

Personal Statement –**Please complete for Access to Higher Education and Counselling courses ONLY.****COUNSELLING APPLICATIONS:**

Personal statement guidance: Please complete this section of the application form to demonstrate any experience relevant to this course, your career aims and commitment to study. If you prefer to print your statement, please attach as an additional sheet. Please be aware that we cannot process your application without this. Please aim to write between 200-400 words for this section.

ACCESS TO HE APPLICATION FORM

Please complete a piece of hand-written work that includes the following:

- Your experience relevant to the course for which you have applied
- How might studying the course impact on the following:
 - Your personal development, i.e. how you think it will change and develop you
 - Your career aspirations, i.e. how will it get you to where you want to be? What challenges will you face? What else will you need to do in order to achieve your goals?
 - Your personal circumstances, e.g. finance, childcare, relationships, work
- Consider the advantages and disadvantages of following a University Level course on completion of your Access to HE Diploma

Please write 1-2 sides of A4. You may use a continuation sheet and attach to this application form if needed.

Please be aware that we cannot process your application form without your accompanying personal statement.

Access to
Higher Education
and Counselling Only

Current Learning Support Arrangements:

8 Important! If you answer **Yes** on either section **8** or **9** or both, please submit additional information with your application by enclosing a letter with full details and posting this application and the letter to the following address: Reference ATP, Advice and Recruitment Team, Exeter College, Hele Road, Exeter, EX4 4JS. We may also approach relevant agencies for further information.

Do you have a criminal record or any outstanding court proceedings or are you on an Offenders' Register?
 Yes No

If yes, please give details in a letter along with your Probation Officer name and contact number (if applicable)

9 Do you have an agency or support worker? Yes No

If yes, please give details in a letter including their name, title, agency name, address and contact number.

10 Advanced Learner Loan

If you are aged 19 and over you may be eligible for the Advanced Learner Loan. For eligible courses and further details see our website www.exe-coll.ac.uk. If you wish to apply for this please go to the following website for further information: <https://www.gov.uk/advanced-learning-loans>

11 Support Requirements: It is essential that all students complete this section. *Please tick all that are relevant.*

<input type="checkbox"/> No disability/learning support requirements	<input type="checkbox"/> Visual impairment (do not tick if your eyesight is corrected by glasses)	<input type="checkbox"/> Exam access arrangements
<input type="checkbox"/> Mental ill health	<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Temporary disability after illness (for example post viral) or accident
<input type="checkbox"/> Emotional/behavioural difficulties	<input type="checkbox"/> Dyslexia/Dyspraxia	<input type="checkbox"/> Medical condition.... (for example epilepsy, asthma, diabetes)
<input type="checkbox"/> Asperger syndrome/ASD	<input type="checkbox"/> Disability affecting mobility	<input type="checkbox"/> English is not my first language
<input type="checkbox"/> ADHD	<input type="checkbox"/> Multiple disabilities	<input type="checkbox"/> To provide further confidential information, do so by letter using ref: GH

12 How did you find out about this course? (please tick all boxes that apply)

<input type="checkbox"/> college website	<input type="checkbox"/> recommended /word of mouth	<input type="checkbox"/> Radio	Other.....
<input type="checkbox"/> course guide	<input type="checkbox"/> college event: date:	<input type="checkbox"/> Careers South West	
<input type="checkbox"/> local newspaper	<input type="checkbox"/> Facebook/Twitter	<input type="checkbox"/> Employer	

13 Personal Data, Exeter College Fair Processing Notice (Data Protection Act 1998)

I give permission for the college to

- Get in touch with me about my application, enrolment, progress or future opportunities using any of the contact details I have provided
- Inform me of college events and circumstances which are relevant to me
- Share my personal data with local authorities and other agencies who may contact me about services relevant to my application and attendance at college

I understand that the college is obliged to share my personal data with government departments, and agencies including HESA, HEFCE and partner institutions subject to their own fair processing notices.

I give my permission for my information to be used in my personal best interests by college personnel and other professionals directly involved in processing my application.

If my course is funded or sponsored by an employer, I give permission for the college to share and discuss my application with my employer.

I give permission for the college to share with partner organisations my personal information sufficient only for the purposes of processing electronic payments and providing other services on behalf of the College.

If I am aged 18 years or younger on the day I sign this form, I accept that the college may discuss my application, and share my personal information with my school, parent(s) or carer designated as my next of kin.

I understand that if I am 18 years or younger but do not want the College to share my information with my school, parent or carer, I can discuss this with the Head of Student Services.

Declaration: I confirm that the personal information I have provided on this form is correct and that I give my permission for its collection and use by the College in the ways set out in the fair processing notices above.

Signed: _____ Date: _____

What to do next:

When complete, please send to Advice and Recruitment Team, Exeter College, Hele Road, Exeter EX4 4JS. We will then contact you regarding the next step in your application process.

July 2016