**APPLICATION FOR ADMISSION – PART-TIME HOUSING PROGRAMMES**

**Important**

In addition to the ‘Application for Admission’ form this is a supplementary sheet that should be completed by all candidates applying for a part-time programme in Housing Studies.

**Full Name:**……………………………………………… **Date of Birth:** ………………………………….

**Please indicate the part-time programme for which you are applying (please tick one only):**

HNC Housing Studies ❑

Diploma Housing Studies ❑

BSc (Hons) Housing Studies ❑

**Employer’s Details (if applicable):**

Please provide the name and address of your current employer, if possible, please also include your supervisor’s contact details.

Organisation Name:…………………………………………………………………………………………………………

Address line 1: ………………………………………………………………………………………………

Address line 2: ………………………………………………………………………………………………

Address line 3: ……………………………………………………………Postcode:…………………..…

Main Phone Contact Number Including STD/area code: (……….) .………….………….…………

Supervisor’s Name:.……………………………… Tel: ( ………….…)…………………………………..

E-mail: ………………………………………………………………………………………………………...

You may wish to undertake this course independently but if your employer has agreed to support you, please ask your employer to sign the declaration below:

**Employer Declaration:**

I declare that the above mentioned employing organisation will support the above student by way of fees / release from work to attend taught modules *(please delete as appropriate).*

Signature: …………………………………………… Print Name: …………….………………………

On Behalf of:..……………………………….………. Date: …………………………………………….

(Please state name of organisation)

**The Following Section Applies To Diploma/ BSc / BSc (Hons) Housing Studies Applicants Only:**

**Accreditation of your prior learning or experience:**

If you are an experienced housing practitioner, we may be able to offer you accreditation for some modules as a result of previous study or work experience that you have undertaken. In order to apply for accreditation, you will need to demonstrate that you have met the learning outcomes of the HNC Housing modules. There is a formal process to help you to do this which is explained below should you wish to explore this option.

**Eligibility for the fast track route:**

Entry qualifications for the fast track route are as follows, these are negotiable for mature applicants (aged 21 and over):

* 2 A level passes at grade C or above, GCSE Maths & English, NVQ Housing level 3.

**And**

* 2 years experience at Housing Officer Level (or equivalent). Graduates in a related discipline may apply following 1 year of practice at Housing Officer Level. Applicants will be expected to be responsible for managing some or all of their own workload and to have experienced a breadth and depth of housing practice.

**Application Process**

The fast track route is not an ‘easy option’ and requires applicants to spend time demonstrating that they have achieved some or all of the learning outcomes of the HNC programmes. The application process involves the submission of a portfolio of evidence and is followed by an informal interview which will focus on the portfolio and will provide an opportunity to explore prior experiential learning. There are 3 possible outcomes of the application process:

* Accreditation for ALL of the HNC /CIH stage 1 learning outcomes leading to fast track onto the part-time Diploma / Degree course.
* Accreditation for SOME of the HNC /CIH learning outcomes leading to a requirement to successfully complete guided learning prior to entry onto the part-time Diploma / Degree course.
* Accreditation for SOME of the HNC /CIH learning outcomes leading to a requirement to successfully complete one or more HNC Housing Modules prior to entry onto the part-time Diploma / Degree course.

**Do you wish to apply for accreditation of your prior learning or experience?**

**YES ❑ NO ❑**

**If YES, please ensure that you have included the following with your application form:**

**❑** A copy of your current job description.

**❑** A reflective statement (500 words maximum) which outlines the degree to which your day to day work matches this job description.

**❑** The completed ‘fast-track portfolio form’.

**❑** A report from your line manager on your standards and level of practice.