

# Student Re-Admission Form (Form RED1)



This form is for existing College students who wish to apply for progression to a new course following completion of their current course. Students seeking to apply for a University level course may not be able to apply using this form; please check with the Applications Team if you are unsure. **Please complete sections A and B in CAPITAL LETTERS with black or blue pen.**

## A. Student details

Surname:  First name(s):

Email Address:  College ID:

Date of Birth:  Mobile Number:

Current Course:  Course Tutor:

## B. Proposed course and student declaration

I am applying to begin a course starting in: Month  Year  2  0  (e.g. 2015)

Please indicate below the new course you wish to join. Please help us to process your application more efficiently by specifying the four-digit course code as shown in the course guide and on the College's website. If you wish to apply for an **AS/A Level programme**, please list your chosen subjects in the 'New Course' box.

If you are unsure which course to apply for and would like to receive guidance from a College adviser please tick here:

New course:  Code:

Location: Please tick one box.  Ashford  Tonbridge  Tunbridge Wells

Attendance type: Please tick one box.  Full-time  Apprenticeship  Part-time Day  Part-time Evening

Apprenticeship Applicants: Do you have a work placement arranged?  Employer Name:

I confirm that the information I have given on this form is correct and complete. I understand and accept that the information I have provided will be used for internal administrative processes and for marketing and research purposes. I understand that it will be used in accordance with the Data Protection Act 1998.

Student's signature:  Date:

## C. Tutor comments and student results/grades

This section must be completed by your current course tutor. Note to tutor: Please read the guidance notes for this section.

Please list below the main qualifications the student has taken, or will be taking, during their current course. **Please include Functional Skills and Work Skills qualifications if the student is taking these qualifications.** For each qualification, please provide either the student's **predicted** result/grade if not yet completed or their **actual** result/grade if completed.

Qualification (e.g. BTEC Extended Diploma in Business)	Level	Predicted result/grade (if not yet completed)	Actual result/grade (if completed)

Please give the student's attendance % to date (refer to the student's eLP or their record in Unit-e Columbus):  %

Does the student receive any form of Additional Learning Support (ALS) for their current course? Yes  No

Do you feel that the student may require ALS to help them succeed on the proposed course? Yes  No

If yes, please give your reasons below in the 'Supporting comments' box.

Supporting comments:

Course tutor's signature:  Print name:  Date:

**Student Interview Record** (To be completed by the interviewing tutor for the proposed course.)

Interviewer:

Interview date & time:

**A. Information to give to the applicant**

Please explain the following aspects of the course at the start of the interview. Please tick each box to confirm that the information has been provided and ask the applicant to sign below before proceeding any further with the interview.

<input type="checkbox"/> Course content	<input type="checkbox"/> Assessment methods
<input type="checkbox"/> Qualification(s) on completion of the course	<input type="checkbox"/> Progression routes on completion of course
<input type="checkbox"/> Course entry requirements	<input type="checkbox"/> Course length, hours and time commitment out of college
<input type="checkbox"/> Work Ready Skills – Functional Skills, Work Skills, work experience and voluntary work	<input type="checkbox"/> Associated costs of the course (tuition, materials, equipment and examination fees)

Applicant declaration: I confirm that I have received information about each of the above areas.

Applicant's signature:

Date:

**B. Interview Notes and Outcome**

Initial assessment results (if taken):

Literacy:

Numeracy:

Does the applicant have any health or medical needs of which we are not already aware? Yes/No

If yes, please give details:

Will the applicant require: a risk assessment? Yes/No a Personal Emergency Evacuation Plan? Yes/No

Please use the space below to record your interview comments, including the applicant's reasons for wanting to do the course, how it relates to their long-term goals, their hobbies and interests and any relevant work experience they may have.

Please indicate the outcome of the interview below. Your decision must be substantiated by your comments above.

Offer place:

Course title:

If offering an A Level programme, please specify pathway and subjects below: *Please specify AS or A2 for each subject.*

Pathway:

Subjects:

Unconditional offer

Conditional offer subject to:

Standard entry requirements for this course

Non-standard entry requirements (Please give details below)

Initially identified risk of student failing to successfully complete this course: *This will appear in the eLLP at the start of course.*

Green (Low risk)

Amber (Medium risk)

Red (High risk – please give details of key risks in interview notes and outcomes section above)

Interviewer signature:

Print name:

Date:

Referral: (All referrals must be authorised by the appropriate Learner Manager or Head of Faculty)

Please refer the student to interview for the following alternative course:

Course title:

Please refer the student to a guidance interview to identify an alternative course.

Interviewer signature:

Print name:

Date:

HoF signature:

Print name:

Date: