



etb

Bord Oideachais agus
Oiliúna Thiobraid Árann
Tipperary Education and
Training Board

TIPPERARY EDUCATION AND TRAINING BOARD

Back to Education Initiative (BTEI)

Part-time course Application Form

Please return completed application form to: BTEI, Tipperary ETB, Army Barracks Campus, Dillon St., Clonmel, Co. Tipperary

Office hours: Monday-Friday 9.00am-1.00pm & 2.00pm-5.00pm Telephone 052 6176755

You are required to answer **ALL** questions as fully as possible. Please complete in your own handwriting using **BLOCK letters**

Section 1: Courses Applied For

Course(s) Applied For & QQI Level:

Location of Course:

1st Choice:

2nd. Choice:

Section 2: Personal Details

Name & Surname: (BLOCK CAPITAL)

PPS No.

Full Name & Surname: as per Birth Certificate: (if different from above):

Medical Card No.

Address:

Valid Until:

Month/Year

Mobile No.

Nationality

Landline:

Emergency Contact/Next of Kin:

Email:

Name:

Date of Birth:

Contact Number:

Gender:

Male

Female

Section 3: Participant Grouping by Self Selection

Indicate the grouping(s) that best describes you. Please tick (✓) more than one as appropriate:

Early School Leaver (i.e. did not complete Secondary School)

Migrant Worker

Homeless

One-Parent Family

Asylum Seeker

Substance Misuser

ESOL (English Language) Student

Refugee

Ex-offender

Person with a disability

Traveller

Other

(please give details)

Section 4: Education

Please give details of your highest level of education to date (certificates received or point at which you completed your education):

Section 4b: Is English your first language?

Yes

NO

Applicants who declare English as a second language may be referred for an English assessment.

Section 5: Employment Status/Social Welfare:

Please give details of Employment Status/Social Welfare Payment (if applicable) here:

If you are:	Please tick (✓) the payment(s) or benefit(s) that you are currently in receipt of.	Please tick (✓) how long have you been in receipt of this payment				
		Less than 6 months	6-12 months	13-24 months (1-2 years)	24-36 months (2-3 years)	More than 3 years
Unemployed Not in the Labour Market	Jobseekers Benefit					
	Jobseekers Allowance					
	If in receipt of any other allowance (other than Jobseekers Benefit/Allowance) please give name of payment here:					
Employed Part-time	If in receipt of any other allowance (other than Jobseekers Benefit/Allowance) please give name of payment here:					
Employed Full-time	If in receipt of any other allowance (other than Jobseekers Benefit/Allowance) please give name of payment here:					

IF YOU ARE IN RECEIPT OF A SOCIAL WELFARE PAYMENT, YOU MUST NOTIFY THE DSP (Department of Social Protection) **BEFORE STARTING ON A COURSE/COMPONENT**. PTE01 form must be completed by those getting Jobseeker's Allowance or Jobseeker's Benefit and are seeking permission to take a part-time course and submitted to DSP. PTE01 form available from DSP or <http://www.welfare.ie/en/pdf/pte01.pdf>

Section 5b: Only to be completed if you are not in receipt of a Social Welfare Payment but are a dependant of a social welfare/training payment recipient/medical card holder.

Recipient's Name (Person receiving payment/medical card holder)

Name of Recipient's social welfare/training payment:

Recipient's PPS No

Is this person your : Please tick (✓)

Recipient's Medical Card No

Spouse/Partner Son Daughter

Section 6: Reasonable Accommodation

Please give details of any medical condition and/or special requirements that we may need to be aware of i.e. wheelchair access; vision/hearing/speech difficulties; dyslexia; epilepsy; other:

Section 7: Declaration

I confirm that the information given on this form is accurate. Furthermore, I undertake to contact the BTEI Office if my eligibility for free fees changes-between my initial application and the start date for each new module/programme.

Signed:

Date:

Section 8: Data Protection

I agree /disagree that my data may be shared with consultancy bodies and agencies approved by the Department of Education and Science/ETB/Centre from time to time for purposes of monitoring the impact of the Back to Education Initiative/other F.E. programme. I understand that under the Data Protection Act personal information recorded in manual format and on computer must be stored safely and treated as confidential, that it will never be made available publicly in any way which could identify an individual person and that it will not be used without consent other than for the purpose for which it was gathered.