



# OJAST Ltd

Keeping Training Uncomplicated

**Please complete this form in BLOCK CAPITALS in Black or Blue pen**

<b>Please Complete your Details Below Details Please:</b>				
<b>Course Name:</b>		<b>Date:</b>	<b>From:</b>	<b>To:</b>
<b>Mr, Mrs, Miss etc.</b>	<b>First Name:</b>	<b>Family Name:</b>		<b>Date of Birth:</b>
Address				
Post Code		Contact Number		
Email:		Gender		
Nationality		Passport		Yes or No
<b>Please tick appropriate boxes with your educational levels where possible.</b>				
No qualifications		Entry Level e.g. Basic Skills		NVQ Level 1 or GCSEs below Grade C or CSEs below Grade 1
BTEC First Certificate or GNVQ Foundation		Level 2 NVQ 2 or 5 x GCSEs Grade A*-C or 5 x O Levels		5 x CSEs Grade 1 or BTEC/RSA 1st Diploma, GNVQ Intermediate
Level 3 e.g. NVQ 3 or more than 2 A, AS Levels		BTEC National Diploma		RSA or CGLI Advanced
GNVQ Advanced Level 4 or above		Diploma's in Management		Degree's or HNC/HND 's
<b>Additional Support or Assistance Required</b>				
Do you consider that you have a disability, or that you require additional support with your chosen course(s)?				Yes or No
<b>If you have answered 'yes' above please tell us below how you would like to give us the extra information we need: Circle Yes or No.</b>				
I would like to discuss my support needs with a member of the Additional Support Team.				Yes or No
I would like to fill in and return a form about my support needs before my course begins.				Yes or No
I would like you to send a form to the person named below so that they can fill it in and return it to you.				Yes or No
We are committed to participate fully in your training and education, regardless of race, gender, disabilities, sexuality, religion or belief and aim to promote an atmosphere of trust and harmony, where everyone's contribution is equally respected. It is important to monitor ethnicity and therefore we ask you to answer the questions below. All information will be treated in the strictest confidence.				
<b>What are your Ethnic Origins? (Please tick one box)</b>				
<b>Asian/Asian British – Bangladeshi</b>		<b>Asian/Asian British - Indian</b>		<b>Asian/Asian British – Pakistani</b>
<b>Asian/Asian British - other Asian background</b>		<b>Black/Black British – African</b>		<b>Black/Black British - Caribbean</b>
<b>Black/Black British - other Black background</b>		<b>Chinese</b>		<b>Mixed - White &amp; Asian</b>
<b>Mixed – White/Black African</b>		<b>Mixed – White/Black Caribbean</b>		<b>Mixed - other Mixed background</b>
<b>White – British</b>		<b>White - Irish</b>		<b>White - other White</b>
<b>Any other background</b>				



<b>To assist with our market research could you take a little time to complete this form?</b>			
<b>Where did you find out about this OJAST Ltd and course?</b> (Tick more than one box if appropriate).			
Attended previously	<input type="checkbox"/>	Friend or relative	<input type="checkbox"/>
Careers guidance	<input type="checkbox"/>	Community centre/group	<input type="checkbox"/>
Press advert	<input type="checkbox"/>	Show or event	<input type="checkbox"/>
Website	<input type="checkbox"/>	Blog	<input type="checkbox"/>
Other: Please State.	<input type="checkbox"/>		

**Required Declaration**

I declare that, to the best of my knowledge, the information that I have given is correct, and I agree to abide by the policies and procedures of OJAST Ltd. **(Found on Web Site)**

I agree to OJAST Ltd processing personal data contained in this form and/or other data, which may be obtained for legitimate reasons from me or other people whilst I am a candidate under their training.

<b>Name (Candidate):</b>	<b>Signature:</b>	<b>Date</b>
<b>Name (Staff Member):</b>	<b>Signature:</b>	<b>Date:</b>

**Data Protection-** The information you provide on this form is stored and processed following the principles of the Data Protection Act 1998. This information will be kept by OJAST Ltd who are registered under the Act. We will collect and share this information with other organisations for the purposes of administration, careers and other guidance, statistical and research purposes to monitor performance, improve quality and plan future provision.

It is the policy of OJAST Ltd to share information about your progress as part of our positive learning partnership with parents/carers, Sponsoring employers, partners, colleges and the media.

I agree to OJAST Ltd processing personal data contained in this form and/or other data about me, which OJAST Ltd may obtain from me or other people whilst I am a candidate, and for a period following the completion of my studies.

I agree to the processing of such data for any purposes connected with my studies or my health and safety or for any other legitimate reason.

If you only wish to agree to part of the above please tick this box  and download a form the OJAST Ltd Web site from this link: <http://www.ojast.co.uk>