have any difficulty in identifying a suitable referee you should seek advice from The University of Bolton.

Applicants who are applying to study at one of our Partner Colleges should hand the completed form to the Centre Leader at that college.

Section 12

Name and address of referee(s)

Please give the name and address of 2 persons who are willing to act as referees. One should be able to give an academic reference, the other to comment on your work and experience in industry, commerce or public / voluntary services.

NOTES FOR THE GUIDANCE OF REFEREES

The referee's report is an integral and important part of the selection process, and the information you give will help us to guide admissions tutors in making their decisions. Written references supplied with the application will be accepted on the back sheet of the application form, or you may submit it on a separate sheet.

In order that we can evaluate an applicant's academic and intellectual capacity, your reference should if possible cover:

- 1) Suitability for the course(s) applied for and potential to succeed.
- 2) Intellectual qualities including:
 - a) development to date and previous examination performance with special reference to any factors which may in your opinion have adversely influenced the result.

- b) present performance.
 - c) potential, including an assessment of the probable results of any pending examinations.
- 3) Personal qualities.
 - 4) Career aspirations.

Please ensure that the form is completed in black ink/type. If possible check that the applicant has completed the form correctly and legibly.

ADDITIONAL INFORMATION FOR INITIAL TEACHER TRAINING APPLICANTS

The University of Bolton's one year full-time and two year part-time PGCE / Cert. Ed. (Further, Higher and Adult Education) are courses of teacher training for the post-16 sector of education. The sector includes FE colleges, Adult Education, Community Education, Sixth Form Colleges, Universities and the Health Service. It does not prepare teachers for teaching school-aged children (up to 16) and does not lead to Qualified Teacher Status (QTS) to teach in schools.

You should complete the application form as fully as possible using the General information given at the beginning of this booklet. However, you will need to supply some particular information for our PGCE/Cert.Ed. courses and additional guidelines are given below.

APPLYING FOR THE FULL-TIME PGCE/CERT.ED

All applicants for full time study on our PGCE/Cert. Ed Courses please ensure you specify the subject you wish to teach in section 3 on your application.

Section 5

This is a summary of your qualifications. Please tick all relevant boxes. As a PGCE / Cert Ed applicant, you must complete the Maths and English declaration.

Section 11

Applicants for PGCE/Cert Ed courses based at the University of Bolton need to supply a reference from one of your referees detailed in section 12.

APPLYING FOR THE PART-TIME PGCE/CERT.ED, INCLUDING APPLICATIONS THROUGH PARTNER COLLEGES

Eligibility and applicability

To be eligible for the course **you must be employed** as a teacher/lecturer:

For the first year (Phase 1), you need at least **60 hours** of appropriate teaching. For the second year (Phase 2), you need at least **60 hours** of appropriate teaching.

Teaching is deemed "appropriate" if it involves you in preparation and planning for the teaching of groups of learners (aged 16 or over) who are following a defined curriculum (e.g. working to a syllabus or the equivalent). You may or may not be paid for this employment, but you do need to have full responsibility for the teaching of the groups involved. Neither all one-to-one teaching, nor one-to-small group teaching, nor acting as an assistant to an established teacher will offer you the opportunities you will need to meet the course's requirements. If you are in doubt about the applicability of your teaching (we call this "class contact"), discuss this with the centre you apply to.

On receipt of your completed application form the Education department will send you a 'class contact confirmation form' which asks for a signature from an authorised person at your college/organisation confirming your class contact for the necessary number of hours.

COMPLETING THE APPLICATION FORM

Section 3

The two year part-time PGCE/Cert.Ed. course is validated and awarded by The University of Bolton. The course is currently offered at The University of Bolton and also at our partner FE colleges.

Those who are accepted for the two year part-time PGCE / Cert. Ed. enrol as University of Bolton students, even though they may be undertaking the course at a partner college.

- i) If you are applying to study at one of our partner colleges, state which one next to "PGCE/Cert.Ed only. Name of partner college"
- ii) "Course title"; if you hold a degree relevant to the subject you teach, state PGCE (Postgraduate Certificate in Education). Otherwise, state Cert. Ed. (Certificate in Education). PGCE and Cert.Ed students study together and follow the same curriculum.
- iii) Please read the following and then state your choice of pathway under "Preliminary choice of main subjects":

The 'generic' pathway

This pathway is for those applicants who wish to study for a non-subject specific PGCE/Cert. Ed. Your teaching is likely to be in a vocational and/or academic curriculum area (e.g. ICT; Health & Childhood Studies; Hair & Beauty Therapy; Modern Foreign Languages; Auto Engineering; Construction Trades; etc.), and on the course you will study in mixed subject groups.

The 'skills for life' pathway (available at The University of Bolton only – not Partner Colleges)

This pathway is offered as a specialist area within the Cert. Ed./PGCE for those applicants teaching in skills for life provision in the areas of literacy, numeracy or ESOL. You will be required to select **one** area as a specialism: **please state which in section 3**. Your work-based experience could be in a range of skills for life settings including Further Education colleges, community provision and work-based training.

The 'practice educator' pathway

This pathway is for those applicants teaching in health and social care who wish to obtain the qualification for the roles as laid down in the ENB/DoH (2001) standards 'Preparation of Mentors and Teachers'. You will be required to complete the assignments within the context of health and social care and with a higher education focus. Your work-based experience will also be in health and social care and should reflect the above roles as described in the aforementioned standards.

- iv) Please state if you are applying for Phase 1 or Phase 2 under "Stage".

Section 5a

If you are applying for APEL entry into Phase 2, you **must** include details of either your City & Guilds 7407 or The University of Bolton's Phase 1, and the centre at which you studied.

Section 11

If you are applying for a part-time PGCE/Cert.Ed course based at The University of Bolton, you need to supply a reference from one of your referees detailed in section 12a. If you have applied to study at a partner college, the Centre Leader at the college should confirm their acceptance of your acceptance by entering their name and signing at the bottom of section 12 before sending the form to us.

Section 12

Please supply details of referees.

After you have completed the application form, send it to your chosen centre with:

1. Photocopies of the certificates of your main academic and professional qualifications
2. A photocopy of your birth certificate, and if your name has changed (e.g. by marriage), a copy of your marriage certificate or other proof of change of name

Please do not send the originals of these valuable documents. If we need to see the originals, we will ask you.

Additional information

Lifelong Learning UK (LLUK)

The University of Bolton's PGCE/Cert.Ed is LLUK endorsed and students wishing to have their award LLUK endorsed must ensure that their work based experience is within one of the following situations as explained in the following DfES guidelines:

“Guidance to awarding institutions and course providers regarding appropriate teaching practice settings for students on programmes leading to LLUK endorsed ITT (FE) qualifications.

It has been agreed with the DfES that appropriate teaching practice is within publicly funded provision in the following settings:

- **Further Education (as defined in the 1992 Further and Higher Education Act), including FE provision taught in HE Settings**
- **Adult and Community Education**
- **Basic Skills provision with Further and Adult Education**
- **Work-based learning environments**

Teaching practice opportunities are ring-fenced to these above areas where they enable the LLUK teaching and supporting learning standards and values to be met.” (Guidance on Teaching Practice Locations [at 27/3/02]).

Cert. Ed. and the BA Honours (Professional Development in Education)

Success in the Cert. Ed contributes 120 credit points towards the 360 point BA Honours, which you may wish to follow full-time or part-time after completing your Cert. Ed. While you are working for your Cert. Ed., it may motivate you to know that everything you achieve counts towards your BA Honours.

ADDITIONAL INFORMATION FOR HEALTH/NURSING RELATED COURSES

Please read carefully any information pack accompanying this application form.

Section 9

Applicants for Health/Nursing related courses should use this section to present a 500 word (Max) statement which demonstrates how you meet any person specification supplied with the information pack.

The Data Protection Act 1998

The information that you give on your application form will be used for the following purposes only:

- To enable your application for entry to be considered. For this purpose it will be disclosed only to the appropriate officers of Local Education Authorities (LEA) / Student Loan Company (SLC).
- To enable us to compile statistics, or to assist other organisations or individual research workers to do so, provided that no statistical information which would identify you as a person will be published.
- To enable us to initiate your student record.

When you sign the declaration on the application form, you agree that the University can process your information by computer and keep a copy of the form on file. The Data Protection Act 1998 allows you to ask for a copy of all the information we have on our computer about your application.

IMPORTANT NOTE

We undertake to take all reasonable steps to provide educational services in the manner set out in the prospectus and in other documents. Should industrial action or other circumstances beyond our reasonable control interfere with our ability to provide such services, we undertake to use all reasonable steps to minimise the resultant disruption to educational services. We do not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it

undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein.

Should you become a student of The University of Bolton, this notice shall be a term of any contract between you and us. Any offer of a place made to you by the University is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.