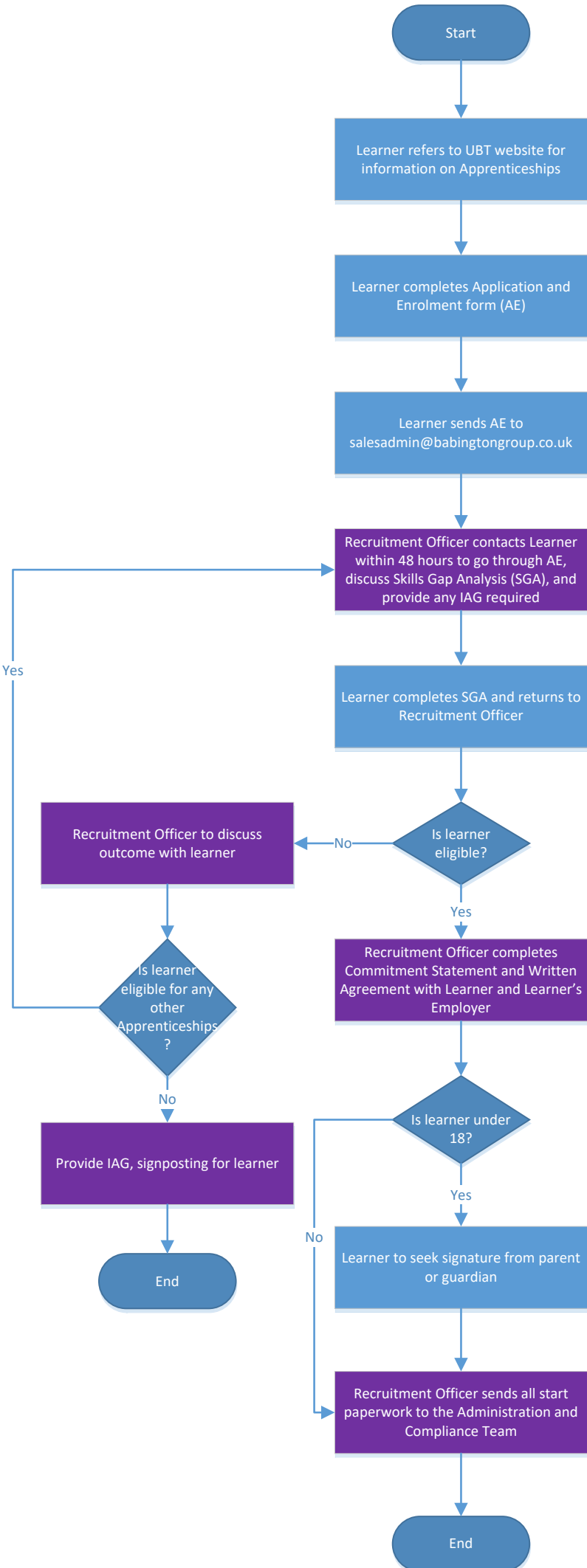


Key

Learner

Babington Group



## Application & Enrolment Form

You need to complete the following:

- Section 1 - Your Details
- Section 2 - Your Previous Education and Skills
- Section 3 - Your Employment Details
- Section 4 - Your Personal Circumstances
- Section 5 - You only need to complete the "Learner Support Needs" part of Section 5.
- Section 6 - Declarations (*The signature cannot be typed, this must be hand signed*)

## Commitment Statement

You need to complete the following:

- Section 1 Learner, Employer/Organisation and Provider (Page 1 only)
- Section 5 Commitment Declarations & Signatures (Learner Section only) – If you are aged 16-17 the parent and Guardian section also needs to be fully completed
- Appendix A, Page 7-Apprenticeship Agreement (Apprentice signatories and Employer Signature required).

Identification – Please note we require a copy of your ID for verification (This can either be your Passport, Birth Certificate, bank card or Driving licence). The last 4 digits of your ID will then be inputted onto the application and enrolment form in Section 5.

Proof of Address – Please note we require proof of address dated within the last 6 months (This can either be by HMRC Letter, Phone Bill, Bank Letter, Education Letter). The type of proof will then be inputted onto the application and enrolment form in Section 5.

Proof of English, Maths and IT – Please note we require proof of the exemptions for the functional skills element of the programme in English Maths and IT if applicable. (This can be GCSE Grade A\* - C or equivalents) Please send through copies of your certificates alongside the enrolment form. If we have asked you to complete BKSBS instead then see below.

BKSB Assessments- Please can you complete these as soon as possible unless you can provide the above exemption certificates as stated above. You only have to complete the BKSB Initial assessment in Maths, English and ICT and not the Diagnostic.

Link: <https://babingtonbusinesscollege.bksblive2.co.uk/bksblive2/Login.aspx?ReturnUrl=%2f>

Username: .....

Password: Password1