

## CAMBRIDGE AREA 14-19 PARTNERSHIP: GUIDANCE NOTES FOR APPLICATION FORM 2010-11

Read these notes carefully before completing the form, especially if your school is not a Cambridge Area 14-19 Partnership centre. Completed application forms, including personal statement and reference, should be received by the first choice centre(s) by Friday 12<sup>th</sup> February 2010. Applications received after this date will be dealt with at the discretion of the individual centre. For further guidance, please consult staff at the relevant centres.

**SECTION 4** The Unique Learner Number (ULN) is a personal 10-digit number randomly generated which will remain with you throughout your education so that all your learning experiences, exam results and qualifications can be linked together. If known, your ULN can be obtained via your Personal Tutor or Exams Office.

**SECTION 5** Enter here the name of your current school/college, and any others you have attended during school years 7 to 11. Give the month and year of joining and leaving each school/college. If you are no longer in compulsory education, include details of your current employment/training/education.

**SECTION 6** Enter the name of each college or sixth form centre you are applying to under 'Centre/Provider'. Enter the subjects or course you wish to study in the appropriate column, including level e.g. English or Business, GCSE, AS/A level or National Diploma (6,12,18,unit), International Baccalaureate (IB), Advanced Diploma.

Order of Preference	Centre/Provider	Subjects/Courses/Level or Apprenticeship Programme you wish to study. Indicate by {bracketing} your preferences for first equal choices
1	Name of 1st choice Centre	<i>National Diploma Business, 18 units</i>
2	Name of 2nd choice Centre	<i>AS/A levels: Maths, Business Studies, Accounting, Politics</i>
3	Name of Provider	<i>Apprenticeship (Business Administration)</i>

List at least two centres in case your first choice is unable to offer you a place. **You may make two 'First Equal' applications IF you are applying for different types of course at the two centres.** For example, AS/A levels at one centre and the IB course at another centre, or a National Diploma at one centre and an intermediate level course at the other. Please note that you cannot make a 'first equal' application for A level courses at two different centres.

Order of Preference	Centre	Subjects/Courses/Level or Apprenticeship Programme you wish to study. Indicate by {bracketing} your preferences for first equal choices
1=}	Name of Centre	<i>International Baccalaureate</i>
1=}	Name of Centre	<i>AS/A levels: Maths, Physics, English, French</i>

### IT IS IMPORTANT TO CHECK THE AVAILABILITY OF YOUR CHOSEN COURSE AT THE CENTRE OF YOUR CHOICE

Consult the on-line prospectus ([www.cambscoursefinder.com](http://www.cambscoursefinder.com)) as well as the prospectuses and web sites of the post-16 centres.

**SECTION 7** List here the subjects/courses/programmes of study you are currently following (e.g. GCSE, Higher Diploma). If relevant, indicate the level/tier of the examination you are entered for (e.g. Higher/Foundation). Use two lines to enter double award courses (Science + Additional Science *or* Add. Applied Science) and enter English and English Literature separately. Enter short courses in the appropriate section. Your school or college will provide your current estimated grades. If you have already completed a subject, enter the actual grade awarded. In this section you may also include qualifications in music, drama and sport.

Subjects	Exam	Tier (H/F)	Est Grade	Actual Grade	Subject	Exam	Tier (H/F)	Est Grade	Actual Grade
<i>Maths</i>	<i>GCSE</i>	<i>H</i>		<i>A</i>	<i>Science</i>	<i>GCSE</i>	<i>H</i>	<i>A</i>	
<i>Maths</i>	<i>AS unit P1</i>		<i>D</i>		<i>Additional Science</i>	<i>GCSE</i>	<i>H</i>	<i>B</i>	
<i>English</i>	<i>GCSE</i>	<i>H</i>	<i>A</i>		<i>Short Course</i>				
<i>English Lit</i>	<i>GCSE</i>	<i>H</i>	<i>B</i>		<i>PE</i>	<i>GCSE</i>		<i>B</i>	

**SECTION 8** Please use this section to tell us about any disability, learning support or other support needs that you have. You can give further details in your Personal Statement or in an accompanying letter. Please ensure that the centres you apply to are aware of your additional needs so they can make any reasonable arrangements to help you at interview and on your future course of study. The Cambridge Area 14-19 Partnership is committed to ensuring that all applicants are treated fairly and wishes to ensure that it complies with the Disability Discrimination Act (as amended by the Special Educational Needs and Disability Act 2001).

**SECTION 9** We would like you to describe your ethnic origin because this will help Cambridgeshire and the Cambridge Area 14-19 Partnership centres to monitor their Equal Opportunities policies. However, you do not have to provide this information if you would prefer not to.

**SECTION 10** Please sign and date the form. You will need to write a Personal Statement in support of your application and attach it to this form. Guidelines are given below.

**PERSONAL STATEMENT** You should aim to write or word process about one side of A4. Please tell us about:

- why you wish to continue in education or apply for training
- why you have chosen the course(s) you are applying for
- any ideas you have about possible careers, and whether or not you are thinking of applying to university
- the interests and activities you follow in your own time and in school or college
- any work experience you have had ( both paid and unpaid )

**SECTION 11** Your Personal Tutor, Head of Year or similar member of staff needs to sign the form. The person signing the form should attach a reference or similar document. Guidelines are given below. *Centres do NOT request references from schools. It is the responsibility of the applicant to ask their school to provide a reference.*

If you are no longer in education, your Connexions Personal Adviser or employer could sign, but we would still like a reference, or a copy of a report or similar document, from your last school or college

**REFERENCE** This needs to tell us about the applicant's:

- performance and progress on the subjects and courses currently being followed
- suitability for further study on the chosen courses/programmes
- capacity for independent study and to remain focused on a task
- attendance and punctuality
- ability to work co operatively with teachers and fellow students

If you feel the traditional reference format is inappropriate, centres will welcome copies of the most recent report on progress, or some equivalent document, as long as it includes the above information. Please include information about the applicant's work in all subjects, not only in those directly relevant to the course applied for. General statements about character, personality and contribution to extra-curricular activities are also helpful alongside information about subjects studied. It is always helpful to receive information about any special circumstances relating to an applicant.

**SECTION 12** If you are under 18 years of age then one of your parents or your carer needs to sign this section.

**SUBMITTING THE APPLICATION** Completed applications, including the personal statement and school reference, should arrive at your first choice centre(s) by **12TH FEBRUARY 2010**. Applications received after this date will be dealt with at the discretion of each centre.

**Students in schools and colleges in the Cambridge Area 14-19 Partnership:** follow the instructions given to you by your Head of Year/ Head of Careers who will send the application to your first choice centre(s).

**Students in other schools and colleges and all other applicants:** please send the application to your first choice centre (or to both centres if making a 1= application). Your referee may prefer to send the reference separately, to arrive by the deadline.

**Application procedures in the event of over-subscription:** if any CAP centre is over-subscribed by first choice, qualified 'in-area' applicants, the centre concerned will consider all applicants in accordance with its stated admissions criteria. Students who are at risk of not being offered a place will be given the opportunity of an interview at their second choice CAP centre, in order to maximise their chance of being offered their chosen course in the event of an eventual referral to that centre. Students in this position will normally be informed late in the Spring Term, after initial interviews at their first choice centre. In these circumstances, final decisions about the offer of places will not be taken until early May, following further consultation with local schools. Students will not normally be reconsidered by their first choice centre once they have accepted a place at their second choice centre

Cambridge Area 14-19 Partnership works with Connexions in Cambridgeshire and Peterborough, Shire Hall, Castle Street, Cambridge CB3 0AP

Information you provide on your application form will be passed to the Learning and Skills Council, which is registered under the Data Protection Act 1998. This information will be shared with other organisations for administration, careers and other guidance, statistical and research purposes. At no time will your personal information be passed to organisations for sales or sales purposes. Relevant information about additional support needs will also be passed in confidence by your current school to the post-16 centre at which you enrol. Further details about data confidentiality are available on request from that post-16 centre.