

Professional Development Courses

Laser Learning Awards Level 3 Course for Teaching Assistants

KS1 – KS3

Application Form

<i>For office use</i>	
Ref x 2	
DBS	
CV	
Photo	
Fees	
Date rec'd	

Mr Mrs Miss Ms Other

First Names: _____

Surname: _____

Date Of Birth: _____

Home Address: _____

Post Code: _____

School where support taking place

Post Code: _____

Telephone (Work): _____

Telephone (Home): (Mobile):

Email:

Other Qualifications:

Important: Please enclose a CV giving details of your education, training and occupational experience.

Please state briefly the background to your interest in specific learning difficulties, why you wish to take the course and what you would hope to gain from it. Use additional sheets of paper if needed but please attach securely.

How did you hear about the Helen Arkell courses?

Fees

- | | | |
|--|-----|--------------------------------|
| <input type="checkbox"/> I will be paying my own fees in full | YES | (Please circle as appropriate) |
| <input type="checkbox"/> I will be paying my own fees in instalments | YES | |
| <input type="checkbox"/> I wish my School/College to be invoiced for the total course fees | YES | |

Please give details of who to contact with regard to your fees, including name and job title, as well as the address and telephone number of your school.

In order to ensure equal opportunities please give details of your ethnic origin by indicating the relevant number in the box below.

Ethnicity:

01=White British, 02=White Irish, 03=Any Other White Background, 04=Mixed White and Black Caribbean, 05=Mixed White and Black African, 06=Mixed White and Asian, 07=Any Other Mixed Background, 08=Indian, 09=Pakistani, 10=Bangladeshi, 11=Any Other Asian Background, 12= Caribbean, 13=African, 14=Any Other Black Background, 15=Chinese, 16=Any Other Ethnic Group, 99=Not Stated

Employment code:

RE=Registered unemployed, UN=Unwaged (not seeking work), PT=Employed part-time (incl. self-employed), FT=Employed full-time (including self-employed), FS=Fulltime student, NS=Not specified

Ability code:

OO=Able bodied, 01=Non-registered disabled, 02=Registered Disabled, 03=Learning Support Required, NS=Not specified

Signed _____

Dated _____

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Application Form

Please return this form to:

Courses Manager, Helen Arkell Dyslexia Centre, Arkell Lane, Frensham, Farnham, Surrey, GU10 3BL

Together with:

- Your **CV** giving details of your education, training and occupational experience
- **Brief letters from two referees**, one professional and one character reference. If you are working in a school the professional reference should be from either your headteacher or the school's SENCo.
- **Police Check:** As a student on one of our courses we have to satisfy ourselves you have the appropriate police clearance. The Centre's policy requires a **full Enhanced DBS check**, no more than 3 years old. If this can be provided by your school or other organisation, a letter confirming the date and type of check will be sufficient although we prefer to take a copy of the original document. If not, you will need to apply for a DBS Disclosure through the Centre, which is available at a cost of £65.00 (payable to The Helen Arkell Dyslexia Centre) but you will receive a copy of your police disclosure statement which you may be able to use for other purposes.
- A cheque for your **deposit** for the sum of £100 (deposit becomes non-refundable once you have been offered a place on the course).
- A small passport size **photograph** of yourself

All of the above are essential for your application to be processed and your place to be reserved.

To contact the Courses Manager, please:

Phone: 01252 792400
Email: enquiries@arkellcentre.org.uk
Fax: 01252 795669

Helen Arkell Dyslexia Centre

Arkell Lane | Frensham | Farnham | Surrey | GU10 3BL

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