



Access and Participation Statement 2023-2024

Document No:	1.13
Version Date	10 th March 2024
Approved by	Academic Board
Policy Group	Academic Management
Version Number	V02
Next review due	22 nd March 2025
Provider UKPRN	10056899
ICO Number	Z3126380
Duration of Statement	21 st March 2024 – 20 th March 2025
Related policies/plans	<ul style="list-style-type: none"> – Admissions Policy – Equality, Diversity, and Inclusion Policy – Data Protection Policy – Data Privacy Notice and Consent Policy – Risk Management Policy – Risk Register – Student Protection Plan – Strategic Plan
External reference points	<ul style="list-style-type: none"> – Sections 29-37 of the Higher Education and Research Act 2017 – Office for Students Equality Impact Assessment (Sep 2018) – Office for Student A2 Condition of Registration – Office for Students Regulatory Advice 7 (Jul, 2018) – Public Interest Governance Principles – The Higher Education Statistics Agency (HESA) Data – Equality Act 2010 – Information Commissioners Officer (ICO) – Participation of Local Areas (POLAR) and – Adult HE 2011 Quintiles and Rates – UCAS national and provider statistics with application rates for quintiles 1-5 and age group 17 – over 35 (15 Feb 2024) – Teaching Excellence Framework metrics – Higher Education Student Numbers, House of Commons Library – OfS Consumer Protection in higher education – The Competition and Markets Authority (CMA)

Contents

1. Introduction.....	3
2. Purpose	3
3. Scope	4
4. Data Protection.....	4
5. College Background	5
6. Alignment with the Strategic Plan 2024-28	5
7. Our Locations.....	7
8. Areas of Low/High Participation	8
9. Target Student Groups.....	9
10. Equality of Opportunity Risk Register (EORR)	10
11. Access and Participation Benchmarks.....	13
12. Student Admissions	15
13. Monitoring Access and Participation	16
14. Concluding Statement	17
15. Appendix A: Online application form.....	18
16. Appendix B: Klaspad VLE Screenshot.....	21

1. Introduction

- 1.1. This Access and Participation Statement (APS) sets out how Trent Education Centre ('the College') intends to support access and participation in higher education by students from disadvantaged backgrounds and under-represented groups, especially people from Black and Asian communities, and [all other students](#) who have missed out on further and higher education, mature students (over 21 years) and students from low participation areas (Quintiles 1 & 2¹).
- 1.2. It explains how the College already supports access and participation to students from these groups, with functional skills and vocational training from Levels 1-3, and how it intends to develop access and participation further through its developing higher education provision.

2. Purpose

- 2.1. This Access and Participation Statement (APS) is the first step towards the implementation of Strategic Priority 2 in the College's Strategic Plan; *Widen university level access to people from under-represented and disadvantaged communities.*
- 2.2. This APS informs all students, staff, stakeholders, and the public about the College's commitment to supporting access and participation to its higher education courses.
- 2.3. This APS ensures that the College complies with the initial and ongoing [OfS condition of registration A2](#): *To register in either of the Approved categories and charge fees up to the basic amount for qualifying undergraduate courses, a provider must publish an access and participation statement.* The College is applying to register with the OfS under the approved category, which permits the College to charge fees up to the basic fee amount and no more. Hence, an Access and Participation Statement (APS) is appropriate, rather than an Access and Participation Plan (APP).

¹ Quintiles 1 & 2 may refer to areas with a low proportion of residents participating in higher education compared to Quintiles 4 & 5 with a high proportion participating.

3. Scope

- 3.1. This Access and Participation Statement is available on the College website for all stakeholders and the public to access. It is also available on the College VLE (Klaspad), where it will be accessible to all students attending higher education courses at the College (See Appendix 2).
- 3.2. The statement will be renewed annually as a minimum and may be renewed sooner if the facts change and new regulations or guidance are made available.

4. Data Protection

- 4.1. In meeting its obligations to support access and participation to its provision, the College is committed to making responsible use of data that it needs to hold on student protected characteristics including:
 - Age
 - Gender & gender reassignment
 - Marriage & civil partnership
 - Pregnancy & maternity
 - Race
 - Religion & belief
 - Sex
 - Sexual orientation
 - Disability
- 4.2. The College is also committed to making responsible use of student performance metrics including attendance, completion, retention, progression, and continuation² rates.
- 4.3. The College has a Data Protection Policy, and Data Privacy Notice & Consent Policy, which set out how the College meets its commitment to the protection of student data according to the UK General Data Protection Regulations and the amended version of the 2018 Data Protection Act. The College is registered with the Information Commissioner's Office Registration Number: Z3126380.

² Continuation refers to continuing studies at the College, achieving the qualification, or transferring to another higher education provider.

5. College Background

- 5.1. Trent Education Centre (TEC) was founded in February 2012 to provide adults from disadvantaged and underrepresented groups with functional skills and vocational training courses in their local area. The College caters especially for mature students from communities with high levels of unemployment due to a lack of employability skills and knowledge, including Black and Asian communities, and [all other students](#) who have missed out on further and higher education, and those living in low participation areas. Given early successes in attracting and supporting hard to reach students into education and employment, the College opened two more Study Centres, and now has Centres in Nottingham, Leicester, and Birmingham.
- 5.2. In the next phase of its development, the College intends to provide progression opportunities for the students that have completed functional skills and vocational training courses and are keen to progress to higher education courses. The College also intends to attract new students from under-represented groups, especially mature adults who are working and wish to gain promotion, seek new employment opportunities, or start their own businesses.

6. Alignment with the Strategic Plan 2024-28

- 6.1. The College's **Mission Statement** declares our intention to improve the life chances of local disadvantaged people from under-represented communities, through access and participation in holistic further and higher education.

To provide students within local communities with the holistic education they need to improve their life chances.

- 6.2. One of the College's 7 core values in the [Strategic Plan 2024-28](#) is **Inclusion: widening participation so that no-one gets left behind**. This shows our commitment to supporting access and participation in higher education.
- 6.3. Three of the four Priorities in the College's [Strategic Plan 2024-28](#) also demonstrate the College's commitment to supporting access and participation of disadvantaged students from under-represented groups as outlined in paragraphs 6.4 to 6.6 below.

6.4. *Strategic Priority 2: Widen university level access to people from under-represented and disadvantaged communities.* The objectives for this priority include:

- Attain OfS registration, establish a franchise or service level agreement with at least one university or college partner for the delivery of undergraduate degree programmes in Business, or BTEC Pearson HNDs in Business
- Between 2024 and 2028, recruit 2,325 students for Entry Level and Further Education courses; and recruit 3,701 students for Higher Education courses. The students for all courses will be equally distributed across all the College's Study Centres. According to the current profile of students the College recruits for its Level 1- Level 3 courses, a large proportion of the students in higher education will be from disadvantaged backgrounds and underrepresented groups including Black and Asian communities, and all other students who have missed out on further and higher education, mature students on low incomes or unemployed, and people living in low participation areas.

6.5. *Strategic Priority 3: Give people the opportunity to develop the employability skills they need for gainful employment and career success.* The objectives for this priority include:

- Provide employability workshops for students, continue to develop the thriving Employer's Forum (The College has been running these for the past four years). and set up a micro-business and SME business incubation hub. This objective is tailored to meet the specific needs of the disadvantaged groups we intend to support with access and participation.
- Run conferences where local employers can provide students with opportunities for work placements.

6.6. Given its background in supporting adults with functional skills and vocation training, the College employs a holistic approach to education as stated in Strategic Priority 4. This is implemented by focusing on the social and emotional wellbeing of each student in addition to their academic development. This approach is appropriate for students from disadvantaged backgrounds, especially mature adults who have been out of education for a long time and lack employability skills for gainful employment.

7. Our Locations

7.1. The College has three Study Centres, all of which are strategically located in areas of low participation, or with high deprivation amongst the communities we particularly target. Our locations include:

Nottingham (Head Office)

Digital House 2.3,
Clarendon Park
Nottingham, NG5 1AH

Leicester

Humberstone House
81-83 Humberstone Gate Leicester
LE1 1WB

Birmingham

Mill Wharf, Mill Street
Birmingham
B6 4BS

8. Areas of Low/High Participation

City	Postcode	POLAR4 ³ Quintiles ⁴	TUNDRA MSOA ⁵ Quintiles	TUNDRA LSOA ⁶ Quintiles	Adult HE 2011 ⁷ Quintiles
Nottingham	NG5 1AH	2	2	2	4
Leicester	LE1 1WB	5			4
Birmingham	B6 4BS	2	4	5	1

Table 1: HE Participation by Area

- 8.1. The above table provides [OfS data](#) on the proportion of participation in higher education by residents in the three postcodes where the College's Study Centres are located.
- 8.2. The data shows that Nottingham and Birmingham postcodes have a low proportion of 18-year-olds who started higher education between 2009-10 and 2013-2014.
- 8.3. Nottingham also has a low proportion of 16-year-old state funded pupils who entered higher education at 18 years of age in both MSOA and LSOA areas.
- 8.4. The Birmingham postcode is classified as quintile 1, which are areas in the UK that have the lowest proportion of people with a higher education qualification in 2011.
- 8.5. The Birmingham location is one of the lowest participation areas for adult higher education in the UK, and the Nottingham and Birmingham locations also have a relatively low proportion of 18-year-old students entering higher education in the UK.

³ POLAR4 refers to the proportion of 18-year-olds started higher education between 2009-10 and 2013-2014.

⁴ Quintile 5 indicates the highest rate of participation and Quintile 1 the lowest rate of participation in the UK.

⁵ TUNDRA MSOA refers to the proportion of 16-year-old state funded pupils who entered higher education at 18 years of age in MSOA areas, which usually comprise of between 2,000 and 6,000 households and have between 5,000 and 15,000 residents.

⁶ TUNDRA LSOA refers to the proportion of 16-year-old state funded pupils who entered higher education at 18 years of age in LSOA areas, which have a minimum of 1,000 residents and a mean of 1,500.

⁷ Adult HE 2011 refers to the proportion of people in an area who had a higher education qualification in 2011.

9. Target Student Groups

- 9.1. The College plans to support specific groups of students into higher education, where gaps have been identified in the equality of opportunity. See for example, the [Office for Students Equality Impact Assessment \(Sep 2018\)](#).
- 9.2. Though not exclusively, we plan to specifically target four of the twelve disadvantaged and under-represented groups of students that are listed on page 3 of the [Office for Students Regulatory Advice 7 \(Jul,2018\)](#). These include:
- Those living in areas of low higher education participation, household income, or socioeconomic status (see our locations above)
 - Students of certain ethnicities (e.g. Black and Asian and all other students who have missed out on further and higher education)
 - Mature students
 - Carers (People Studying Health & Social Care)

10. Equality of Opportunity Risk Register (EORR)

10.1. A students' opportunity to access higher education and to be successful in higher education, may be affected by one or more of the 12 sector-wide risks in the [equality of opportunity risk register \(EORR\)](#).

10.2. The following table identifies how some students at Trent Education Centre may be affected by these EORR risks, and how the College can mitigate the risks.

Risks	How our students are affected	Mitigations
<p>Risk 1: Knowledge and skills Students may not have equal opportunity to develop the knowledge and skills required to be accepted onto higher education courses that match their expectations and ambitions.</p>	<p>The College recruits many students facing this lack of opportunity, especially mature students in low incomes who have been out of education for a long time.</p>	<p>The College runs functional skills and vocational training courses from Level 1 to Level 3 that provide students with the English, Maths and other knowledge and skills they may need to enter higher education. The College provides students with holistic support that builds their confidence and self-esteem.</p>
<p>Risk 2: Information and guidance Students may not have equal opportunity to receive the information and guidance that will enable them to develop ambition and expectations, or to make informed choice about their higher education options.</p>	<p>The College's students need effective IAG to help them make informed choices about higher education. Students on Level 1 – Level 3 courses need IAG on progression opportunities into higher education.</p>	<p>As stated in the Strategic Plan, the College intends to apply to the Matrix Standard for high-quality IAG, which enables "people to reach their full potential" (Matrix, 2023).</p>
<p>Risk 3: Perception of higher education Students may not feel able to apply to higher education, or certain types of providers within higher education, despite being qualified.</p>	<p>Many of the College's students or potential students do not believe they are young enough or qualified to apply for university level studies. Many are also unaware about the funding opportunities available to them.</p>	<p>The College does outreach to communities to inform people from under-represented groups about recognition of prior learning (RPL) for people with work experience, who may lack formal qualifications, and to inform them about the funding they might access.</p>

Risks	How our students are affected	Mitigations
<p>Risk 4: Application success rates Students may not be accepted to a higher education course, or may not be accepted to certain types of providers within higher education, despite being qualified.</p>	<p>The College students may fail to pass entrance tests or interviews due to a lack of confidence and experience in taking tests and attending interviews.</p>	<p>The College provides additional workshops and support to students on how to write their CV, write and speak about themselves and their personal achievements and goals with confidence and fluency. This helps to prepare students to attend interview and write their personal statements.</p>
<p>Risk 5: Limited choice of course type and delivery mode Students may not have equal opportunity to access a sufficiently wide variety of higher education course types.</p>	<p>The College's higher education offer is currently limited to the ATHE Level 4 Extended Diploma in Business and Management.</p>	<p>The College is planning to gain Pearson approval for the HND in Business and is also seeking a partnership with a university to offer degree courses. The College may consider diversifying its portfolio to include higher education courses in Health & Social Care as well as IT in future.</p>
<p>Risk 6: Insufficient academic support Students may not receive sufficient personalised academic support to achieve a positive outcome.</p>	<p>Many of the College's non-traditional mature students require academic support from personal tutors in addition to their scheduled classes.</p>	<p>The College is establishing a programme of additional academic support classes for all higher education students who need additional support in English and academic literacy as well digital skills. Employability workshops are also planned.</p>
<p>Risk 7: Insufficient personal support Students may not receive sufficient personalised non-academic support or have sufficient access to extracurricular activities to achieve a positive outcome.</p>	<p>The College's students require opportunities to meet Tutors on a one-to-one basis in addition to attending scheduled classes.</p>	<p>The College's Strategic Plan includes assignment of a Personal Tutor to each student and the maintenance of an individually tutored Personal and Professional Development Plan (PPD) that integrates personal, social, and emotional development alongside academic achievement and career planning. The College is committed to maintaining a minimum Academic Staff to Student ratio of 1:30.</p>

Risks	How our students are affected	Mitigations
<p>Risk 8: Mental health Students may not experience an environment that is conducive to good mental health and wellbeing.</p>	<p>Some of the College students include adults at risk, and some may have mental health issues because they come from disadvantaged communities and deprived areas.</p>	<p>The College has a Head of Safeguarding and Health & Safety, who currently refers students with Mental Health issues, but is about to start professional training (CPD), supported by the College, to become a qualified Mental Health Counsellor for the College. The College is also recruiting three more Safeguarding Officers, one for each Study Centre.</p>
<p>Risk 9: Ongoing impacts of coronavirus Students may be affected by the ongoing consequences of the coronavirus pandemic</p>	<p>This is no longer a significant issue affecting The College's students.</p>	<p>Our Head of Safeguarding and Health and Safety keeps up to date on any government information on the pandemic.</p>
<p>Risk 10: Cost pressures Increases in cost pressures may affect a student's ability to complete their course or obtain a good grade.</p>	<p>The College students are generally unable to fund their own studies and require support from either a loan, grant, sponsor, scholarship, or bursary.</p>	<p>The College has initiated as part of its Admissions Policy, clearly detailed on the College website, a new Scholarship and Bursary scheme that prospective students can apply for. The College also supports students with advice and guidance when making an application for student loan funding.</p>
<p>Risk 11: Capacity issues Students may not have equal opportunity to access limited resources related to higher education, such as suitable accommodation.</p>	<p>The College's students do not face this issue as the College is able to provide ample facilities with contemporary furnishing, equipment, and resources.</p>	<p>Not a risk.</p>
<p>Risk 12: Progression from higher education Students may not have equal opportunity to progress to an outcome they consider to be a positive reflection of their higher education experience</p>	<p>The College has been running an Employers Forum for the past four years, which helps to support students into gainful employment.</p>	<p>The College's Strategic Plan includes the intention to run one Employability Workshop per month, one Employer's Forum every three months (Quarterly) and to set up a micro-business and SME business incubation hub for students hoping to start their own enterprises.</p>

Table 2 EORR with Mitigations

10.3. Students considered at risk according to the equality of opportunity risk register will be provided with additional support where possible to mitigate the risk. For example, students in need of knowledge and skills will be signposted to additional support classes.

11. Access and Participation Benchmarks

11.1. According to the [House of Commons Library Briefing Report](#) there were 2.86 million students at UK higher education institutions in 2021/22, but there are ongoing concerns about student numbers from certain groups including mature students and some disadvantaged groups.

11.2. According to [January 2024 UCAS application rates](#), out of a total of 335,930 applicants in business and management higher education courses, less than 1% were 30 -34 years old (1,230 - 0.37%), or 25-29 years old (2,830-0.84%). Trent Education Centre (TEC) attracts mature learners to its community learning courses, and recently recruited one class of mature students to its ATHE Level 4 Extended Diploma in Business and Management. The College also plans to offer access for mature students to the Pearson Higher National Diploma in Business.

11.3. According to the [January 2024 UCAS statistics](#) in the table below, 64% of UCAS applicants in all ages and all parts of the UK were White compared to 17% Asian, 9% Black, 6% Mixed, 3% Other and 1% unknown. The College recruits many students for its functional skills and vocational courses from all ethnic communities in Nottingham, Leicester, and Birmingham, and intends to provide access to its higher education provision to students from all communities, especially Black, Asian and all other students ([including White](#)) who have missed out on further and higher education.

	2020	2021	2022	2023	2024	2024 %
Asian	63,520	70,140	73,540	76,520	79,260	17%
Black	35,530	40,690	41,780	43,020	44,380	9%
Mixed	22,450	25,830	27,660	28,020	29,690	6%
Other	9,860	11,110	12,640	13,810	15,160	3%
Unknown	4,330	4,810	4,370	4,530	4,590	1%
White	316,530	352,170	339,330	315,780	306,130	64%
	452,220	504,750	499,320	481,680	479,210	100%

Table 2: UCAS Data 15 Feb 2024 (Ethnicity, England, UK)

11.4. The data in the table below, taken from [HESA](#), shows what percentages of students according to five personal characteristics of Gender, Age, Disability, Religious belief, and Ethnicity, were in all types of full-time higher education courses in England between 2017/18 and 2021/22. The percentages have remained steady over the five academic years.

	2017/18	2018/19	2019/20	2020/21	2021/22
Gender					
Female	56%	57%	57%	57%	57%
Male	44%	43%	43%	43%	43%
Other	0%	0%	0%	0%	0%
Age Group					
20 and under	62%	61%	61%	59%	59%
21-24 years	24%	24%	24%	24%	23%
25-29 years	5%	5%	5%	6%	6%
30 years and over	9%	9%	10%	11%	13%
Disability status					
Known disability	16%	17%	18%	19%	20%
No known disability	84%	83%	82%	81%	80%
Religious belief					
No religion		49%	49%	47%	46%
Buddhist		1%	0%	0%	0%
Christian		32%	31%	32%	32%
Hindu		2%	2%	2%	2%
Jewish		1%	1%	1%	1%
Muslim		12%	12%	13%	14%
Sikh		1%	1%	1%	1%
Spiritual		1%	1%	2%	2%
Any other religion/belief		2%	2%	2%	2%
Ethnicity					
White	69%	68%	67%	66%	65%
Black	10%	10%	10%	10%	10%
Asian	14%	15%	15%	16%	16%
Mixed	5%	5%	5%	5%	5%
Other	2%	2%	2%	2%	3%
Not known					
Total UK domiciled	100%	100%	100%	100%	100%
Total	100%	100%	100%	100%	100%

Table 4: HESA data on HE enrolments by Personal Characteristics 2017/18-2021/22

11.5. In the last academic year (2021/22) 57% of students were female compared to 43% male, 59% 20 years or under compared to 13% 30 years or over and only 6% aged 21-24, 20% had a known disability, 46% had no religious belief compared to 32% Christian and 14% Muslim, and most significantly, 65% were White compared to 10% Black and 16% Asian.

11.6. These figures support the College’s strategy to specifically (though not exclusively) target mature students, and students from Black and Asian communities, to support access and participation in higher education from under-represented groups. This includes targeting mature White students and all other students who have missed out on further and higher education.

12. Student Admissions

The College provides equality of opportunities to all applications through fair and transparent student recruitment and [admissions policy and processes](#). Students have full access to the College’s [Terms and Conditions](#) and [Tuition Fees, Refunds and Compensation Policy](#), which are available on the College website.

During the recruitment and admissions process, the College provides students with the following information in compliance with [Consumer Protection Law](#), and the [Competition and Markets Authority \(CMA\)](#):

- The number of Guided Learning (Contact) Hours (GLH)
- The number of expected Self-Study Hours making up the Total Qualification Time (TQT)
- The total costs of the course including fees plus any additional costs the student may incur

All public information provided to prospective students and active students is checked and approved by the Head of Quality or person(s) delegated by the Head of Quality. All marketing and recruitment materials are vetted to ensure they comply with the College’s Equality, Diversity, and Inclusion Policy.

Students can enrol into a higher education if they are legally eligible and meet entry requirements. Mature students who do not have formal qualifications will be able to gain entry if they can demonstrate relevant prior learning through work experience. This allows non-traditional mature students an opportunity to access higher education that they are equipped for through the experience they have gained in the workplace.

13. Monitoring Access and Participation

- 13.1. The College will monitor and review its recruitment and service provision to students and the quality of the overall **student experience** at all stages of the student journey from admissions, enrolment, and inductions to personal tutoring with holistic student support and welfare, access to the virtual learning environment, IT, and library resources. Alumni will be permitted access to their email, the library and support services for up to six months after they graduate.
- 13.2. The College will monitor its **recruitment of students** against intended plans to provide access to 3,701 students into higher education courses over the next five years from the current academic year 2023/24 to academic year 2027/28. This includes plans to recruit students into the Pearson BTEC Higher National Diploma in Business and a BA (Hons) degree programme through a partnership arrangement with a university.
- 13.3. Students will be recruited from all locations where the College has **Study Centres**, including Nottingham, Leicester, and Birmingham. Given the evidence from data provided in this Access and Participation Statement, more students will be targeted from low participation areas in Birmingham and Nottingham. It is expected that as the College grows, in addition to mature students the College may recruit more traditional students, who possess Level 3 qualifications and are between the ages of 18 and 25.
- 13.4. Student recruitment and admissions teams will be monitored to ensure that all students admitted have been fairly assessed and meet the **entry criteria** for the course for which they are applying. This monitoring process will be overseen by the Head of Quality.
- 13.5. As part of the annual review cycle, the College will conduct a **gap analysis** of student attendance, completion, retention, progression, and continuation rates according to personal and protected characteristics of students including sex, age, and ethnicity. This analysis will inform the annual improvement plan and include interventions to close any attainment gaps identified.
- 13.6. This Access and Participation Statement (APS) will be guided and approved by the **Academic Board** on an annual basis. The Academic Board has an independent member and student representation, which ensures that the student voice is heard when finalising, amending, and renewing the APS.
- 13.7. The Academic Board reports to the **Board of Governors** a minimum of three times per annum and the Board of Governors Terms of Reference will include a report on the status of the APS as a standing item. The Board of Governors also includes independent members and a student representative.
- 13.8. The Access and Participation Statement will be reviewed and **renewed annually** as a minimum, or sooner if amendments are required. After its approval by the Academic Board the APS will be uploaded on the College website and VLE.

14. Concluding Statement

- 14.1. The College is committed to recruiting students from the disadvantaged backgrounds and under-represented groups it has identified, including students from low participation areas, mature students on low incomes or unemployed, Black, and Asian students, and all other students who have missed out on further and higher education.
- 14.2. The College will provide multiple entry routes where possible to make higher education courses accessible to students from disadvantaged backgrounds and under-represented groups.
- 14.3. The College will expand its portfolio and adapt existing programmes of study where possible to provide courses that meet the needs and interests of students from disadvantaged backgrounds and under-represented groups.
- 14.4. The College will make reasonable adjustments for students with disabilities or special needs when teaching and administering examinations and assessments.
- 14.5. The College is committed to making ongoing improvements to the attendance, completion, retention, progression, and continuation rates of disadvantaged students, and those from under-represented communities, especially those identified in the equality of opportunity risk register as being at risk.
- 14.6. The College will attempt to reduce attainment gaps with interventions for students from disadvantaged backgrounds and under-represented groups.
- 14.7. The College will enhance and grow its support services to ensure support staff are available to monitor and support students with attendance and engagement, assignment submissions and mitigating circumstances.
- 14.8. All students will be given training and equal opportunities to complain and appeal to staff, including academic appeals and appeals against admissions decisions.
- 14.9. Students from disadvantaged backgrounds and under-represented groups will be provided with employability support and training.

15. Appendix A: Online application form

Name *			Gender *	Date of birth *
<input type="text" value="Title"/>	<input type="text" value="First Name"/>	<input type="text" value="Surname"/>	<input type="text" value="Please Select"/>	<input type="text" value="dd/mm/yyyy"/>
Email *		Mobile *	Emergency Contact *	
<input type="text"/>		<input type="text"/>	<input type="text"/>	
National Insurance Number *			Have you been a UK resident for 3 years or more ? *	
<input type="text"/>			<input type="text" value="Yes"/>	

First Line of Address *		
<input type="text"/>		
City *	Country *	Postal Code *
<input type="text"/>	<input type="text" value="United Kingdom"/>	<input type="text"/>
Previous Qualification Level	Country of birth *	Nationality *
<input type="text" value="Prefer Not to Answer"/>	<input type="text" value="United Kingdom"/>	<input type="text" value="United Kingdom"/>
Ethnicity *	Visa Status *	
<input type="text" value="Any Other Asian Background"/>	<input type="text" value="UK Citizen - English"/>	
Which course are you applying for? *		
<input type="text" value="ATHE Level 4 Extended Diploma in Business and Management"/>		

When would you like to start study? *

May 2024

Preferred Study Centre Location *

Nottingham

Employment Status *

Unemployed

Length of Unemployment *

Up to 3 Months

Have you ever applied for student finance ? *

No

If yes, please specify when and for what course ?

Disclose any disability/medical condition *

No disability

If other, please give details

Do you have any spent/unspent criminal conviction? *

No

If yes, please give details

Are you in receipt of any benefits? *

Yes

No

If yes, what type of benefits you are receiving *

Universal Credit

Passport / National ID (No Driving Licence)

Drop files here or [select files](#)

ID Back Picture

Drop files here or [select files](#)

Max. file size: 4 MB, Max. files: 1.

Qualification/Work reference letter, P60

Drop files here or [select files](#)

Max. file size: 4 MB, Max. files: 1.

Proof of address

Drop files here or [select files](#)

Max. file size: 4 MB, Max. files: 1.

Right To Work

Drop files here or [select files](#)

National Insurance Number

Drop files here or [select files](#)

Max. file size: 10 MB, Max. files: 1.

Terms & Conditions *

I agree to the [terms and conditions](#).

Untitled

First Choice

[Submit](#)

16. Appendix B: Klaspad VLE Screenshot

My Progress

Total credit(s): 0 (Not verified on Futarium)

The Business Environment	People in Organisations	Policies and Procedures	Access and Participation Statement
2 Total Resources	0 Total Resources	1 Total Resources	0 Total Resources
1 Completed	0 Completed	0 Completed	0 Completed
1 Not Completed	0 Not Completed	1 Not Completed	0 Not Completed

ATHE Level 4 Extended Diploma in Business and Management

The course offers students broad and comprehensive knowledge and understanding of business.

It covers 9 units on a wide range of business and management related topics. Students with this qualification can progress to Level 5 Extended Diploma in Business and Management.

Modules

The Business Environment	People in Organisations
Policies and Procedures	Access and Participation Statement...

Topics & Resources

The Business Environment

- Types of organisations
- Meeting objectives of different stakeholders
- Understand the structure of organisations, Organisational structures

The Business Environment

- Unit 1 Business Environment Assignment
- Impact of globalisation

Assessments

ATHE Level 4 Extended Diploma in Business and Management

So far there are no assessment for you.