

Faculty of Health and Life Sciences

Combined Application and Enrolment Form for:

- **♦** Graduate Diploma in Community Justice
- **♦** Foundation Degree in Community Justice
- **♦** Certificate of Higher Education in Community Justice

2011-2012

Submission of the completed form:

Before submitting this form, please ensure all sections have been completed:

YES

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Have you answered ALL the questions?	
Have you included two passport photographs and written your name and date of birth on the back of them?	
Have you included photocopies of your educational qualification certificates, as per requirements on page 5?	
Have you got your Line Managers signature on page 5 to verify your qualification certificates?	
Graduate Diploma Applicants – have you enclosed a copy of your degree Transcript if your previous degree was not a single honours subject?	

Please return the completed form to:

Applicants in Midlands region: Applicants in East of England region:

Alan Clark	Elizabeth Morgan			
The Midlands Consortium	Probation Vocational Qualification Assessment			
Units 414-415	Centre - East of England			
4th Floor	Norfolk & Suffolk Probation Trust			
Fort Dunlop	Peninsular House			
Fort Parkway	Ipswich			
Birmingham	Suffolk			
B24 9FD	IP4 1AQ			

PLEASE COMPLETE ALL THE SECTIONS ON THIS FORM

Have you previously studied at DMU	Yes		No		
If yes, what is your previous student number?	Р		Unio	que	Learner No.
Office use only new student number allocated:					

Personal Details

Title	Mr		Mrs		Miss		Ms		Other ((please specify	')		
Forename/s								Sur	name				
Previous Surn	ame									Male		Female	
Date of Birth	D	D	M	M	Υ	Y	Y	Y					
Home Address:													
Postcode:							Home	Tel:					
Mobile Tel:							Perso	nal er	nail:				
Work Address:													
Postcode:							Work	Tel:					
Work email:		•				•							

Type of Accommodation (please tick one)

Own home	Privately Rented		Parent/Guardian home	
Halls of Residence	Other (please speci	fy)		

Council Tax Authority (please tick one)

Leicester	Blaby	Oadby & Wigston
Charnwood	Hinckley	Other please specify:

Emergency contact

Please enter the name and number of the person to contact in an emergency. The University will inform your emergency contact if your well-being is threatened and you are unable to give instructions.

Name:	
Contact Telephone number:	
Relationship to you:	

Previous Higher Education Experience

Do any of your parents or guardians have any higher education (HE) qualifications i.e. degree, diploma, or certificate of HE? (*please tick one*)

Yes Don't Know Information refused	
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Have you ever been on a Higher Education course in the UK for 6 months or more. E.g. HNC, BA, BSc?

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	0

Programme Details (please tick the programme you are applying for)

Graduate Diploma in Community Justice						
Foundation Degree in Community Justice Applicants enrolling on FD Part1 will be expected to also enrol on FD						
Part2 the following year in order to complete the Foundation Degree Award. This is dependent on successful completion of Part1 modules.						
Certificate of Higher Education in Community Justice (non-Probation applicants only)						
DMU Start Date: Month: Year:						
Please indicate whether you will be programme	e a Full Time or Part Time emp	oloyee whilst o	ompleting the			

Relevant Professional experience – Please give details of your relevant professional experience (most recent first) over the last 5 years.

Post Held	Type of practice area	From (mmm/yyyy)	To (mmm/yyyy)
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Qualifications gained post 16 years of age

(i.e. AS & A-levels, Scottish/Irish/Welsh equivalents, BTEC, Foundation, Key Skills, IB)

Institution attended (including dates from/to)	Subject	Qual Type i.e. A-level	Grade	Summer / Winter Sitting	Year

Previous Educational Institution (including DMU if applicable)

Name of Institution:					
Town/City:					
Postcode:	Year left	Υ	Y	Y	Y

Accreditation of Prior Learning (APL)

Do you have a Higher Education qualification which you think may be eligible for APL on the programme you are applying for? If so, please contact Judy Hudson by email jhudson@dmu.ac.uk in order to discuss this and be advised on how to formally apply for APL.

All Previous Qualifications – please tick ALL the qualifications you have

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	Other Qualification at Level 4 (ie. BTEC, SQA)	

Verification of Academic Qualifications

All applicants MUST have **original copies** of their academic qualifications verified by their Line Manager. You may need to contact the awarding body (college, university or Examination Board), if you require replacement copies.

The table below indicates which qualification certificates are essential to provide for each programme.

Please tick which certificates you have provided and obtain your Line Managers signature below once they have verified these certificates:

Programme applying for:	Academic Qualification Certificates to be verified (please tick as appropriate for the programme you are applying for):
Graduate Diploma:	Degree Certificate ☐ Degree Transcript ☐ if not single honours subject
Foundation Degree – Part 2:	Certificate of Higher Education in Community and Criminal Justice or equivalent subject and VQ3 Diploma in Probation Practice
Foundation Degree – Part 1:	VQ3 Diploma in Probation Practice or NVQ3 Working With Offending Behaviour □ and either 5 GCSEs including English and Maths □ (grade A* - C) or Passed the DMU written test □
Certificate in Higher Education: (non- Probation applicants only)	1 A-Level or Equivalent eg. NVQ3 □ and either 5 GCSEs including English and Maths □ (grade A* - C) or Passed the DMU written test □

All applicants MUST enclose **photocopies** of the above relevant and verified certificates with this application form before returning it. Your form will NOT be processed if copies of academic qualifications are not included.

Managerial Support - To be completed by your line manager

"I support the application and will provide a practice tutor to oversee the applicant's practice associated with the programme. I confirm I have verified the original copies of the above Certificates"

(PLEASE COMPLETE IN BLOCK CAPITALS)

Name:	Address:
Position:	
Signature:	
Trust/Employing Area:	
Email:	Tel No:

Country of Normal Residence (please tick one)

England		Scotland		Wales		N.Ireland		Ireland	
France		Libya		China		Hong Kong		Malaysia	
South Africa		Zimbabwe		Nigeria		Cyprus		Saudi Arabia	
Germany		India		Denmark		Taiwan		USA	
Other (please state):									

Nationality i.e. what is on your passport (please tick one)

British	Irish			French		German		Portuguese	
Ghanaian	Dutc	h		Greek		Polish		Nigerian	
Taiwanese	Libya	an		Saudi Arabian		Cypriot		Pakistani	
Zimbabwean	Chin	ese		Indian		Malaysian		American	
Other (please state):									

Ethnic Origin

Asian or Asian British – Bangladeshi	•	Asian or Asian British – Indian	Asian or Asian British – Pakistani	
Black or Black British – African		Black or Black British – Caribbean	Chinese	
Mixed – White and Asian		Mixed – White and Black African	Mixed – White & Black Caribbean	
Other Asian Background		Other Black Background	Other Ethnic Background	
Other Mixed Background		Other White Background	Irish Traveller	
White – Irish	,	White – Scottish	White – Welsh	
White – English	,	White – Northern Irish	Information Refused	
Not known	1	Other please state:		

Disability/Medical Conditions (please tick all that apply)

Asthma	Deaf / Have Hearing Impairment
Wheelchair user / Have mobility issues	Diabetes
Dyslexia/Specific Learning Differences	Epilepsy
Blind / Are Partially Sighted	Personal Care Support
Mental Health Issues	Chronic Fatigue Syndrome
Repetitive Strain Injury	No known Disability
Autistic Spectrum Disorder / Asperger	Other, (please state):
Syndrome	

Are you in receipt of Disabled Student Allowance (DSA)?	Yes		No	
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If you need advice about how to apply for the Disabled Student Allowance (DSA) then please contact Disability Advice and Support on 0116 257 7595

Occupation

If you are under 21, please enter the occupation of your highest paid parent or guardian in A, or if you are over 21 please enter your current or previous occupation in B:

A) Under 21	
B) 21 or Over	

Data Protection Act Statement, Student Declaration and sharing your Learner Record

In accordance with the Data Protection Act 1998 the University requires your consent to collect and use personal information.

I agree to De Montfort University processing personal data contained in this form or other data which the University may obtain from time to time from me or other people whilst I am a student as documented in the section on Protecting Data included in my Student Handbook. I agree to the processing of such data for any purpose connected with my studies, including placements or my health and safety.

The Learning Records Service (LRS) programme offers a service to allocate Unique Learner Numbers (ULNs) to students. ULN enables individuals to access a Learner Record which will offer learners the facility to access their participation and achievement data via a website and to share this with other organisations and individuals where permission is granted.

The LRS service will allow those organisations listed on section 537A of the Education Act to use the ULN as a key to sharing participation and achievement data in a consistent and approved manner, promoting good information management practice. All organisations that will have access to the information you provide are registered under the Data Protection Act 1998. At no time will your personal information be passed to organisations for marketing or sales purposes.

Individuals can opt out of sharing participation and achievement data with those organisations listed in section 537A of the Education Act by ticking this box \square .

More information about opting out or data sharing can be found at www.miap.gov.uk (FAQs) or by telephoning the LRS helpdesk on 08702 401453.

I declare that the information contained in this form is correct and understand that if I have knowingly given false information I may be excluded from De Montfort University. I agree to abide by the University's regulations. I understand that the programme for which I am enrolling is subject to availability. I understand that De Montfort University reserves the right to prosecute me in order to recover any library debts.

Signed by	Date		N/I	I\ /I	V	V	~	V
Applicant			IVI	IVI	- 1	1		- 1

Internal Office Use only:

Academic Signature:		
Name:	Date:	