

\*I give permission to access my prior achievement held on the Learner Record Service.  
 \*I agree for my photograph to be taken and used to promote 2 Counties Training through social network sites and promotional material.  
 \*I am happy for my parent or guardian to be informed of my progress and attendance while on programme  
 Delete if not applicable.  
 Applicants signature:  Date:

FOR CENTRAL OFFICE USE ONLY  
 Date received:  Reviewed by:

Copy sent to Provider: (please tick)  Provider:

**Please return to:**  
**2 Counties Training, Young People's Support Services, Tolladine Road, Worcester, WR4 9NB**  
 [facebook.com/2countiestraining](https://www.facebook.com/2countiestraining)  [2countiestraining@worcestershire.gov.uk](mailto:2countiestraining@worcestershire.gov.uk)

# Focus on your Future



## Programme of Study Application Form

Please complete your details in full as your application cannot be considered without all the information requested. If you need assistance to complete this form, speak to your IAG Advisor, your preferred Training Provider or the 2 Counties Support Officer.

First Name:   
 Surname:   
 Date of birth:  Home Tel no.   
 Current address:  Mobile no.   
 National Insurance No.   
To find out your National Insurance Number, visit: [www.gov.uk/lost-national-insurance-number](http://www.gov.uk/lost-national-insurance-number) or call 0300 200 3502  
 Current postcode:   
 Email address:  Male  Female

Last School Attended:  Year of Leaving:

Any College or Training Provider attended since leaving school:

College / Training Provider	Course	Date started	Date ended	Completed / not completed	Reason for leaving

**Please list the Qualifications you have achieved eg GCSEs, Functional Skills or Vocational Qualifications**

Subject	Grade / Pass / Award etc	Unknown / not achieved
Eg English		
Eg Maths		

**Previous Employment Status**

- In paid employment       Not Known  
 Not in paid employment and not looking for work       Not in paid employment and looking for work

**Have you had any experience in the work place? If yes, please tick your experience below.**

- Employment       Work Experience       Voluntary Work

How/where did you hear about 2 Counties Training?

Which Training Provider do you wish to study with?

What career area do you wish to study eg Construction?

**What are you planning to do once you have completed your Programme of Study with us?**

- Apprenticeship       Part Time Employment       Full Time Employment  
 Level 2 Course       Independant Living / Supported Employment       Other college course / training  
 Work with training

Are you happy using public transport independently to travel to your training provision?  Yes  No

Are you currently in the Care System?  Yes  No

Are you a care leaver?  Yes  No

Have you been a resident of the UK for the past 3 years?  Yes  No

If NO please provide date of arrival  Is English your first language?  Yes  No

Do you have an Education and Health Care Plan (EHCP - this has replaced the 139a Assessment / Statement)  Yes  No

If yes, do you give your permission for us to obtain a copy from the Local Authorities? This is an essential part of our initial assessment process  Yes  No

Are you supported by any other agencies? (Eg Social Worker, Youth Offending Team, Youth Contract etc)  Yes  No

If yes, please give details

Are you registered as Elective Home Educated?  Yes  No

Do you have any criminal convictions (excluding minor motoring offences) which are not spent in accordance with the Rehabilitation of Offenders Act?  Yes  No

If yes, please give details of the offence so a member of the team can contact you to offer you the most appropriate support.

**Please give details of your Next of Kin / Emergency Contact**

Name	Relationship	Contact Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Further Information**

If there is any other information that may help us place you and/or offer appropriate support please mention it here.

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box:

- White British       White and Caribbean       Indian       Black African   
 White Irish       White and African       Pakistani       Black Caribbean   
 Gypsy or Irish Traveller       White and Asian       Bangladeshi       Other Black Ethnicity   
 Any other White Ethnicity       Other mixed Ethnicity       Arab       Other   
    Chinese       Prefer not to say   
    Other Asian Ethnicity       Not Known

**Disability or health condition**

- Do you consider yourself to have a long term disability, health problems or learning disability? Tick all that apply  Perfer not to say
- None       Moderate learning difficlutly       Severe learning difficulty  
 Visual impairment       Dyslexia       Dyscalculia  
 Hearing impairment       Autism spectrum disorder       Asperger's syndrome  
 Disability affecting mobility       Other learning difficulty       Other disability  
 Profound complex disabilities       Temporary disability after illness or accident  
 Social & emotional difficulties       Speech, language and communication needs  
 Mental health difficulty       Other specific learning difficulty (e.g dyspraxia)  
 Other physical disability       Other medical condition (e.g epilepsy, asthma, diabetes)

**Privacy Notice 2018 to 2019**

**Controller Details:**

Worcestershire County Council  
Spetchley Road  
Worcester, WR5 2NP

**Processor Details:**

Pellcomp Software Ltd  
Gladstone House, St Giles Street,  
Norwich, Norfolk, NR2 1LL

Learner data is collected by Worcestershire County Council in accordance with the terms and conditions of funding imposed on providers of learning by the Education Skills Funding Agency.

This privacy notice is issued by Worcestershire County Council. It is to inform learners how personal information supplied by you on training application forms will be used and shared by Worcestershire County Council. For the purposes of relevant data protection legislation, Worcestershire County Council is the data controller for personal data that is processed by Pellcomp Services. Worcestershire County Council may amend this Privacy Notice from time to time. If we make any substantial changes in the way we use your personal information we will make that information available by amending this notice.

Your personal information is used by Worcestershire County Council to exercise its functions and to meet its Contractual and statutory responsibilities, together with the ESFA, Education Skills Funding Agency, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these and audit purposes, i.e. 6 years.

Your information may be shared with third parties, listed below, for education, training, employment and well-being (safeguarding) related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation. Where Worcestershire County Council shares data with a third party Worcestershire County Council requires that the sharing is subject to a data sharing agreement, specifying the secure management of the data unless undertaken under for legitimate contractual purposes.

Education/Training	Training/Employment	Well-being
Sub-contracted Providers		Support Workers
Ofsted		Social Workers
Babcock Prime		Children's Social Care
For Skills/BKSB		
Work Experience Placements		

Information provided by learners may be shared between service areas within Worcestershire County Council for purposes of administration, the provision of career and other guidance and statistical and research purposes.

Where the sub-contracted delivery partner is unable to continue the delivery of training funded by the ESFA Worcestershire County Council will endeavour to make arrangements for secure transfer of information, including the learner's personal data, from the former delivery partner

The Education Skills Funding Agency (ESFA) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You have the right to erasure which is also known as 'the right to be forgotten'. The broad principle underpinning this right is to enable an individual to request the deletion or removal of personal data where there is no compelling reason for its continued processing.