

BOOKING FORM FOR ADMISSION TO THE OUTREACH ACADEMY



Charity Number: 245421

We welcome applications from all who would like to learn at Chelmsford Mencap.

Equal Opportunities

Chelmsford Mencap recognises that everybody has got abilities that can be nurtured. We seek to ensure that all who use Chelmsford Mencap's services feel valued and able to fulfil their potential.

COURSE INFORMATION

All courses run for the full year, Monday to Friday, we welcome people joining throughout the year. The Chelmsford Mencap Outreach Academy is available to members over the age of 19 for as long as they wish to attend. We have no upper age limit and do not break for school holidays apart from Christmas and Easter.

The course content does evolve to meet our Members needs. We also run short courses such as jewellery making for which we have information on times and dates.

Day	9.30am-12.00pm Courses	-----Lunch----- Hot drinks, food and snacks available from The Coffee Pot Cafe	1.00pm-3.30pm Activities
Monday	Life Skills functional literacy, numeracy and IT		Inclusive Communication makaton, drama and stories
Tuesday	Improving the Quality of your Life through specially adapted yoga, meditation and keeping safe		Functional Craft & Communication through Art
Wednesday	Crafts for Small Enterprise Using Pottery		What to eat & how to pay for it Including dietary information, and handling money & small change
Thursday	Health and Well-Being Through Zumba lessons.		Keep Fit
Friday	Increasing Social Skills through dance, drama and music		History/Reading & Writing

1. We are happy to provide help and support in completing application forms and understanding the enrolment procedure. We might also be able to help you obtain funding for your place.
2. Costs: £20.00 for whole day or £10 for half a day (morning or afternoon). Payable in advance in monthly instalments for which you will be invoiced.

Please send completed application forms to:-

Chelmsford Mencap - Outreach Admissions
Mencap Hall
56 Mildmay Road
Chelmsford
CM2 0DZ

PLEASE COMPLETE ALL SECTIONS

1 Your Personal Details (Please complete using black ink in BLOCK CAPITALS)

Title (please indicate Mr/Mrs/Ms/Miss) _____ Surname _____

First names (in full) _____

Gender (please indicate Male/Female) _____ Date of Birth _____

Permanent Home Address _____

_____ Postcode _____

Telephone No: Home _____ Telephone No: Mobile _____

Email: _____

Please tick this box if you have already been a student at the Outreach Academy

2 How did you hear about the Outreach Academy? _____

Name & Address of present School, College, or Employer _____

Previous Schools or Colleges attended _____

Please also indicate courses and subjects taken (if not shown above).

Your experience in employment to date _____

Include full-time or part-time jobs and work experience.

3 The Courses Please tick the courses you wish to apply for below, for more information refer back to page 1.

- | | | |
|------------------|-----------------------|--|
| Monday | 9.30am-12.00pm | Life Skills <input type="checkbox"/> |
| Monday | 1.00pm-3.30pm | Inclusive Communication with Drama & Stories <input type="checkbox"/> |
| Tuesday | 9.30am-12.00pm | Yoga <input type="checkbox"/> |
| Tuesday | 1.00pm-3.30pm | Art & Craft <input type="checkbox"/> |
| Wednesday | 9.30am-12.00pm | Pottery <input type="checkbox"/> |
| Wednesday | 1.00pm-3.30pm | Diet and Monetary Skills <input type="checkbox"/> |
| Thursday | 9.30am-12.00pm | Zumba lessons <input type="checkbox"/> |
| Thursday | 1.00pm-3.30pm | Keep Fit <input type="checkbox"/> |
| Friday | 9.30am-12.00pm | Dance & Drama <input type="checkbox"/> |
| Friday | 1.00pm-3.30pm | History with Drama & Stories inc. Reading & Writing <input type="checkbox"/> |

4 Declaration I declare that the information that I have given is true and accurate.

Applicant Signature _____

Print Name _____

Date _____

Personal Statement Please include your hobbies and interests. What have you enjoyed in your education/employment so far?

Choice of course Why do you wish to follow the course(s) of study you have listed?

Are you receiving Direct Payments or a Personal Budget? Please give as much detail as you can below.

Other relevant information Is there any other information you wish to give that will assist us in your application? It would be helpful if you could also include specific details about your Learning Disability here.

Please continue on a separate sheet if necessary.

Chelmsford Mencap Membership costs £20 a year. Are you an active member of Chelmsford Mencap? Membership is compulsory at all our clubs for insurance purposes.

Please give us a call if you do not know the full extent of your options yet. We understand that it can take time for decisions to be made at Essex County Council and we will endeavour to accommodate specific requests where possible.

**Please send completed application forms to:-
Chelmsford Mencap - Outreach Admissions
Chelmsford Mencap
Mencap Hall
56 Mildmay Road
Chelmsford
CM2 0DZ**