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APPLICATION GUIDANCE NOTES

BA WORKING WITH CHILDREN, YOUNG PEOPLE & FAMILIES (WBIS)

# The following notes relate to the numbered sections in the application form and are intended to help you complete the form. Please ensure that you have read them thoroughly before completing your application.

**Section 1 – Course details**

*Start date and mode of study*

Please enter your intended start date and your chosen mode of study (i.e. whether you wish to study this course full time or part time).

# Section 2 - Personal details

*Surname/family name/forenames*

Please enter your title, surname/family name and forename(s) exactly as they appear on official documents such as examination certificates, passport or driving licence.

*Previous surname*

If you have changed your name since your 16th birthday, please enter your previous surname. If not, please leave this section blank. This will help the University when checking your educational records.

*Address*

Your permanent address is the address where you usually live. If you would prefer correspondence to be sent to a different address, please complete the section ‘Correspondence address’. It is essential that you inform the University if your correspondence address changes.

*Email address*

Please enter your personal email address. If we are able to contact you by email, any queries we may have about your application can be resolved faster. Please keep the University informed of any change to your current email address.

*Gender and date of birth*

Please provide your gender and date of birth. Please note that this information will be used for identification purposes only.

# Section 3 – Fee status

*Country of birth*

Please enter your country of birth.

*Nationality*

Please enter your nationality as stated in your passport. If you have dual nationality, please enter both

*Country of permanent residence*

Please enter your permanent country of residence. If your permanent home is in the UK, please specify the country, e.g. England.

*Have you lived in the UK/EU for the whole of your life up to the present day?*

If you were born outside the UK, but now live here, please tick the “NO” box and enter the date when you began to live here permanently. The date should be found in your passport or other papers used to gain admission to the UK. Do not give a date if you are staying in the UK on a temporary basis, for example for the purpose of study.

*Name of organisation expected to pay your fees*

Please enter the name of organisation expected to pay your fees. If you are paying your own fees, either through private funding or a tuition fee loan from student loan company, please state so. If you are being sponsored, please provide a letter from your sponsor confirming this.

**Section 4 – Education and Qualifications** Please use this section to list the three most recent educational establishments that you have attended. Please include dates of attendance (month and year).

In this section, please list all qualifications for which you have accepted certification from an awarding body, even if you are retaking all or part of the qualification. Please indicate on the form the level and type of qualification, e.g. Level 3, Diploma, Certificate etc. Also use this section to list any qualifications for which you are currently studying or for which you are awaiting examination results (write PENDING in the results column). If you have any queries about entering your qualifications, please speak to your school or college, or whoever may be helping you with your application.

Please enclose evidence of your academic qualifications with your application (e.g. copies of certificates or transcripts). Photocopies are sufficient at application stage. However, you may need to provide original or certified copies of your documentation at a later stage.

*English language proficiency*

If your first language is not English, the University will require you to achieve a satisfactory score in an approved English Language qualification. In general, only qualifications achieved in the last two years will be accepted as evidence of current language proficiency. Please provide original or certified copies of your English language certificates with your application form.

**Section 5 – Other training and courses attended** Please provide details of any training or courses that you have attended within the last three years, including the length of the training/course. Please also include the name of the training provider

and the dates of attendance (month and year).

**Section 6 - Employment and work experience** Please provide details of any employment or work experience to support your application, giving a brief description of your main responsibilities. Please include further details about your

employment and work experience in your personal statement. You may also provide further details on a separate sheet, if necessary.

**Section 7 - Disability/Specific needs** If you have a disability, specific need (including dyslexia or another specific learning difficulty) or a medical condition, please tick the ‘Yes’ box and select the most appropriate code from the list shown. If you do not have a disability, specific need or a medical condition, please tick ‘No’. The information you provide in this section will not influence the assessment of your application.

**Section 8 - Criminal convictions** To help us ensure that the interests and safety of all members of the University community are safeguarded, we must know about any relevant criminal convictions that an applicant may have. If you have a **relevant** criminal conviction, please tick the box. The information that you provide will not affect the academic assessment of your application. However, the University may wish to consider the application further or ask for further information before making a decision.

If you have a relevant criminal conviction that is **not** spent, please enter Y (for YES) in the box; otherwise please enter N (for No).

*What is a relevant criminal conviction?*

Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of the following:

1. Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
2. Offences listed in the Sex Offences Act 2003.
3. The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.
4. Offences involving firearms.
5. Offences involving arson.
6. Offences listed in the Terrorism Act 2006.

If your conviction involved an offence similar to those set out above but was made by a court outside of Great Britain, and that conviction would not be considered as spent under the Rehabilitation of Offenders Act 1974, you should enter Y in the box.

Warnings, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) are not classed as convictions for the purpose of this section, unless you have contested a PND or breached the terms of an ASBO or VOO and this has resulted in a criminal conviction.

*What does ‘spent’ mean?*

If a person does not re-offend during their rehabilitation period, their conviction becomes ‘spent’ (as defined by The Rehabilitation of Offenders Act 1974). Convictions that are spent are not considered to be relevant and you should not reveal them. You should note that certain offences are never spent.

**If you are convicted of a relevant criminal offence after you have applied, you must tell us.** Do not send details of the offence; simply tell us that you have a relevant criminal conviction. The University will then ask you for more details.

# Section 9 - Personal statement

Please supply further information (on the Personal Statement Form) in support of your application. This should include your reasons for applying for the course, your academic interests and career ambitions. You will need to include the skills and experience you have gained from previous work experience, placement or voluntary work, and its relevance to your planned course of study.

**Section 10 - Reference** The University requires one reference in support of your application to help assess your suitability for your chosen course. Your reference should be given by one of your current teachers/tutors or by someone who is able to comment on your academic ability as well as your potential to succeed on your chosen programme of study.

If you are not in full-time education, you should ask a responsible person who knows you to provide your reference. This could be an employer, training officer, careers adviser, a teacher on a recent relevant further education course, or a senior colleague in employment or voluntary work. Your referee should know you well enough to write about you and to comment whether you are suitable for higher education. Please list the name and contact details for your referee in the table provided. Please note: we are unable to accept references from family, other relatives or friends.

A separate reference request sheet is included with the application form. Please send your referee this sheet as soon as possible to the contact details on the form.

Please note that it is your responsibility to contact your referee. We are unable to make a decision about your application until we receive your reference.

# Section 11 - Declaration

Please read the declaration carefully, then sign and date the form.

# Submitting your application

When you have completed your application form, please return it, together with evidence of your academic qualifications, personal statement and reference to:

**Email your completed and signed documents to:** [**admissions@chester.ac.uk**](mailto:admissions@chester.ac.uk)**.**

Your application will then be passed to the appropriate department for consideration. Please note that if you have not submitted all the required documentation, your application will be delayed until all your documents have been received. It is your responsibility to contact your referee. We are unable to make a decision about your application until we receive your reference.

If you have any questions about the status of your application, please contact the WBIS Team via email. If your application is unsuccessful, we will provide feedback on request. Please email: [wbisenquiries@ucshrewsbury.ac.uk](mailto:wbisenquiries@ucshrewsbury.ac.uk).