

**GUIDANCE NOTES FOR THE YASS (Scotland) REGISTRATION
AGREEMENT AND HESA DATA COLLECTION FORM**

NOTE 1 Scottish Candidate Number (SCN)

The SCN is required for Scottish Government's Insight reporting purposes. Insight is a major online benchmarking tool designed to help bring improvements for learners in the senior phase (S4 to S6). For more details about Insight visit <https://www2.gov.scot/insightbenchmarking>.

NOTE 2 – Disability, health problem or specific learning difficulty

We are committed to meeting the requirements of disabled people and we will help you to participate as fully as your circumstances allow in all aspects of study. If you tick the box in Section 2, we will send you our 'Meeting Your Needs' booklet that describes our services and invites you to fill in a form telling us more about your requirements.

NOTE 3 – About your Course

Information about course start and finish dates; entry requirements and examinations can be found in the [YASS course guide and course list](http://www.open.ac.uk/scotland/study/young-applicants-schools/support-resources) which is on the YASS website resources page at <http://www.open.ac.uk/scotland/study/young-applicants-schools/support-resources>

Most courses start in October and end in March or June. Information about your module start date can be found in the **YASS course list and guide** which can be found on the [YASS website resources page](http://www.open.ac.uk/scotland/study/young-applicants-schools/support-resources)

Making your learning count (YXM130) - Arts, Health and Social Care; Social Sciences; and Sport and Exercise pathways. These courses offer a flexible end date (March or June 2021). Information about your module start date can be found in the **YASS course list and guide** which can be found on the [YASS website resources page](http://www.open.ac.uk/scotland/study/young-applicants-schools/support-resources). You can decide which end date you want to add to this form.

Examinations. Some YASS courses have an end of module examination. To find out if your module has an examination you will need to look at the **YASS course list and guide** which can be found on the [YASS website resources page](http://www.open.ac.uk/scotland/study/young-applicants-schools/support-resources)

Some YASS courses have entry requirements. It is important that you know what these are and if you have met the entry requirements. To find out if you have met the entry requirements you will need to look at the **YASS course list and guide** which can be found on the [YASS website resources page](http://www.open.ac.uk/scotland/study/young-applicants-schools/support-resources).

NOTE 4 - Residency and Funding

To calculate fee waiver eligibility, we need to confirm your residency status. If you have answered 'no' to any of the questions in Section 4 please contact the YASS team. Email: Scotland-YASS@open.ac.uk or call Ramin Soulghani on 0131 549 7980.

To be eligible for a fully funded place pupils must have the approved residency status and be in S6 at a local authority school at the start of their course. If you fit this criterion the SFC funding will cover the cost of one course. If you do not fit this criterion, please contact the YASS team to discuss different payment options. Email: Scotland-YASS@open.ac.uk or call Ramin Soulghani on 0131 549 7980.

NOTE 5 – Signatures and Conditions of Registration

When you sign your registration agreement you confirm the following:

I wish to register for the module(s) Section 2 of this Registration Agreement and have read the module description in place at the date of this Registration Agreement. I understand that the Conditions of Registration contain important conditions affecting my registration with the Open University and form part of this Registration Agreement. They are set out on the Open University web site at <http://www.open.ac.uk/essential-documents>. I confirm that I have read and understood the Conditions of Registration and I agree to and will comply with those conditions. I understand that the Open University may, from time to time, be required to amend the Conditions of Registration to reflect changes in relevant laws or regulatory requirements. If the Open University is required to amend these conditions in such a way as it might have a significant or substantial effect on me or its relationship with me, the Open University will endeavor to ensure that any change will not leave me in a less favourable position than I had enjoyed previously. For changes where the effect on me may be more significant, the Open University will also notify me prior to the change. I also understand that my failure to abide by the Conditions of Registration (as may be amended from time to time) may lead to the Open University terminating this Registration Agreement. By signing below, I confirm that the information I have provided is correct and I am eligible to pay the fee specified overleaf. I understand that the Open University may take action against me if any information has been falsified or is incorrect. The fee is calculated in accordance with the Fee Rules available at <http://www.open.ac.uk/essential-documents>, based on the information that I have provided. I understand that the Open University reserves the right to check any information that I have provided and to recover any difference between the fee shown in this Registration Agreement and the correct fee if higher.

NOTE 6 – Returning your YASS Registration Agreement and HESA form

Pupils – Return your completed YASS Registration Agreement (ensure it has been signed by your parent/guardian/carer) and completed HESA form to your school co-ordinator to be checked. Once they are satisfied that the forms have been completed fully and correctly, they will return them to the YASS team.

Co-ordinators – Make sure the YASS Registration Agreement and HESA data collection forms have been fully and correctly completed and signed. Once checked, return them to the YASS team.

Co-ordinators can return the forms by email only:

- **COVID-19: Please** return the completed forms to the YASS team by email (not post) at this time: Scotland-YASS@open.ac.uk

**** Registration forms must be sent back to the YASS team by the school and not the pupil.**

NOTE 7 – HESA Data Collection form

Please complete the HESA Data Collection form and return it with your Registration Agreement. See the HESA form for data protection information. For the YASS Privacy Notice please visit

www.open.ac.uk/about/main/sites/www.open.ac.uk.about.main/files/files/YASS-privacy-notice.pdf