



6504

PROTECT (PERSONAL) WHEN COMPLETED



Real Learning Real Benefits

# BTEC LEVEL 2 APPLICATION FORM (England) Public Services and Music

**NOTE:** This form is only for completion by learners attending units in England, Channel Islands, Isle of Man and British Forces bases overseas

VQF1(ENG)  
Rev May 12  
Page 1 of 2

Complete the form in BLACK ink, using CAPITAL letters. This form will be scanned and interpreted electronically. Care taken when completing this form will significantly improve the accuracy of your stored information.

Write clearly with each number or letter entirely within the box provided. e.g. Mark choices clearly with a 'blob' e.g.

A L E X A N D E R

<b>Unit Name / Organisation</b> (CCF Contingent/SCC Unit/ACF County/ATC Sqn/DF/Police/Fire/SJA Unit etc):	<b>CVQO Use Only:</b>

<b>Surname / Family Name:</b>	<b>Previous CVQO Reg No: (if known)</b>
	V Q

<b>Previous Surname / Family Name (if any):</b>	<b>Gender:</b>
	<input type="checkbox"/> Female <input type="checkbox"/> Male

<b>Forename(s) / Given Name(s):</b>	<b>Date of Birth:</b> (e.g. 4 July 1995 = 04/07/95)

<b>Preferred Forename / Given Name: (eg: Fred, Matt, Liz, Sam)</b>	<b>Age at last birthday:</b>

<b>Number or Name of House or Flat: (eg: 3a; Flat 4; 65; High Farm)</b>	<b>Postcode:</b>

**Write Full Address:**

**Current / Last School Attended:**

Name:

Town:

Date Left: (if applicable) / /

**Email Address:**

**Home Phone Number:**

**Mobile Phone Number:**

**Parent / Guardian Full Name:**

**Qualification applied for:**

BTEC Level 2 in Public Services

BTEC Level 2 in Music

Chosen Instrument (Music Award):

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(PS)  (MU) Instrument

**Qualifications** (mark most advanced level passed and most advanced level predicted only)

Held	Predicted
<input type="checkbox"/>	<input type="checkbox"/> 1 - 4 GCSEs/O Levels grades A*-C OR any GCSEs/O Levels grades D-G OR 1-4 Scottish Standards grades 1-3 OR any Scottish Standards grades 4-6 OR 1 AS Level OR 1 Scottish Higher
<input type="checkbox"/>	<input type="checkbox"/> 5 or more GCSEs/O Levels grades A*-C OR 2-3 AS Levels OR 2-3 Scottish Highers OR 1 Advanced Level OR 1 Scottish Advanced Higher
<input type="checkbox"/>	<input type="checkbox"/> 4 or more AS Levels OR 4 or more Scottish Highers OR 2 or more Advanced Levels OR 2 or more Scottish Advanced Highers
<input type="checkbox"/>	<input type="checkbox"/> None of the listed qualifications held (may be studying towards any of them)

**THIS FORM MUST BE SIGNED ON PAGE 2 BY THE APPLICANT AND COUNTERSIGNED BY THE VQ OFFICER**

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**Ethnicity:**

Choose  one option that best describes your ethnic group or background

**White**

- English / Welsh / Scottish / Northern Irish / British
- Irish
- Gypsy or Irish Traveller
- Any Other White background

**Mixed / Multiple Ethnic Groups**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any Other Mixed / multiple ethnic background

**Asian / Asian British**

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any Other Asian background

**Black / African / Caribbean / Black British**

- African
- Caribbean
- Any Other Black / African / Caribbean background

**Other ethnic groups**

- Arab
- Any other ethnic group
- I do not wish to give this information

**Learning Difficulty:** (choose  one)

Do you consider that you have a learning difficulty?

- Moderate learning difficulty
- Severe learning difficulty
- Dyslexia
- Dyscalculia
- Other specific learning difficulty
- Autism spectrum disorder
- Multiple learning difficulties
- Other
- No learning difficulty
- I do not wish to give this information

**Disability:** (choose  one)

Do you consider that you have a disability or health problem?

- Visual impairment
- Hearing impairment
- Disability affecting mobility
- Other physical disability
- Other medical condition  
(For Example Epilepsy, Asthma, Diabetes)
- Emotional / behavioural difficulties
- Mental health difficulty
- Temporary disability after illness or accident  
(For Example Post-Viral)
- Profound complex disabilities
- Aspergers syndrome
- Multiple disabilities
- Other
- No disability
- I do not wish to give this information

**Education / Employment:**

Are you (choose  one):

- In full time education or training?
- Employed 16 hours per week or more?
- In part time employment? (under 16 hours)
- None of the above

**Residence:** (choose  one)

Where have you been normally resident for the past 3 years (disregarding any temporary stay in the UK for educational purposes e.g. boarding school)?

- UK, Channel Islands, Isle of Man or overseas British Forces bases
- Other country?

(specify) \_\_\_\_\_

**Nationality:** (choose  one)

Are you a British Citizen or national of any other EU Country?

- a British Citizen?
- a national of any other EU country?

(specify) \_\_\_\_\_

- a national of any other country?

(specify) \_\_\_\_\_

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<input type="checkbox"/>	<input type="checkbox"/>	Res	<input type="checkbox"/>	<input type="checkbox"/>	Nat
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**How we use your personal information:**

CVQO collects information about learners for various administrative, academic and health & safety reasons. The Data Protection Act of 1998 requires us to obtain your consent before we can do this and, since we cannot operate without processing information about you, we are unable to register you for any qualification unless you give us your consent to process your data. Therefore, by signing this Application Form, you consent to CVQO processing personal data contained in this form and any other data which we obtain from you or any other source whilst you are registered with CVQO.

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Department for Education, including the Education Funding Agency for England ("the EFA") to meet legal duties under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other partner organisations for purposes relating to education or training.

Further information about use of and access to your personal data, and details of partner organisations are available at:

- <http://skillsfundingagency.bis.gov.uk/privacy.htm>
- <http://www.learningrecordsservice.org.uk/privacy-copyright.htm>

Mark any of the following boxes if you do not wish to be contacted:

- About courses or learning opportunities
- For surveys and research
- By post
- By phone
- By e-mail

**THE APPLICANT AND VQ OFFICER MUST BOTH SIGN BELOW BEFORE THIS FORM IS SUBMITTED TO CVQO**

**I certify that:**

- The information in this form is correct
- I have read the notice above about how my information will be used
- The requirements for the qualification/award which I am applying for have been explained to me and I accept the associated conditions and responsibilities

VQ Officer's Signature:

Name:

Applicant's Signature:

Date:

