

# THE SCHOOL OF ARTISAN FOOD DIPLOMA

## APPLICATION FORM - 2010/11

### Guidance Notes



THE SCHOOL OF  
ARTISAN FOOD

#### Important

These notes are to help applicants when completing our application form for The School of Artisan Food Diploma in Artisan Food Production. Please read these notes carefully before completing and submitting your application to The School of Artisan Food.

If you have any questions about these notes, or the application form, please email us at [admissions@schoolofartisanfood.org](mailto:admissions@schoolofartisanfood.org)

Please read the following notes to help you complete the application form.

#### Section A – PERSONAL DETAILS

- 1 Enter your surname (family name) and first name(s). Please enter your name as it appears on your passport. If you are known by another name, make a note of this underneath.
- 5 Enter your permanent address here
- 6 If you do not normally live at your permanent address (for example if you are away during term time) then enter an address here where you would like us to write to you. Please remember to tell us if you change address at any time. During the application process, we will write to you to advise you on the progress of your application so it is important to keep us informed about how to contact you.
- 7 Please enter your nationality here, for example 'British'.
- 8 If you are a non-EU resident, then please give us your passport number.
- 10 If you are not resident in the UK, please tell us your country of residence.

#### Section B – COURSE DETAILS

- 12 We would like to have an indication of your preferred major area of study. **Your final choice will be made after you have enrolled on the course.**
- 13 On our Diploma you can choose to major in a particular food area (which you have selected in question 12 above). This section is to give us an idea of what areas you would like to minor in. You may select up to 2 choices here. **This selection is indicative only at this stage and is not your final choice. You will make your final module choices after you have enrolled on the course.**
- 14 If you think you may require student accommodation, then select Yes. There is no commitment to stay in our accommodation, this question is to help us to plan for the following year.

#### Section C – FINANCE

- 15 If you are a national of the UK or EU, then select Yes and proceed to question 16. If you are not, please confirm that you have the right to live and study/train in the UK. If you are not an EU national, you may be asked to provide evidence that you have the right to study in the UK.
- 16 If you have already been awarded a degree from a UK or EU university or other higher education institution then please select Yes.
- 17 If you have started a course at a UK or EU university or higher education institution but did not complete the course, then select yes. If you have never started a higher education course, then select no.
- 18 Please tell us how you intend to pay for your studies. The School of Artisan Food does have a number of bursaries and funding options available to students, but assistance with funding can not be guaranteed and bursaries are awarded on a discretionary basis by the School. You should use this section to say how you would fund the course if you did not receive a bursary.
- 19 If you would like to be considered for a bursary to help with your course fees, then select Yes. **Note:** Your selecting Yes does not commit the School of Artisan Food to offering you a bursary. Each student application is considered on a case by case basis. Bursaries are limited and can not be guaranteed.

## Section D – PREVIOUS EDUCATION AND EXPERIENCE

- 20 Indicate your **highest** level of education to date. If you are unsure, please state your highest level of qualification on the form.
- 22 Please complete this table listing all your qualifications as well as the grade or level you achieved. For example:  
**Mathematics | A-Level, Grade C**
- 23 We would like to know about your work history. Please complete this section giving the name of the company you worked for, your role and the dates you worked. We will often consider previous work experience as part of your eligibility for your course, so the more detail you give us here the better.

## Section E – DISABILITIES AND SPECIAL NEEDS

- 24 If you have any special requirements or medical conditions that could affect your studies or your ability to attend an interview (for example dyslexia, or use of a wheelchair) then please let us know using the space provided.

## Section F – REFEREES

You should give the name of your referees on your application form for record purposes. All applicants are required to submit **TWO** references, at least one of which should be an academic reference from someone who can comment on your suitability to study for our diploma.

Complete the relevant parts of the reference request forms (you will need to print two copies of this) and send them to your referees. They should be returned to you in an envelope stamped/signed across the seal and submitted together with your application.

All documents should be in English.

## Section G – SUPPORTING STATEMENT

**This section must be completed by all applicants**

- 27 Your supporting statement is an important part of your application. Please take your time when completing your personal statement. Useful things to think about including are:
- Why you want to complete this course
  - What you hope to achieve at the end of your course
  - What skills or experience you have that you feel will help you on the course
  - Any relevant work experience or training that you may have had

Your supporting statement should be completed on a separate sheet of paper and should be no more than 500 words long.

You may wish to use a word processor to complete your supporting statement.

You should ensure that you attach your supporting statement **securely** to your application form.

## Section H – ADDITIONAL INFORMATION

Please complete this section as fully as you can. The information you supply here will not be used as part of your application but is for monitoring purposes for the School of Artisan Food.

## Section J – SUBMISSION OF APPLICATION

When you have completed sections A-H above, and you have your references (or have arranged for them to be sent to us) then you should sign and date this section and return the application form to us. When returning your application, please ensure you have included all the necessary information, including your supporting statement and your references.