

# University Technical Colleges from 2013

## Application form

## Completing your application

Before completing your application, please ensure that you have read the 'How to Apply' guidance carefully, which is available on our [website](#). Please ensure that you have provided all the information and documentation we have asked for - failure to do so may mean that we are unable to consider your application.

The UTC application is made up of eight sections as follows:

- **Section A:** Applicant details and declaration
- **Section B:** Outline of the UTC
- **Section C:** Education vision
- **Section D:** Education plan
- **Section E:** Evidence of demand and marketing
- **Section F:** Capacity and capability
- **Section G:** Initial costs and financial viability
- **Section H:** Premises

**Sections A and B** are contained within this form. You can provide information relating to **sections C-H** in free text (in accordance with the information on this form and the full 'How to Apply' guidance). We are asking you to tell us about you and the UTC that you want to establish and this template has been designed for this purpose.

**Section G** requires you to provide two financial plans. To achieve this you must fill out and submit the templates provided on our [website](#).

**You need to submit all the information requested in order for your application to be assessed.**

Information on **Sections A-H, the appendices, and the financial plans** need to be submitted to the Department for Education by the application deadline. You need to submit one copy (of each) by email to **utc.applicxxxxxx@xxxxxxxxxx.xxx.xxx.xx**

**NB:** Sections C-H of your application should not exceed 20 pages (excluding appendices) and your email must be smaller than 20MB. You may wish, therefore, to consider how important photographs (in particular), images and logos are to your application.

You also need to submit two hardcopies **(of sections A-H, appendices and the financial plans)** by 'Recorded Signed For' post to:

UTC Applications Team  
Department for Education  
3<sup>rd</sup> Floor  
Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT

**It is essential that the hardcopies are identical to the version you email and are received by 6pm on 17 January 2012.**

#### **Data protection**

The personal data you provide us with will be used to consider your application to set up a UTC and will not be used for other purposes. For the purposes of the Data Protection Act, the Department for Education is the data controller for this personal information and for ensuring that it is processed in accordance with the terms of the Act. The Department for Education will hold all personal information you supply securely and will only make it available to those who need to see it as part of the UTC application process. All personal information supplied in these forms will only be retained for as long as it is needed for this process.

# Application Checklist

Before you submit your application, please use this checklist to ensure that you have provided all the information required.

Checklist: Sections A-H of your application		
	Yes	No
1. You have established a company limited by guarantee	<input type="checkbox"/>	<input type="checkbox"/>
2. You have provided information to cover all of the following areas:		
<b>Section A:</b> Applicant details – including signed declaration	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section B:</b> Outline of the UTC	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section C:</b> Education vision	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section D:</b> Education plan	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section E:</b> Evidence of demand and marketing	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section F:</b> Capacity and capability	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section G:</b> Initial costs and financial viability	<input type="checkbox"/>	<input type="checkbox"/>
<b>Section H:</b> Premises	<input type="checkbox"/>	<input type="checkbox"/>
3. This information is provided in A4 format using Arial font, minimum 12 font size, and sections C-H of your application do not exceed 20 pages (excluding appendices)	<input type="checkbox"/>	<input type="checkbox"/>
4. You have completed and attached appendices 1-5	<input type="checkbox"/>	<input type="checkbox"/>
5. You have completed two financial plans using the financial template spreadsheet	<input type="checkbox"/>	<input type="checkbox"/>
6. All relevant information relating to Sections A-H of your application has been emailed to <a href="mailto:utc.applications@education.gsi.gov.uk">utc.applications@education.gsi.gov.uk</a> by 6pm on 17 January 2012	<input type="checkbox"/>	<input type="checkbox"/>
7. Two hard copies of the application have been sent by 'Recorded Signed For' post to: UTCs Applications Team, Department for Education, 3rd Floor, Sanctuary Buildings, Great Smith Street, London SW1P 3BT, by 6pm on 17 January 2012	<input type="checkbox"/>	<input type="checkbox"/>

## Section A: Applicant details (please complete this form)

Main contact for this application		
1.	Name and role:	
2.	Address:	
3.	Email address:	
4.	Telephone number:	
About your UTC		
5.	Name of proposed UTC:	
6.	Details of sponsors – including university and employer sponsors (Letters of support should be attached at Appendix 1):	
	Name:	Name:
	Organisation:	Organisation:
	Address:	Address:
	Name:	Name:
	Organisation:	Organisation:
	Address:	Address:
	Name:	Name:
	Organisation:	Organisation:
	Address:	Address:
7.	In addition to any support/advice from the Baker Dearing Educational Trust (BDT) and the sponsors outlined above, did you put this application together with support from another company or organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	If Yes, please list the names of the organisation(s) and clearly describe the role they played in developing your application. Please also describe the role (if any) you envisage for them in setting up and/or running the UTC if your application is successful:	

9.	Name and registered company of Academy Trust:	
10.	Company address:	
11.	Does the company and/or the sponsors run any existing schools or colleges?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	If Yes, please provide details including a link to the most recent Ofsted (or other inspectorate) report(s); and a link to performance data for the last 3 years:	

### **Company members**

**The members of the company are its legal owners. We require that there are a minimum of three members. The founding members are those that establish the company and sign the memorandum of association that is submitted (with the company's articles of association) when registering the company with Companies House. Further members may subsequently be appointed.**

13.	Please confirm the total number of company members:
14.	Please provide the name of each member below (add more rows if necessary):
	1. Name:
	2. Name:
	3. Name:
	4. Name:
	5. Name:
	6. Name:

### Company directors

**The company directors are appointed by the members and will eventually form the governing body that will oversee the management of the UTC. At the point of setting up the company, members are required to appoint at least one director - this may be one of the members. All individuals on the governing body must be formally appointed as directors of the company and registered with Companies House.**

15.	Where directors have already been appointed please provide the name of each and positions they will hold (add more rows if necessary):
	Name:
	Name:
	Name:
	Name:
	Name:
	Name:
	Name:
	Name:
	Name:
16.	Please provide the name of the proposed chair of the governing body, if known:



## **Declaration to be signed by a company member on behalf of the company**

I confirm that the information provided in this application is correct to the best of my knowledge. I further confirm that if the application is successful the company will operate a UTC in accordance with the requirements outlined in the 'How to Apply' guidance' and the funding agreement with the Secretary of State. I acknowledge that this application may be rejected should any information be deliberately withheld or misrepresented that is later found to be material in considering the application.

**Signed:**

**Position: Chair of company / Member of company (please delete as appropriate).**

**Print name:**

**Date:**

**NB This declaration only needs to be signed in the two hardcopy versions of your application. Please use black ink.**

## Section B: Outline of the UTC (please complete this form)

1.	Proposed UTC name:	
2.	Proposed academic year of opening:	
3.	Proposed specialism(s) of the UTC:	
4.	Post code of the preferred site of the proposed UTC:	
5.	Local authority area in which the proposed UTC would be situated:	
6.	If the preferred site is near to a local authority boundary please specify names of the neighbouring local authorities:	
7.	Proposed total pupil numbers:	
8.	Date the proposed UTC will reach expected capacity in all year groups:	

Using the table below, please provide the proposed numbers in each year group at point of opening and an explanation of how pupil numbers will build up over time. Please add additional rows/columns if appropriate.

If you are proposing to open later than 2013, please leave the relevant earlier columns blank.

	2013	2014	2015	2016	2017	2018	2019
<b>Year 10</b>							
<b>Year 11</b>							
<b>Year 12</b>							
<b>Year 13</b>							
<b>Total</b>							

## Sections C – H

Please use **no more than 20 pages of free text** to provide information relating to sections C to H, referring to the 'How to Apply' document for full guidance on each of these sections.

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