

Part-time Enrolment/ Learning Agreement Form 2019 - 20

(Excluding HE)

On completion of this form it must be signed and returned to Customer Services at your nearest Wiltshire College & University Centre Campus or sent by post to:

Customer Services, Wiltshire College & University Centre, College Road, Trowbridge, Wiltshire, BA14 0ES

Office Use Only

Learner Ref No.

Please complete all sections of this form

PERSONAL DETAILS

Unique Learner Number

National Insurance Number

Are you:

 Male Female

Mr

Mrs

Miss

Ms

Other

Date of birth

Your age on

31/08/19

Surname

Previous Surname

(if applicable)

First name

Known as

Home Address

Postcode

Home Tel No.

Work Tel No.

Mobile No.

Term time address

(if different)

Email

In case of emergency, please provide details of two emergency contacts for you:

Name

Relationship to you

Contact Tel No.

Email

Are you enrolled at another school, college or training provider?

 Yes No

If yes, please state name of organisation

YOUR ETHNICITY

Asian or Asian British

39 Indian

40 Pakistani

41 Bangladeshi

42 Chinese

43 Other Asian background

Mixed

35 White and Black Caribbean

36 White and Black African

37 White and Asian

38 Other Mixed background

Black or Black British

44 African

45 Caribbean

46 Other Black background

Other Ethnic Group

47 Arab

98 Any Other Ethnicity

White

31 British

32 Irish

33 Gypsy or Irish Traveller

34 Other White background

Is English your first language?

 Yes No

If no, please state

HOUSEHOLD SITUATION

Please tick which of the following statements apply (one or more may apply):

No member of the household in which I live (including myself) is employed

The household that I live in includes only one adult (aged 18 or over)

There are one or more dependent children (aged 0-17 years or 18-24 years if full time student or inactive) in the household

None of these statements apply Or

I confirm that I wish to withhold this information

YOUR NATIONALITY

What is your nationality?

If you do not normally live in the UK, where have you been living during the last 3 years?

Have you been resident in the UK/EEA for the last 3 years?

Yes No

If no:

Are there any immigration restrictions on how long you can stay in the UK?

Yes No

Are you a registered Asylum seeker?

Yes No

Was your purpose for entering the UK/EEA mainly to receive full-time education?

Yes No

Date of arrival in the UK/EEA?

You may be required to provide further documentary evidence of your status in the UK.

Office Use

Documents seen:

ADDITIONAL SUPPORT

Please tick any boxes which are relevant. A member of the Additional Learning Support team will contact you to discuss your support needs.

Looked After Child Care Leaver Living Independently Young Carer Young Parent Military Family

Do you have an Education Health & Care Plan? Yes No

Do you have a learning disability? Yes No

Do you have a learning difficulty? Yes No

If yes, please tick any of the options below:

- 4** Visual impairment
- 5** Hearing impairment
- 6** Disability affecting mobility
- 7** Profound complex disabilities
- 8** Social and emotional difficulties
- 9** Mental health difficulty
- 10** Moderate learning difficulty
- 11** Severe learning difficulty
- 12** Dyslexia
- 13** Dyscalculia
- 14** Autism spectrum disorder
- 15** Asperger's syndrome

If yes, please tick any of the options below:

- 16** Temporary disability after illness or accident
- 17** Speech, language and communication needs
- 93** Other physical disability
- 94** Other specific learning difficulty (e.g Dyspraxia)
- 95** Other medical condition
- 96** Other learning difficulty
- 97** Other disability
- 98** Prefer not to say
- 99** Not provided
- I wish to discuss my needs before the start of the course (if you tick this box you will be contacted by Additional Learning Support)

If you have ticked more than one box, please enter the code of which you consider to be your most significant.

YOUR EDUCATION

I hold no prior qualifications

Name of Subject (Starting with your highest level of qualification)

Type of Qualification

Grade/Level

Month/Year

Name of Subject (Starting with your highest level of qualification)	Type of Qualification	Grade/Level	Month/Year

If you are under 25, did you achieve:

GCSE Maths A*-C / 9-4 Yes No If yes, did you achieve this by the end of Year 11? Yes Grade No

GCSE English A*-C / 9-4 Yes No If yes, did you achieve this by the end of Year 11? Yes Grade No

ABOUT YOUR EMPLOYMENT

On the day before the start date of your course, will you be in paid employment either as an employee or self-employed?

Yes No

Current Employment Details

Employed Self-employed

On average, how many hours a week do you work?

Hours

How long have you been employed?

Years Months

Unemployment Details

Are you actively seeking work? / Want to enter employment?

Yes No

How long have you been unemployed?

Years Months

Were you in education or training prior to enrolling on this course?

Yes No

Are you undertaking this course as part of a Work Skills programme from the Department of Work and Pensions?

Yes No

COURSE DETAILS

Please complete the details for the course you wish to enrol on:

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Course Code	Course Title	Awarding Organisation	Start date	Waiver code	Exp. end date	Delivery post-code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FEES

Fees are due at time of enrolment

I am paying for my course

How do you wish to pay? Cash (in person only) Cheque (payable to Wiltshire College & University Centre) Credit/Debit Card

Instalment Application (in person only. Where the course fee is over £150, please note there is £35 admin fee for instalment payments)

Advanced Learner Loan

My Loan number is:

(Your loan must be approved prior to enrolling)

My employer is reimbursing me

My employer or sponsor is paying for my course
(Please also complete an employer's undertaking form)

Employer Details (please complete if your employer is paying or reimbursing you)

Name of Organisation

Contact Name:

Address:

Contact Tel No.

Postcode

Email:

FEE REMISSION

(Fee remission is not available for all courses and you must notify us of any changes to your circumstances prior to the start of the course)
Please ensure your National Insurance Number is completed

I am 16-18 on 31st August 2019 Employment and Support Allowance (ESA) Jobseeker's Allowance (JSA)

I am in receipt of **Universal Credit** and my earned income from employment (disregarding benefits) is less than £338 a month (sole adult in the benefit claim) or £541 a month (joint benefit claim with their partner)

I am in receipt of **Income Support** **Housing Benefit** or **Council Tax Benefit** and want to be employed, or progress into more sustainable employment, and my earned income (disregarding benefits) is less than £338 a month (sole adult in the benefit claim) or £541 a month (joint benefit claim with partner), and the course is directly relevant to my employment prospects and local labour market needs.

The College has assessed me as being eligible for co-funding, I am **employed and earn less than £16,009.50** annual gross salary.

Evidence provided

Evidence seen by

I have been released on **temporary license**, studying outside a prison environment, and not funded by the Ministry of Justice.

My highest level of qualification is *This must be completed if claiming Level2/3 Entitlement)*

I am under 24 on the first day of the course, do not already hold a full Level 2 qualification and enrolling on a course which is eligible for Level 2 Entitlement funding.

I am under 24 on the first day of the course, do not already hold a full Level 3 qualification and enrolling on a course which is eligible for Level 3 Entitlement funding.

STUDENT DECLARATION

Wiltshire College & University Centre is an inclusive college but in order to meet our statutory safeguarding obligations, we ask all students to declare if they have any unspent criminal convictions. If you answer yes, you will be asked to provide further details. This does not automatically affect your admission, but allows the college to undertake a risk assessment and provide support as appropriate.

Do you have any unspent criminal convictions? Yes No

PRIVACY STATEMENT 2019/20

How We Use Your Personal Information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations.

For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its 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). Your information will be securely destroyed after it is no longer required for these purposes. Your information may be used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation. You can agree to be contacted by other third parties by ticking any of the following boxes:

About courses or learning opportunities For surveys and research By post By phone By e-mail

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: gov.uk/government/publications/esfa-privacy-notice

Wiltshire College & University Centre will collect and process your personal data under GDPR Article 6e (Public Task) in order for us to carry out our public task of providing education and training.

Contact details will not be used for marketing or survey purposes unless you have confirmed your consent with the above boxes, which can be withdrawn at any time. However, the College will use the contact information to contact you in order to carry out our duties to you, for example to notify you of a change of course date, and also to obtain data where legally required, such as destination surveys or annual satisfaction surveys.

The college may share relevant information with the awarding organisations that will certificate your course (where appropriate this may be sensitive information), the relevant local authorities and for students entering college from year 11, their previous school. This is to fulfil our statutory obligations set out by the DfE. Where your employer is paying for your course or you are undertaking an apprenticeship the college may share information with your employer.

Data Protection laws are changing and your privacy is important to us. We now require you to tell us where we can use your image. Please tick appropriate below.

On the College website On the College social media platforms In digital marketing adverts

Internal printed materials (i.e. posters, fliers) including prospectuses* External printed materials (i.e. newspaper adverts)

This activity is part-financed by the European Union through the European Social Fund (ESF). ESF supports activities to extend employment opportunities and develop a skilled workforce.



*Please note prospectuses remain in the public domain for 12 months once printed

Further information about use of and access to your personal data can be found at wiltshire.ac.uk. For details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: gov.uk/government/publications/esfa-privacy-notice

STUDENT SIGNATURE

I have read and understood the course information sheet for my chosen course/s and I confirm that it meets my needs and I have received free impartial information, advice and guidance from the College.

I understand that if I have declared false information, Wiltshire College & University Centre may take actions against me to reclaim the fees and support costs provided.

Your Signature

Date

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COLLEGE SIGNATURE The student has met the academic entry for the course

Exceptional circumstances apply (if ticked, Manager to countersign below)

If enrolling on a course for which a discussion with a tutor is necessary, the tutor must sign below to indicate this has taken place. The place is still subject to availability.

Name

College's Signature

Date

Manager's Name

Manager's Signature

Date

Assessor Name

IQA

Include on OneFile (tick)