



De Montfort University
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

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:

Alan Clark The Midlands Consortium Units 414-415 4th Floor Fort Dunlop Fort Parkway Birmingham B24 9FD	Elizabeth Morgan Probation Vocational Qualification Assessment Centre - East of England West Suffolk Probation Centre Dettingen Way Bury St Edmunds Suffolk IP33 3TU
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Applicants in East of England region:

PLEASE COMPLETE ALL THE SECTIONS ON THIS FORM

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

Personal Details

Title	Mr		Mrs		Miss		Ms		Other (please specify)
Forename/s								Surname	
Previous Surname								Male	
									Female
Date of Birth	D		M		Y		Y		
Home Address:									
Postcode:					Home Tel:				
Mobile Tel:					Personal email:				
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 specify)			

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		No		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?

Yes		No	
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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.			Part 1	
			Part 2	
Certificate of Higher Education in Community Justice (non-Probation applicants only)				
DMU Start Date:	Month:		Year:	
Please indicate whether you will be a Full Time or Part Time employee whilst completing the programme				

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)

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	Y	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

Level 8		Level 3	
UK Doctorate degree (PhD)		Mixed Level 3 qualifications subject to UCAS Tariff points	
EU Doctorate degree		Mixed Level 3 quals not subject to UCAS Tariff points	
Overseas, Non-EU Doctorate degree		Diploma at Level 3	
Other qualification at Level 8		Certificate at Level 3	
Level 7		Award at Level 3	
UK Masters degree		AQA Baccalaureate (Bacc)	
EU Masters degree		A-Level or AS Level (GCE and VCE)	
Overseas, Non-EU Masters degree		EU A/AS level equivalent	
Integrated UG/PG taught Masters degree		Overseas, Non-EU A/AS level equivalent	
PG Diploma		14-19 Advanced Diploma (Level 3)	
PG Certificate		Scottish Highers	
PG Cert or Prof Graduate Diploma in Education		Scottish Baccalaureate	
Professional qualifications at PG Level		International Baccalaureate (IB) Diploma	
Other taught qualification at Level 7		International Baccalaureate (IB) Certificate	
Postgraduate credits		Cambridge Pre-U Diploma	
Level 6		Cambridge Pre-U Certificate	
UK degree with honours		Welsh Baccalaureate Advanced Diploma (Level 3)	
EU degree		Foundation at level 3 (FE)	
Overseas, Non-EU degree		NVQ Level 3	
Degree with honours leading to QTS status		Professional qualification at Level 3	
Professional qualifications at UG Level		Other Qualification at Level 3 (ie. BTEC, GNVQ)	
NVQ Level 6		Level 2	
SVQ Level 6		14-19 Foundation Diploma (level 2)	
GNVQ/GSVQ Level 6		Welsh Baccalaureate Intermediate Diploma (Level 2)	
Professional Graduate Certificate in Education		GCSE/O Level qualification	
Other Qualification at Level 6		Scottish 'O' grades and standard grades	
Undergraduate credits at Level 6		Professional qualification at Level 2	
Level 5		Other Qualification at Level 2	
UK ordinary (non-honours) degree		Level 1	
EU ordinary (non-honours) degree		14-19 Foundation Diploma (Level 1)	
Overseas, Non-EU ordinary (non-honours) degree		Welsh Baccalaureate Foundation Diploma (Level 1)	
Foundation degree		Other Qualification at Level 1	
Diploma of Higher Education (DipHE)		Other	
Higher National Diploma (HND)		Higher education (HE) Access Course, QAA recognised	
Foundation course at Level 5		Higher education (HE) Access Course, not QAA recognised	
Certificate/Diploma in Education (non-graduate ITT)		Previous experience and/or admissions test	
Professional qualifications at Level 5		Other qualification level not known	
NVQ Level 5		No formal qualification	
SVQ Level 5		Other:	
Other Qualification at Level 5 (ie. GNVQ, BTEC)			
Level 4		General guidance to levels:	
Certificate of Higher Education (CertHE)			
Higher National Certificate (HNC)		Level 1 and 2 - usually taken in secondary education	
Higher Apprenticeship (Level 4)		Level 3 – usually taken in further education (FE college)	
Professional qualifications at Level 4		Level 4, 5 and 6 – usually taken in higher education (University at Undergraduate level)	
Other Qualification at Level 4 (ie. BTEC, SQA)		Level 7 and 8 – usually taken in higher education (University at Postgraduate level)	

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 box 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 <input type="checkbox"/> Degree Transcript <input type="checkbox"/> if not single honours subject
Foundation Degree – Part 2:	Certificate of Higher Education in Community and Criminal Justice or equivalent subject <input type="checkbox"/> and VQ3 Diploma in Probation Practice <input type="checkbox"/>
Foundation Degree – Part 1:	VQ3 Diploma in Probation Practice or NVQ3 Working With Offending Behaviour <input type="checkbox"/> and either 5 GCSEs including English and Maths <input type="checkbox"/> (grade A* - C) or Passed the DMU written test <input type="checkbox"/>
Certificate in Higher Education: (non-Probation applicants only)	1 A-Level or Equivalent eg. NVQ3 <input type="checkbox"/> and either 5 GCSEs including English and Maths <input type="checkbox"/> (grade A* - C) or Passed the DMU written test <input type="checkbox"/>

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		Dutch		Greek		Polish		Nigerian	
Taiwanese		Libyan		Saudi Arabian		Cypriot		Pakistani	
Zimbabwean		Chinese		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		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 Syndrome		Other, (please state):	

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 ☐.

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 Applicant		Date	D	D	M	M	Y	Y	Y	Y
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Internal Office Use only:

Academic Signature:			
Name:		Date:	