

# FURTHER EDUCATION LEARNER APPLICATION FORM

Learner name: Preferred to be known as: School name: (if appropriate) Please place photograph of Name and Signature of person completing this form learner here and their relationship to learner: Date form completed: Date place required from: Type of Education placement required: **Day Placement** Mansfield Forest Road West, Nottingham Woodborough Road, Nottingham Residential Placement - Mansfield 5 day (Monday to Friday, term time) 7 day (Monday to Sunday, term time) 52 weeks a year

FOR OFFICE USE ONLY

Date received:

#### THANK YOU FOR YOUR INTEREST IN PORTLAND COLLEGE

Please complete this application form with as much information as you can, the more details we have, the better we can support you.

Please ensure that you enclose your most recent Education, Health and Care Plan (EHC plan).

Failure to evidence information through your EHC plan or this application form will delay your application being processed.

Once we have received your completed application form, EHC plan and any other supporting documentation, including educational certificates, we will contact you to arrange an assessment.

After this assessment, should our Multi-Disciplinary Team feel that we can support you and your needs, we will contact you to offer a conditional placement. The offer is subject to funding being agreed by your local authority and EHCP status. Should this offer be accepted by yourselves, we will then create an Initial Assessment Report which will be sent to your Local Authority as part of a funding request. You will then be contacted directly by your Local Authority to inform you if funding has been agreed and your place at Portland College confirmed.

If you would like to extend your personal and social progression around your education programme, we have Portland Freedom based at our Mansfield campus. Portland Freedom is assessed and funded separately to the education provision.

Portland Freedom has been designed to meet your specific individual requirements, offering Day Centre services, Short Breaks and an Independent Living service, all with a range of bespoke and structured schedules.

For more information, please contact the Freedom team on 01623 494322.

# **CONTACT INFORMATION**

Learner full name:					
Known as:	s: Date of birth:				
Address:					
Telephone number:					
Are you a Looked After Child, or in the care of you	r Local Authority? Yes No				
Primary Contact Person					
Name:	Relationship:				
Address:					
Telephone: Mol	oile:				
Email:					
Emergency contact? Yes N	0				
Parental Responsibility?	0				
If No to either of these questions, please provide d	etails of who is:				
Please tick here if you would <b>NOT</b> like to be co events and promotions	ntacted via email or text regarding College				
GP Contact					
Doctors name:	Surgery:				
Address:					
Telephone:					
Religious or Cultural needs:					
NHS number:					
Medical Exemption number:					

# **CONTACT INFORMATION** continued

School Contact		tick if not relevant
Name:	Role:	
Address:		
Telephone:	Email:	
Social Worker		tick if not relevant
Name:		
Address:		
Telephone:	Email:	
Personal Advisor or SEN contact at you	r Local Authority	tick if not relevant
Name:		
Address:		
Telephone:	Email:	
Are you currently receiving any of the t	following therapies?	
Physiotherapy		
Occupational Therapy		
Speech and Language Therapy		
Other - please state:		
Who, or where, originally referred you t relevant)	o Portland College? (please pro	vide full contact details if

# **INFORMATION ABOUT YOU**

What is your disability?
How does it affect your learning?
Please tell us about your personality, including your likes and dislikes.

## INFORMATION ABOUT YOU continued

What would you like to study at Portland College?

Please choose one study programme and also the subjects within the programme that interest you.

	Horticulture
	Small Animal Care
	Light Manufacturing
	Production and Logistics
	Painting and Decorating
	Basic Joinery
	Basic Wet Trade Skills
	Motor Vehicle Mechanic
)esi	ign, Technology and Retail Industries
	Business Studies, Retail and Administration
	Arts, Media and Marketing
	Customer Services
	E-Sports & Games Development
erv	vice and Leisure Industries
	Sport and Leisure
	Hospitality and Catering
	Care Services

If you are working at pre-entry level, there will be a range of session topics for you to choose from when you arrive at college.

# INFORMATION ABOUT YOU continued

What are your future aspirations?
Have you taken part in any work experience or completed a work placement?
Yes No
If yes, please provide details, including whether this was at school or with a company:

### **EDUCATIONAL DETAILS**

You may wish to ask your school to help you complete this page.

#### What have you achieved so far?

Title/Course

Please detail your examination history and any other accredited achievements. We use this information to make sure that you have access to the appropriate study programme.

Awardina Body Level(GCSE/Entry/ Grade/

Tille/ Course	Awaranig Body	Preentry)	Expected Grade			
What else have you achieved? (e.g. communication, decision making, problem solving, Duke of Edinburgh etc)						
How do you like to record your	work? (e.g. symbols, words	s, audio)				
What are your current levels in the following areas: (If you do not know this, them please ask your school contact)						
English:						
Maths:						
Vocational Areas:						

Please let us have any certificates you have achieved so far with this application.

## **CONSENT AND BEST INTEREST DECISIONS**

We now require parental consent to access confidential information around academic levels and accessing the most recent Education Health and Care Plan (EHCP) information from your local authority.

I consent to my son/daughter's EHC Plan and academic levels being shared with the Assessment Triage Team at Portland College during the assessment process. The college's privacy statement can be found on our website: www.portland.ac.uk

Name of Learner:
Date of Birth:
Parent/Carer Name:
Relationship to Learner:
Date:
Signature:
Have any Best Interest, Power of Attorney, Deputyship, Guardianship decisions been made on behalf of the applicant?  Yes No
If YES, please state below for what decision and include any relevant documentation.

# **BEHAVIOUR**

Please describe examples of any behaviours that may challenge your learning and others.(please include all levels of behaviour)
When was the last occurrence of behaviour?
What triggers this behaviour? (e.g environment, other learners, change etc)
How often do these behaviours occur?
Never Occasionally Often Very Often
What are the early signs that staff need to be aware of before any behaviours occur? (pacing, crying, change in facial expression etc)
What strategies help to support with the behaviour to try and stop it? (e.g calm approach, reinforcements/rewards, proactive strategies, reactive strategies)
What will make the behaviour worse?
What helps staff to motivate you to stop the behaviours happening? (how do you like to be supported?)
How do you like staff to support after any behaviour? (post incident support)

# **BEHAVIOUR** continued

Do you have a Behaviour Support Plan?		Yes	No
If yes, please ensure you enclose a copy of this.			
Have you had any contact or support from any e Adolescent Mental Health Services, Psychology, I and Treatment Team)			
		Yes	No
If the answer is yes to the above question, please	provide contact details:		
Contact name:			
Service:	Job role:		
Address:			
Telephone:	Email:		
Contact name:			
Service:	Job role:		
Address:			
Telephone:	Email:		
Please provide any other information about your accompany this application:	behaviour that you feel would	be useful to	

# **SAFEGUARDING RISKS**

Are there any risks associated with the following?
Vulnerability - risks associated with being subjected to potentially abusive situations, stranger danger etc
Awareness of dangerous situations - risk associated with being unaware of dangerous situations e.g. road safety, or using equipment)
Interactions with other learners - risks associated with interactions with other learners, sexual boundaries, online interactions, being a trigger for others
Absconding - risks associated with absconding from different environments
Are there any current or historic safeguarding concerns we need to be aware of?
If you do not want to document any of these concerns would you like a phone call discussion with a member of the Safeguarding team?

# **COMMUNICATION**

Are	Are you currently seeing a Speech and Language Therapist?  Yes No							
ls S	Is Speech and Language Therapy (SLT) named in your EHC Plan?  Yes No							
Hav	Have you got an individual communication plan?  Yes No							
If y	es, please ensure you enclo	se o	a copy of this.					
Wh	at are vou currently seeina a	a Sr	peech and Language Therapist	for?	le.a. speech. us	sina	sianina	lr.
		<i>.</i> •				S 1.9	v.gg	91
Do	you enjoy communicating o	and	spending time with others, or de	о ус	ou find this difficu	۱ţ\$		
	, ,			•				
Do	you have difficulties underst	and	ding: (please tick all those that c	lqqr	ly)			
	Spoken Language							
	What is happening around	l yo	U					
Ple	ase give any details:							
Do	any of the following things h	elp	you to understand: (please tick	c all	that apply)			
	Objects		Photos		Pictures			
	Symbols		Signing		Single Words			
Short Sentences								
Please give any details:								
How do you express yourself or get your message across?								
	Body Language		Facial Expression		Vocalisation			
	Single Words		Short Sentences		Fuller Sentences	S		
	Pictures/Photos		Symbols		Objects			
	Communication Aid		Speaking Switches		Speaking Button	ns		

# **COMMUNICATION** continued

If you use a communication aid, please provide the following details:

Communication Equipment Details	Funded/ Owned by	Age	Warranty/ Insurance details				
* We need this information in case of requesting additional equipment from the Local Authority							
How do you access your Communication Aid?							
Eye Gaze	Eye Gaze						
Switch (Head/foot)							
Head Pointing							
Direct Access (touch)							
Do you use any devices to sup	pport your learning?						
Laptop							
iPad							
Tablet							
Mobile Phone							
Do you use any apps/function	s to support your reading/	writing/spe	lling?				
Dictation							
Spoken Content							
Microsoft Lens							
Predictive Text							
Is this effective?							
Yes No							
If no, why not?							
How do you communicate your basic needs or wants? (e.g Yes/No, I want, help me, go away etc)							
How do you tell us when you o	are feeling thirsty/hungry/tir	ed/happy	/angry/in pain etc?				

## **ASSISTIVE TECHNOLOGY**

How do you access computers? Switch Hands Eye Gaze Fingers (even one at a time) What assistive equipment software/hardware have you used before or would be interested in trying? Standard Keyboard Rollerball Mouse Big Keys Board Joy Stick Mouse On Screen Keyboard Standard Mouse Adaptive Switches Voice Recognition Software/Dictation Any Microsoft Accessibility Function Clicker Pictello/Book Creators MyStudy Bar Reading Pen Seeing Al Other

# **EATING & DRINKING - MEAL TIME SUPPORT**

Do you have any special dietary needs (e.g. vegetarian, halal, diabetic, soft, liquidised, thickened etc)
Yes No
If yes, please provide details:
Do you have or have you ever had any problems with chewing and swallowing?
Yes No
If yes, please provide details:
Do you have any specific likes or dislikes with eating or drinking? Please give details.
Do you require any changes to ordinary food textures and fluids?
Easy to chew Soft & bite sized Minced & moist
Pureed Liquidised
Any other details?
Please provide a copy of your Eating & Drinking Guidelines if applicable.
Do you require any specific utensils for eating and drinking? Please give details. (e.g. special cups, size of cutlery used etc)
Please give a brief description of how you like carers to support you with eating and drinking. (e.g whether they should be at your right or left side, the pace at which you like to be given food, whether you like a drink between mouthfuls of food etc)
What is the best position for you to be in when eating and drinking? (e.g. in a manual wheelchair with head rest on, facing away from distraction in the room etc

# **OCCUPATIONAL THERAPY**

Please complete all questions in this section, even if you haven't had previous Occupational Therapy input.						
Please tick here if Occupational Therapy is named in your EHC Plan.						
Do you currently have, or have you previously received Occupational Therapy	y Support?					
Yes No						
If yes, what for? Please provide contact details for your Occupational Therapis	st:					
Equipment						
Do you require specialist classroom seating?	Yes	No				
Do you require any adapted toileting equipment?	Yes	No				
If you answered yes to either of the previous questions, please provide details:						
Does this equipment belong to you or your current placement?						
Do you currently use any other adapted equipment? Please detail below:						
Sensory						
Do you have any sensory processing difficulties that may affect your learning? (e.g. not liking/needing lots of touch, movement, noise, etc?)						
Yes No						
If yes, please provide details below and complete the Sensory Choice Checkl	ist.					
Do you require any sensory equipment (e.g. ear defenders, fidget items etc.)?						
Yes No						
If yes, please provide details below.						
Do you have any existing sensory strategies (e.g. movement breaks, prompt cards,	deep pressure	e etc.)?				
Yes No						
If yes, please provide details below.						

#### SENSORY CHOICES CHECKLIST

Below are some questions related to each of the body's senses - please answer these and give as much detail as you are able.

There are also some activities listed that many people use daily to keep themselves calm or alert.

Please mark anything you like with a  $\mathbf{Y}$  and anything you dislike with an  $\mathbf{X}$ . Then mark the items you find calming with a  $\mathbf{C}$ .

#### **TASTE**

Сс	ould you be described as a 'picky eater'?		Yes	5	No	
Do	you chew or put inedible items in your mouth	Ś	Yes	5	No	
	you dislike the feel of things in your mouth? g toothbrush, certain textured food.		Yes	5	No	
Fu	ther details/comments:					
Ac	tivities:					
	Drinking through a straw		Drinking through a sports bot	tle		
	Sucking inside of cheeks		Sucking/licking/biting lips			
	Grinding teeth		Clenching jaw			
	Crunching/sucking ice		Crunching crispy foods			
	Chewing gum		Chewing a toothpick			
	Chewing a chewy sweet		Chewing pen/pencil			
	Chewing clothing		Biting nails/hair			
	Blowing bubbles		Whistling			
	Sucking on a lollypop					

#### **SMELL** Do every day smells affect you? No Yes e.g. petrol smells, food smells. Do you smell objects/others? No Yes Further details/comments: **Activities:** Lavender Aromatherapy Smelly pens/stickers **Animals** Grass Strong food smells (e.g. curry, fried food) Sweet / citrus food smells Perfume **MOVEMENT** Do you experience motion sickness? Yes No Do you seek out movement? Yes No e.g. can't sit still, fidgets, rocks, paces. Further details/comments: **Activities:** Doodle whilst listening Rocking body Sitting in a rocking chair Jumping/bouncing Dancing Pacing Jiggling leg Tapping toe, heel or foot Swaying body side to side Sitting on an exercise ball

#### TOUCH Do you regularly touch people and objects? Yes No Do you dislike being touched? Yes No Further details/comments: **Activities:** Twiddling hair Fiddling with objects (e.g. pen) Being tickled Having a massage Having hair washed Touching fluffy/velvety fabric Stroking an animal Tight fitted clothing Water play Playing in a sand pit Picking at nails/skin Pulling at clothes Rubbing skin/clothing gently Walking bare foot Drumming fingers or pencil **BODY AWARENESS** Have you had any previous falls? Yes No Do you bump into stationary objects? Yes No e.g walls, doors, lampposts. Do you seek out activities that involve deep pressure? Yes No Do you walk with heavy steps? Yes No Are you aware of when you are in pain? Yes No Do you know when you are too hot or cold? Yes No Further details/comments: **Activities:** Yoga Using weighted equipment Walking along balance beams Walking along stepping stones Throwing and catching a ball Kicking a ball Boccia Hop scotch

#### SIGHT Do you have difficulty adapting to bright light Yes No more than others? (e.g. squint, cover eyes in daylight)? Are you easily distracted by watching objects or No people move around a room? Do you seek visual stimuli, e.g. looking at lava lamp, Yes No fibre optic lights, dim lighting in dark spaces etc? Further details/comments: **HEARING/NOISE** Do you respond emotionally/aggressively to unexpected or loud noises? Are you overly affected by background noise? Further details/comments: **Activities:** Make noise for noise sake Noise making items Wearing headphones to listen to music Hearing thunder Time in a quiet space Wearing headphones/ear defenders/ ear plugs to block out noise Covering ears with hands Listening to music Hearing alarm

Fin	e Motor						
Do	Do you have any difficulties related to your fine motor skills?					No	
lf y	es, please provide de	tails:					
	Zips	Handw	vriting	Buttons	Shoelaces		
	Using cutlery	Other (	Classroom o	ictivities (including cooki	ng)		
	you have any adapt g. adapted cutlery, w		-	nts to help you to comple /elcro shoes etc.)?	ete everyday a	ıctivities	
Tro	ıvel Training						
Do	you have any previo	us experien	ce of Travel	Training?	Yes	No	
	Do you feel that you would be able to travel independently Yes No in the near future?						
Ar	e there any risks or cor	ncer ns abo	ut accessing	g the community?	Yes	No	
Do	you have any difficul	ties with the	following sl	kills:			
Ro	ad safety	Yes	No	Stranger danger	Yes	No	
Mo	oney management	Yes	No	Time managemer	nt Yes	No	
Pro	oblem solving	Yes	No				
If c	answered yes to any o	f these que	stions, pleas	e provide further details:			

# **PHYSIOTHERAPY**

Do you have physiotherapy na	amed in your EHC F	Plan?	Yes	i N	0	
If you are currently seeing a Physiotherapist please provide their contact details:						
How do you usually get around	ήś.					
Do you need assistance to get driving)	around? (e.g push	ning of wheelc	hair, supervision wh	hen walking/	r	
Yes No						
If yes, please provide details:						
Current physiotherapy goals or	things to work tow	vards:				
Equipment						
Do you use any equipment to I	help you get arour	nd other than o	y wheelchair?			
Orthotics	Stick		Standing Frame			
Trike	Walking Fram	е				
If yes to any of the above, or if including if you will be bringing				tail below,		

# **MOBILITY**

How do you transfer from the chair or bed? Please provide details.						
Do you need any equipment or assistance to transfer?  Yes No						
If yes, please provide details:						
PAIN						
If you have pain on a regular basis, please supply us with the following information: Where is it?						
How often?						
How would you describe it?						
How do you relieve your pain?						
Any comments:						

# **MEDICAL HISTORY**

Do you have a history of any of the following? Please tick all boxes that are relevant and provide details where possible.						
Epilepsy						
If so, please complete the following:						
How often do you have a seizure?						
How does a seizure present?						
How long do the seizures last?						
Do you recognise any triggers? Yes No						
What intervention do you require?						
Please provide a copy of your current epilepsy plan.						
Diabetes (Insulin) Diabetes (Non insulin)						
Heart Problems Mental Health Problems						
Asthma High Blood Pressure						
Eating Disorder						
Breathing Difficulties (e.g tracheotomy/oxygen/restriction/repeated chest infections)						
Others (e.g. botox, spinal rods, tendon releases, hip displacements etc)						
Please provide full details of any of the above, plus any other relevant medical history:						
Do you have any continence needs? Yes No						
If yes, please provide detail:						

# **MEDICAL INFORMATION**

Medication Prescribed	How is this taken? (tick all that apply)				
Medicalion rescribed	Orally	Rectally	Peg-fed		
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Please ensure that all medication provided is are clearly labelled with the recipient's name		ect packaging, ei	nsuring all details		
We cannot administer medication if it is not i	·	aging and labelled			
Do you understand why you are taking this n	nedication?	Yes	No		
Do you self-medicate at the moment?		Yes			
Do you have any PRN or Emergency medical	ation?	Yes	No		
If yes, please provide details:					
Allergies or Drug Sensitivity (e.g foods, pollen	s, animals, latex etc	c)			
1					
2					
3					
4					
5					

# **HEARING AND VISION**

Do you have any hearing problems?	Yes	No	
If so, do you have a hearing aid?	Yes	No	
If yes to either question, please provide details, including when the ba	ttery was last ch	necked:	
Do you wear glasses?	Yes	No	
If so, when do you wear them?			
Do you have any other visual difficulties?	Yes	No	
If yes, please provide details:			

# Please only complete this page if you are applying for a residential place or are considering Portland Freedom respite.

Please ensure that you enclose a copy of your Community Care Assessment, Care & Support Assessment, or CORE Assessment with this application. Failure to enclose this information will result in a delay in the application process.

GP	Contact			
	u have the option to register with our local GP, ease indicate your preference:	Yes		No
If y	es, a member from our care team will contact you to complete a registrati	ion form	٦.	
If n	o, please complete details below of your current GP practice:			
Do	ctors Name:			
Ad	dress:			
Tel	ephone No:			
de	<b>ase Note:</b> In the case of a medical emergency, Portland College reserves cisions that would involve contacting our Local GP/emergency services duall citizens/learners.	_		
	s Power of Attorney been applied for on behalf the individual named on the application form?	Yes		No
lf y	es, please enclose the original documentation.			
lf y	es, is this for:			
	Finances & property			
	Health & well-being			
	Both			

## **SLEEPING, DRESSING AND UNDRESSING**

#### Please do not complete this section if you are applying for a day placement. Do you have a sleeping routine? Yes Please provide details: Do you like to be in a certain position to help you sleep? Yes Please provide details: Do you have any special equipment? Yes No Please provide details: Who owns this equipment? Are you able to use a call alarm system? Yes No What do you use at home? Please provide details: Do you need turning at night? Yes No Do you need to have early nights? Yes No Are you able to direct your care needs? Yes No Are you able to fully dress and undress yourself? Yes No Are you able to make appropriate choices about clothing? Yes No If you need assistance, are you able to direct your carers? Yes No How many carers are required to help you dress? Residential Applicants Only Do you require any equipment to support with activities of daily living No (e.g. shower chair, sleep system etc)? If yes please provide details, including if you will be bringing the equipment with you to college: Do you require support with activities of daily living Yes No (e.g. brushing teeth, doing laundry, cooking a meal etc)? Please detail any areas you would like to work on:

## **EQUAL OPPORTUNITIES**

#### For monitoring purposes only I describe my ethnic background as: (please tick relevant box) White English/Welsh/Scottish/Northern Irish/British Irish Gypsy or Irish Traveller Any Other White background Mixed/Multiple Ethnic Group White and Black Caribbean White and Black African White and Asian Any Other Mixed/Multiple Ethic background Asian/Asian British Indian Pakistani Bangladeshi Chinese Any Other Asian background Black/African/Caribbean/Black British Caribbean African Any Other Black/African/ Caribbean background Other Ethnic Group Any Other Ethnic Group Arab Age group: 55-64 25 and under 26-34 35-44 65+ Prefer not to say

The capture of this data is a requirement of both Ofsted and CQC, and as a college we have to provide data of our learner cohort. The college Privacy Policy can be access on our website: **www.portland.ac.uk**A Learner Privacy Policy is available on request from the college's Data Manager.

# **EQUAL OPPORTUNITIES** continued

#### For monitoring purposes only

To morning poliposes only							
How would you define your gender:							
Man Woman Prefer not to say							
Other (Please specify)							
Marital status:							
Married	Civil Partnership	Separated					
Divorced	Prefer not to say						
Sexual orientation							
Bisexual	Straight	Prefer not to say					
nave the capacity							
y)							
Religion or belief							
Muslim	Buddhist	Sikh					
Jewish	None	Prefer not to say					
	Woman  Married Divorced  Bisexual have the capacity  Muslim	Woman  Prefer  Woman  Prefer  Civil Partnership  Divorced  Prefer not to say  Straight  nave the capacity  Muslim  Buddhist					