



project  
inc.

## Enrolment Process

### STUDENT CRITERIA

Students attending any of Project Inc's creative learning studios will not usually be able to access mainstream college provision. Our admission criteria are below:

#### Link Inc. Programme, Spring/Summer term as part of transition

- up to the age of 18 (usually KS4, but could be struggling to access College)
- a diagnosis of autism and/or mental ill health and anxiety
- clear confirmation that Project Inc. can meet these needs and the link programme will support the desired outcomes and destination
- successful application for funding via the young person's school or local authority

#### Imagine Inc. Summer School as part of transition

- enrolment criteria as above

#### Engage Inc. Post 16 Study Programme (with work experience)

- between 16 and 25 years of age
- a diagnosis of autism and/or mental ill health and anxiety
- where the young person is aged 19 and over, clear identification of outcomes in accordance with the young person's Education, Health and Care Plan
- clear confirmation that Project Inc. can meet these needs and the individual study programme will support the desired outcomes and destination
- successful application for funding via the young person's home local authority

#### Engage Inc.+ Supported Internships

- between 19 and 25 years of age
- a diagnosis of autism and/or mental ill health and anxiety
- clear identification of outcomes in accordance with the young person's Education, Health and Care Plan
- clear confirmation that Project Inc. can meet these needs and the individual supported internship will support the desired outcomes and destination
- successful application for funding via the young person's home local authority



project  
inc.

## Enrolment Process

### APPLICATION ARRANGEMENTS

Any agency or advocate may make an application on behalf of a young person, with the agreement of that young person or their primary carer. Young people over the age of 18 are also welcomed to make their own applications.

### PROCEDURE

- contact us to arrange a visit and you can meet our team, see our unique Creative Learning Studio setting and other students in the college
- we will make the visit as relaxed and enjoyable as possible. After the visit, if you think this may be the right college for you, complete an application form
- our team will review the application and decide if we can offer an assessment
- as part of the assessment process, we may make a home visit or a visit your current school or place of study. This is in order to fully establish your level of ability in a known environment
- we will also look at information from any previous place of study and any professionals who have worked with you
- assessment will be undertaken by a multidisciplinary team considering medical, therapeutic and educational needs
- all students have individual risk assessments to ensure that their needs can be fully met and that they are in a safe and supportive environment, both in college, on work placement and out in the wider community
- if we feel that Project Inc. can meet your continuing development and aspirations, we will write to you and offer a place. If this is accepted, we will submit an application for funding to the relevant agencies. If we don't believe this to be the case, we will provide a clear explanation of why we think we cannot meet your needs
- once funding has been confirmed, we will work with you to provide an individual study programme which will support and promote your learning. This will be further informed by your expressed or gathered views, hopes and aspirations
- we will send you an induction pack before you are due to start which tells you everything you need to know about coming to a Project Inc. Creative Learning Studio.

Please respond with any questions and your completed application to:

[connect@projectinc.co.uk](mailto:connect@projectinc.co.uk)



project  
inc.

## Study Programme Application Form

Project Inc. is a Specialist College for Creative Education for young people aged 16-25 with autism and/or mental ill health and anxiety. We have several Creative Learning Studios that provide a range of exciting programmes, individually tailored to meet your needs and aspirations. We look forward to working with you.

### NOTES ON COMPLETION:

Please complete this form digitally where possible. If in pen, please complete in CAPITAL LETTERS.

Complete the form with your parent/carer and provide as much information as possible. The form will be shared with college staff.

Return your completed form to:

[connect@projectinc.co.uk](mailto:connect@projectinc.co.uk)

### DOCUMENTS TO PROVIDE WITH YOUR APPLICATION:

- Your EHC Plan (if one is in place)
- Latest Annual Review Report
- Details of qualifications achieved to date
- Your (Wemwbs) self-assessment for wellbeing form

### PLEASE INDICATE WHICH STUDY PROGRAMME YOU ARE INTERESTED IN: (YOU CAN CHOOSE MORE THAN ONE FOR A SUPPORTED TRANSITION)

1. [Link Inc.](#) Pre College transition programme
2. [Imagine Inc.](#) Pre College summer school
3. [Engage Inc.](#) Study Programme post 16 - 3 days per week
4. [Engage Inc.+](#) Supported Internship post 19 - 3 days per week

Do you require a 4 or 5 day [Engage Inc.](#) timetable? \_\_\_ Yes \_\_\_ No

Do you require Maths and English modules? \_\_\_ Yes \_\_\_ No

Preferred Creative Learning Studio: (Manchester Museum, Macclesfield Museum, Leigh Spinners or Queen St Mill Burnley) \_\_\_\_\_

Proposed Start Date:Sept \_\_\_\_\_

Local Authority: \_\_\_\_\_

Current Local Authority Contact: \_\_\_\_\_



project  
inc.

## Study Programme Application Form

### PERSONAL DETAILS

First Name(s) :	Surname:
Known As:	Gender:
Address:	Date of birth:
Home phone number:	Home phone number:
Parent/carer mobile number:	Postcode:
Parent/carer email:	Student Email:
Language used:	Religion:
Nationality:	Ethnic Origin:
Permanent UK Resident ?    YES    NO	Place of Birth:

Disability or learning difficulty (including physical or sensory needs, visual and hearing impairments):

--

### PARENTS/CARERS INFORMATION

PARENT/CARER 1		PARENT/CARER 2	
Title:		Title:	
Surname:		Surname:	
First name:		First name:	
Relationship to Student:		Relationship to Student:	
Address (if different)		Address (if different):	
Postcode:		Postcode:	





# Study Programme Application Form

project  
inc.

- Do you feel you will be able to work towards a level 2 or 3 qualification in Art/Design/Craft?  
 Yes  No
- Where not already obtained, students aged under 19, do you feel you will able to work towards GCSE English and Maths?  
 Yes  No

## INTERESTS AND HOBBIES

## WHAT AREAS OF WORK EXPERIENCE ARE YOU INTERESTED IN?

## ADDITIONAL NEEDS

Mental Health/Anxiety	ASD	SEMH
-----------------------	-----	------

## SUPPORT

What support will you need?

Mobility: (e.g. will you need wheelchair access)

Therapy: (e.g. speech, physio, occupational, psychiatrist)



project  
inc.

## Study Programme Application Form

Medical: are you likely to require medical support? Please provide details if required:	Yes	No
Emotional/behavioural support:		
Do you have any special dietary requirements? Please provide details if required:	Yes	No
Do you use specialist equipment (e.g. computer/alternative keyboard, joystick)? Other (e.g. BSL, Makaton, PECS)		
Do you need support with personal care, including using the toilet?	Yes	No

### TRANSPORT

How will you travel to and from college?
--

### DISCLOSURE OF CRIMINAL CONVICTIONS

Because you are applying for an educational training placement where you will study with other young adults with a range of disabilities, we ask you to tell us about any convictions you may have. In the event of placement, failure to disclose past convictions may result in expulsion		
Have you ever been convicted of any criminal offence(s)? If yes, please give details	YES	NO



project  
inc.

## Study Programme Application Form

### DECLARATION BY STUDENT

I agree that my records at Project Inc. can be stored electronically. I understand that Project Inc. will treat any personal information collected about me in the strictest confidence. Information may be shared with my local authority. I have been helped to complete this application as fully as possible and all the information given is correct to the best of my knowledge. I understand that Project Inc. may ask my current school or college for a reference and may ask any people who have worked with me to write a report to support my application to become a student at the college.

I agree to adhere to Project Inc. behavior for learning – Respectful, Responsible, Safe and Kind.

Student signature

Print Name:

Date:

### DECLARATION BY PARENT/CARER

I have supported the above-named person to understand and help complete this form, the information given is complete and accurate to the best of my knowledge, and no information which may affect the safety and welfare of this person or others at the College has been withheld or omitted. I understand that if the safety and welfare of any person at this college is compromised due to information being inaccurate or withheld by me, further action may be taken by the College.

Are you aware of any safeguarding issues relating to the named young person?

Yes  No

If yes, please provide details of behaviors presented together with any strategies or approaches that have been successful or may cause escalation –

Parent/Carer signature

Print Name:

Date:





project  
inc.

# Study Programme Application Form

## Consent

### General Personal Safety/Safeguarding while on Placement at Project Inc.

I grant permission for the learner to take part in Events and Exhibitions, relating to their artwork, involving interaction with the general public and other stakeholders.

I grant permission for the learner to take part in accompanied local visits to local Arts and Heritage places and spaces, according to the following conditions being met.

- Details of specific visit emailed to Carer/Parent/Key Professional beforehand.
- Location of visit is within reasonable walking distance of the Project Inc. Creative Learning Studio.
- Most visits will take place within usual Project Inc. session times.
- Where necessary learners will always be accompanied by Project Inc. staff.

I grant permission for the learner to leave the Project Inc, base in order to purchase their own lunch  
I consent to photographs/video/voice of learner and/or their work to be used by Project Inc. for promotional and/or presentation purposes:

- within the Base/Building and social media and outward facing connections

I agree to any emergency treatment to be given as considered necessary by  
Qualified Emergency First Aiders or trained medical professional.

#### DATA PROTECTION

I understand that Project Inc. will keep this data, in line with GDPR regulations 2018, to support the needs of my son/daughter.  
I understand and give consent for images of my child taking part in daily activities at college to be used as evidence of achievement for assessment purposes

Parent/Carer signature

Print Name:

Date:



# Wellbeing Self Assessment Form

project

inc.

Name \_\_\_\_\_ Date \_\_\_\_\_

W1 (WEMWBS)

## Wellbeing Self Assessment

For each item, please mark the box for None of the time, Rarely, Some of the time, Often, All of the time. It would help us if you answered all items as best you can even if you are not sure if the question applies to you. Please give your answers based on how things have been for you at the moment.

Score

please place an 'x' in the relevant box

None of  
The time

Rarely

Some of  
the time

Often

All of the  
Time

- |    |  |                          |                          |                          |                          |                          |
|----|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1  | I've been feeling optimistic about the future      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2  | I've been feeling useful                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3  | I've been feeling relaxed                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4  | I've been feeling interested in other people       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5  | I feel motivated                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6  | I've been dealing with problems well               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7  | I've been thinking clearly                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8  | I've been feeling good about myself                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9  | I've been feeling close to other people            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | I've been feeling confident                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | I've been able to make up my own mind about things | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | I've been feeling loved                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | I've been interested in new things                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 | I've been feeling cheerful                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |