

## Adult Learning and Skills Service Enrolment Form and Learning Agreement 19/20

Please ensure **ALL** sections are completed - if you need help please ask

### Personal Details

Title e.g. Mr / Mrs / Dr (please state) .....

Forename/First Name .....

Middle Name .....

Surname/Family Name .....

Previous Surname/Family Name .....

Date of birth 

D	D	M	M	Y	Y	Y	Y
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Age Years ..... Months ..... Gender Male:      Female:

Home Address .....

Postcode 

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Time spent at this address      Years .....      Months .....

Previous Postcode 

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Previous Postcode 

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Previous Postcode 

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Tel. Work .....

Mobile No. ....

E-mail .....

Nationality .....

National Insurance 

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**ULN (for office use only)**

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**Emergency Contact Details** - Mandatory if you are under 19 years of age or aged 19 - 24 with an Education, Health and Care (EHC) plan or Learning Difficulty Assessment (LDA)

Name of Contact .....

Relationship to Learner e.g. Mother/guardian: .....

Phone Number: .....

### Ethnic Origin

*Please indicate your ethnic background*

English/Welsh/Nth Irish/Scottish/British

Irish

Gypsy or Irish Traveller

Any other white background

White and black Caribbean

White and black African

Any other mixed/multiple ethnic background

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian Background

African

Caribbean

Any other black/African/Caribbean

Arab

Any other ethnic group

Not provided

### Eligibility for Funding

*Please tick both boxes to confirm eligibility*

I am a citizen of the United Kingdom and Islands or the European Economic Area (EEA)

I have been ordinarily resident in the United Kingdom and Islands or the European Union (EU) or the European Economic Area (EEA) continually for at least the previous three years on the first day of learning

NB: You must meet both of the above criteria to be eligible to enrol onto your chosen course/s. Please complete the 'Eligibility box 2' if you do not meet both criteria as some exceptions do apply and you may still be eligible to enrol.

**Enrolling officer (please state what evidence you have seen)**

**Only complete this box if you are not a citizen of the UK or EEA, or if you haven't been a resident of either of these for the last 3 years.**

You must provide original copies of your ID

Nationality: .....

Country of Origin: .....

Date you entered the UK/EEA: .....

Status:\* .....

\*Asylum Seeker, type of visa, member of the armed forces etc.

### Are you a Care leaver?

Yes       No

## How did you hear about the Course? *Please tick box*

Careers Service	Internet/search engine	NYCC website	Word of mouth
Existing student	Job Centre	Prospectus	Local event
Flyer/advertising leaflet	News advert	Social media	

## Employment status on day before starting course

**In Paid Employment:** Employed - for ..... hours per week      Self-employed - for ..... hours per week

**Not in paid employment and looking for work:** Unemployed - for ..... months

**Not in paid employment and NOT looking for work:** Unemployed - for ..... months

If you are retired, choose the **unemployed** and not looking for work option.

## What benefits are you claiming?

Job Seekers Allowance	Employment Support Allowance	Universal Credit
Other, please state .....		

## Learner Support

In your opinion do you consider yourself to have a disability, mental/physical health problem and/or learning difficulty that will affect your learning?    Yes      No

If Yes please give details: .....

If yes would you like us to contact you to discuss how we could help?    Yes      No

We receive funding to enable financial assistance to be offered to learners facing financial hardship to attend and complete courses. To find out more please enquire when enrolling.

Please tick if you need assistance to exit the building in the event of an emergency evacuation. A Personal Emergency Evacuation Plan (PEEP) can then be prepared for you.

Office use only

Teacher informed

## Household Situation - *Please indicate which situation applies to your household*

A household includes either one person living alone or a group of people, not necessarily related, living at the same address with common housekeeping, i.e. sharing at least one meal per day or sharing a living or sitting room. Exclusions: Collective households or institutional households (e.g. hospitals, old people's homes, residential homes, prison, military barracks, religious institutions, boarding houses, workers' hostels, etc).

No household member is in employment and the household includes one or more dependent children

No household member is in employment and the household does not include any dependent children

You live in a single adult household with dependent children

None of the above

## Previous Study *Please indicate the level of your highest previous qualifications*

Entry level or qualifications below level 1	Level 4 e.g. First Degree, Teaching qualifications including PGCE, NVQ Level 4, BTEC National HNC/HND, RSA Higher Diploma, Nursing (SRN)
Level 1 e.g. GCSE/O Level (5 or more at grades D-G or less than 5 at grades A-C), CSE below grade 1, NVQ Level 1, 1 AS Level, RSA Elementary/First Level, GNVQ Foundation, BTEC First Certificate, C&G Operative Award, Foundation 14-19 Diploma	Level 5 e.g. Higher Degree, NVQ Level 5, other high level professional qualifications
	Level 6 e.g. Bachelors Degree
Full Level 2 e.g. GCSE/O Level (5 or more at Grades A-C), 1 A Level, 2/3 AS Levels, CSE Grade 1 (5 or more), NVQ Level 2, BTEC First Diploma, RSA Diploma, C&G Higher Operative/Craft	Level 7 and above e.g. Masters Degree, Doctorate
Full Level 3 e.g. 2 or more A Levels, 4 or more AS Levels, NVQ Level 3, GNVQ Advanced, BTEC National ONC/OND, City & Guilds Advanced, RSA Stage 3 Advanced Diploma, Access to Higher Education Courses	No qualifications
Other (please specify) .....	

## GCSE achievement

GCSE <b>Maths</b> Grade: Highest examination grade .....	GCSE <b>English Language</b> Grade: Highest examination grade .....
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# Student Declaration and Learning Agreement

## Adult Learning Enrolment - Privacy Notice

### Who we are and how we use your personal information

North Yorkshire County Council (NYCC) is the data controller and Veritau Ltd is providing the Data Protection Officer (DPO) service.

The DPO can be contacted in writing or by email at the following address: Data Protection Officer, Veritau Ltd, County Hall, Northallerton, DL7 8AL, email: infogov@northyorks.gov.uk

Your personal information is collected by NYCC in order to carry out our responsibilities with regard to arranging and delivering your Adult Learning Training. The personal information you provide to NYCC is passed to the Education Skills Funding Agency (ESFA) and the Department for Business, Innovation and Skills (BIS). Where necessary it is also shared with the Department for Education (DfE). The information is used for the exercise of functions of these government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009, and to create and maintain a unique learner number (ULN) and a personal learning record (PLR).

The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including research. You may be contacted by the English European Social Fund (ESF) Managing Authority, or its agents,

to carry out research and evaluation to inform the effectiveness of the programme.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at: <https://www.gov.uk/government/publications/sfa-privacy-notice>

We may use the personal information you have provided for the following purposes, please indicate that you give your consent to be contacted for each purpose by ticking the appropriate box:

We may want to contact after you have completed your programme of learning to establish whether you have entered employment or gone onto further education or training.

May we contact you for this purpose?

Yes No

May we contact you about courses or learning opportunities? Yes No

May we contact you for surveys and research? Yes No

If you are happy for us to contact you for any of the stated reasons, which contact method would you prefer: (how may we contact you?)

By Post By Phone By Email

### How Long Do We Keep Your Information?

Your personal information is stored on secure servers in a location within the UK and is only accessed by authorised personnel.

We only keep your data for as long as is necessary to carry out our obligations with regard to your learning. The current retention period is 13 years, after which time your information will be securely disposed of.

### Changing Your Mind

If you have consented to us using or sharing your information for any purpose other than to meet our statutory responsibilities, e.g. research or marketing, you have the right to withdraw your consent at any time.

To do this please contact us by emailing or writing to us at the following address: Information Governance Manager, Veritau Ltd, County Hall, Northallerton, DL7 8AL, email: infogov@northyorks.gov.uk

### Access to Your Information & Correction

You have a right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information or if any of the information we hold for you is incorrect, please email or write to us at the following address: Information Governance Manager, Veritau Ltd, County Hall, Northallerton, DL7 8AL, email: infogov@northyorks.gov.uk

To allow us to improve our partnership work with NYCC children's centres and schools, it would be helpful if you would indicate the total number of children in your household below. This information is not a mandatory requirement:

Number of children aged 0-4 years old ..... Number of children 5-17 .....

- I confirm that the course information I have provided on this form is correct. I will pay all the fees due prior to starting the course, or will have agreed a payment plan. I agree to provide evidence of my eligibility to attend Education and Skills Funding Agency funded courses and entitlement to concessionary fees. If my eligibility for concessionary fees changes I will notify North Yorkshire County Council Adult Learning and Skills Service (NYCC ALSS) immediately.
- I confirm that I have received appropriate advice on the choice and suitability of my learning programme, the entry requirements and the support available.
- I understand that I have signed up to attend a learning programme. I will attend at least 87% of the duration and arrive punctually and will conform to the regulations of NYCC ALSS.
- I understand that NYCC ALSS will endeavour to run courses as advertised. However, NYCC ALSS reserves the right to make changes to the published programme without further notice.

Courses may only run where there is sufficient interest. NYCC ALSS shall be entitled to cancel or not run a course/session when required due to circumstances relating to health and safety, funding changes, low learner numbers, tutor sickness and other unforeseen circumstances which would negatively impact the course/session. In such cases, NYCC ALSS will refund my fee if I have already paid it, as detailed in the refund section below.

- **Refunds:** If a course is cancelled, for example if there are insufficient enrolments, refunds will be given. Learners who withdraw from a course will not be entitled to a refund other than in exceptional circumstances. In these cases a £15 administration fee will be charged.
- **Learners on accredited provision:** I understand that my programme is part financed by European Social Fund as part of Skills Agency co-financing arrangement.

## Learner Signature

I agree to comply with the rules of the centre and will notify the centre of any changes affecting my eligibility to concessionary fees, and agree for my details to be added to the Management Information System.

Signed .....

Date .....

## Learner Signature

I confirm my details have not changed on the day before my learning takes place.

Signed .....

Date .....

## For Completion by Enrolling Officer

### Course Details

Course Code	Course Title	Level	Learning aim	Start Date	Planned end date	Office use only- MIS Sign & date

### Tuition Fees - Fully Funded

*If you come under any of the following you may be entitled to pay a reduced fee or no fee at all.*

Under 19 on the 31 <sup>st</sup> August 2017 (EFA funded courses only)	Aged 19-23 and First <b>full</b> Level 2 qualification	Aged 19-23 and First <b>full</b> Level 3 qualification
Aged 19-23 and Entry or L1 aims (excl. Skills for Life) where learner entitlement is to a <b>full</b> L2 qualification	Taking a Functional English/Maths course	Maths/English GCSE course at levels A*-C (for learners who have not previously gained A*-C grade)
In Receipt of Job Seekers Allowance (JSA), including those receiving National Insurance credits only	In receipt of Universal Credit, earn either less than 16 times the National Minimum Wage a week or £330 a month and are determined by Jobcentre Plus (JCP) as being in either: All Work Related Requirement Group; Work Preparation Group or Work-Focused Interview Group	Mandated by JCP
Unemployed who are in receipt of other state benefits who want to be employed (or progress into more sustainable employment, earn less than 16 times the National Minimum Wage a week or £330 a month) and the learning is directly relevant to employment prospects and the local labour market needs	In receipt of ESA Work related activity group (WRAG)	

*Documentary evidence must be provided to claim a reduced fee. Your local Adult Learning Office can advise on suitable documentation.*

*Enrolling Officer evidence seen*

Course 1	Payments by Instalments Not for level 3 courses	Payment Details
Hours/week: .....	1st £ .....	<b>Paid by:</b>
Weeks/year: .....	Date .....	Cash
Payment:            Full                                  Conc.	2nd £ .....	Cheque
Course Fee: .....	Date .....	Debit/Credit Card
Exam Fee: .....	3rd £ .....	Advanced Learning Loan
Other Fee: .....	Date .....	Invoice
<b>Fees paid:</b> .....		<b>TOTAL PAID:</b> .....

### Guidance Provided

The learning aims of the course

An assessment of suitability of the course

The entry requirements of the course

Additional support requirement

Prior learning/achievement (if applicable) please state .....

Sign and Date .....