



**STOCKPORT  
COLLEGE**

# **Taking control of your future**

Apply for a course at Stockport College

**Admissions Unit**  
Stockport College  
Town Centre Campus  
Wellington Road South  
Stockport  
SK1 3UQ

If you have any questions concerning your application then please contact:

**Admissions Unit**  
Stockport College  
Town Centre Campus  
Wellington Road South,  
Stockport, SK13UQ

**Tel:** 0161 958 3100 (switchboard)  
**Tel:** 0845 230 3102 (enquiries & admissions)  
**Fax:** 0161 480 6636  
**e-mail:** admissions@stockport.ac.uk  
**web site:** www.stockport.ac.uk

Thank you for your interest. This application does not commit you to anything but is the start of an exploration of the many courses which might be suitable for your training or education.

### Who should fill in this form?

Anyone who is living in the UK at the time of applying. The form can be used to apply for any course (except full-time higher education courses which are listed in the UCAS Handbook).



When filling in the form please refer to the following notes - they are here to help you. All the information we ask for will help us to deal with your form quickly and efficiently and help us to ensure that you enrol on the course that is right for you.

1. Please complete this section in full and in **BLOCK CAPITALS**. Remember we will need to contact you! Please make sure you enter your date of birth correctly as it will help to avoid any confusion if there happens to be a student with the same name as yourself. The information may also be included on any certificate awarded to you.
2. A contact number or e.mail address will help us if we want to contact you at short notice.
3. If you haven't lived in the European Union for the past 3 years you may not be considered a 'home student' for fees purposes. If there is a query the College may request further information from you.
4. If you are 16 - 18 years old please include schools and colleges you have attended since the age of 14. If you are 19 or over please include the last institution you attended.
5. We have a firm commitment to equality of opportunity and are keen to support students with additional or special needs of any kind. If you feel you would need support with, for example, a physical disability or help with Maths or English or because you suffer with dyslexia please tell us. It will not affect your application in any way but will in fact help us to make your experience with us a positive and successful one.
6. If you know which course or subject area you wish to apply for just enter the title here.
7. Please tick the appropriate boxes. Please note that full-time study is 15 hours or more per week. Part-time study is less than 15 hours per week.
8. If you are not sure which course is right for you, you may wish to talk to a member of our Careers Guidance Team. If so please tick (✓) the box and an interview will be arranged for you.

9. Exam results are not necessarily important, but knowing what subjects you are taking and predicted grades will help our staff to advise you. Don't be put off if you have no formal qualifications - see section 11. If you do have qualifications gained within the past three years then you will be asked to bring along your certificate(s) at either interview or enrolment.
10. Again, don't be put off if you have no employment history to include here. You can include relevant information in section 11. If you are applying for an Apprenticeship and know that you will have an employer, please include their details in Section 10.
11. This is your opportunity to tell us anything about yourself which is relevant to your application that has not been covered elsewhere. For example family responsibilities, voluntary work, hobbies and interests or leisure time activities.
12. Please sign the form and if you are under 18 make sure your parent or guardian signs the form too.

### Where should the form be sent now?

Admissions Unit, Stockport College, Town Centre Campus, Wellington Road South, Stockport. SK1 3UQ

### What happens next?

There are differences depending on the course you have applied for. For example, for some courses you will be invited for an informal chat, for others there may be a formal interview and references may be needed, but you will be advised of this when your form is acknowledged.

You can use the space below to keep a note of the course(s) you are applying for:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Date sent or handed in: \_\_\_\_\_

**You keep this half with our address and telephone number**



# Course Application

**6** **Course title/s** (in order of preference) **Course Codes**

1st choice \_\_\_\_\_

2nd choice \_\_\_\_\_

**7** **Mode of Study** (please tick) **Intended Start Date** (please tick)

Full-time   
  Evening   
  Apprenticeship   
  September   
  Other

Part-time   
  Day   
 (Only available at Town Centre Campus)   
  January

**8** If you are not sure which course you want and would like help from the College Careers Guidance Service please tick here

**9** **Examinations to be taken / Qualifications already achieved / Training courses attended** (if any)

Year	Subject	Level eg. GCSE, AS/A level	Results	
			Expected	Actual

**10** **Employment - paid or unpaid in date order from the most recent please. If you are applying for an Apprenticeship and know that you will have an employer, please include their details here.**

Employer	Job Title	From(Year)	To(Year)	Full-time/Part time

**11** If you wish, please also tell us about skills you have developed through paid or voluntary work, home commitments or leisure time activities that could be relevant to this application.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**12** **Declaration**

I declare that to the best of my knowledge, the information given in this application is correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the applicant is under 18 this form must also be signed by a parent or guardian.  
 I confirm that I fully support the application my son/daughter is making to Stockport College.

Signature of parent or guardian \_\_\_\_\_ Date: \_\_\_\_\_



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Please write in **BLACK INK**

## Part A To be completed by the applicant

When you have completed Part A please pass this form on to your referee.

**School Leaver:** Your Head Teacher, Head of Year or Careers Teacher should normally write the reference.

**Adult Learners:** The reference should be written by an employer or someone who knows you well (**not a family member**) and can comment on your suitability for your chosen course



A reference is requested to help us to ensure that you enrol on the course that is right for you.

<b>1</b>	<b>Course title/s</b> (For which this reference applies)	<b>Course codes</b>
	1st choice .....	.....
	2nd choice .....	.....

<b>2</b>	<b>Please complete in BLOCK CAPITALS</b>	
	<b>Title: Mr/Ms/Mrs/Miss</b> .....	<b>Date of Birth:</b> .....
	<b>Surname:</b> .....	<b>First Name:</b> .....
	<b>Permanent Address</b> .....	<b>Address for correspondence</b> (if different from permanent address) .....
	.....	.....
	<b>Postcode</b> .....	<b>Postcode</b> .....

<b>3</b>	<b>Contact Number</b>	<b>Day:</b> .....	<b>Mobile:</b> .....
		<b>Evening:</b> .....	<b>E-mail:</b> .....

## Part B Please ask your referee to complete Part B



The above person has applied for a course here at Stockport College. To help us to ensure they are offered the most suitable course it would be helpful if you could comment in particular on the following. Please use this form, or, if you already have a prepared reference covering these points, attach it to the form.

<b>Name of Referee:</b> .....	<b>Contact Number:</b> .....
<b>Position Held:</b> .....	

<b>4</b>	<b>Relevant skills and attributes for proposed course</b>
	.....
	.....
	.....

