

Oldham Lifelong Learning Service Enrolment Form 2017 – 2018

Office Use

Surname

Forename

Welcome to Oldham Lifelong Learning Service

Please complete this form in black ink and hand it to our reception staff with payment for your course and proof of current benefits if you are paying a concessionary fee.

If you would like help to complete the form please ask any of the reception staff in our centres.

This form can also be printed out from our website www.oldham.gov.uk/lifelong

Data Protection Act 1998

Oldham Council is registered as a data controller with the UK Information Commissioner's Office and will hold and process the information you provide on this form for administration and statistical purposes. The information you provide may be shared with other Council departments.

The Education & Skills Funding Agency

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 the Data Protection Act 1998, 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 may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with the Data Protection Act 1998.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

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/esfa-privacy-notice>

You may be contacted after you have completed your programme of learning to establish whether you have entered employment or gone onto further training or education.

Learning Records Service

The information you supply will be used by the Education & Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. For more information about how your information is processed and shared refer to the Extended Privacy Notice available on Gov.UK.

For further details of how your data is shared and used by the Learning Records Service and how to change who has access to your record, please call the Learning Records Service's Customer helpdesk on 0345 602 2589 or visit:

www.gov.uk/government/publications/learning-records-service-the-plr-for-learners-and-parents

At no time will your personal information be passed to organisations for marketing or sales purposes.

working for a co-operative borough



Education & Skills
Funding Agency



Please fill in your details using block capitals

Please complete all sections of this form in full. The information is required so we can claim a Government subsidy for your course. Failure to complete all sections in full may mean we are unable to claim this subsidy.

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Surname/Family Name

First Name

National Insurance Number: Date of birth / / Male ☐ Female ☐

Home Address Postcode

Telephone – Home

Telephone – Work Mobile/other

Email

Work Email

Have you been a learner with this Service in the past 3 years? Yes ☐ No ☐

Learner Number (for office use only)

Emergency Contact Name: Phone: Relationship:

Residential Status

☐ Please tick if you are a UK/EU citizen and have been resident in the UK/ EU for the past 3 years.

If you were not born in England, please state your country of birth:

Please provide one of the following pieces of identification: ☐ Passport ☐ Driving Licence

☐ Bank Statement ☐ Council Tax / Utility Bill

If you are not a UK/EU citizen or have not been resident in the UK/EU for the past 3 years, please state:

Immigration status Date of entry to the UK / /

Please provide all the following pieces of identification: ☐ Passport ☐ Immigration documentation ☐ Proof of address

Equal Opportunities Monitoring Please tick

White

- ☐ English/Scottish/Welsh/N. Irish
- ☐ Irish
- ☐ Gypsy/Irish Traveller
- ☐ Any other white background

Black/Black British

- ☐ Caribbean
- ☐ African
- ☐ Any other black background

Mixed

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other mixed background

Other Ethnic Group

- ☐ Arab
- ☐ Any other ethnic group

Asian/Asian British

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Any other Asian background

We will make all reasonable adjustments to our access and provision to promote inclusion for all learners.

Do you have any disabilities, learning difficulties or other health problems? Yes ☐ No ☐

If yes, please tick all that apply and circle the one you consider to be primary.

- ☐ Blind/visual impairment
- ☐ Temporary disability after illness or accident
- ☐ Other physical difficulty
- ☐ Deaf/hearing impairment
- ☐ Profound complex disabilities
- ☐ Other medical condition (e.g. epilepsy, asthma, diabetes)
- ☐ Disability affecting mobility
- ☐ Asperger’s syndrome
- ☐ Other disability
- ☐ Mental health difficulty
- ☐ Autism spectrum disorder
- ☐ Other specific learning difficulty
- ☐ Moderate learning difficulty
- ☐ Speech, language and communication needs
- ☐ Other learning difficulty
- ☐ Severe learning difficulty
- ☐ Dyslexia
- ☐ Social and emotional difficulties
- ☐ Dyscalculia
- ☐ Prefer not to say

Learning Support/Additional Support

We provide additional learning support or equipment to help all learners to achieve. If you would like our Learning Support Team to contact you in confidence to discuss support, please tick this box. ☐

If you are bringing your own Support Person, please tick this box. ☐

Employment details

Please indicate your employment status

If you are in paid employment, are you:

☐ Self Employed ☐ Employed by Oldham Council ☐ Employed elsewhere

How many hours per week do you work?

☐ Employed for less than 16 hours per week ☐ Employed for 16 to 19 hours per week
☐ Employed for 20 or more hours per week

If you are not working, are you:

☐ Looking for and available for work? ☐ Not looking for or unavailable for work? ☐ Retired?

For how long have you been unemployed or retired?

☐ Less than 6 months ☐ 6 to 11 months ☐ 12 to 23 months ☐ 24 to 35 months ☐ 36 months or more

Benefits and concessions

Are you in receipt of any benefits? ☐ Yes ☐ No

Have you been placed in a work-related group by the Job Centre? ☐ Yes ☐ No

If you are in receipt of benefits, please tick the appropriate box.

☐ Job Seeker's Allowance¹ ☐ Employment Support Allowance (WRAG)¹ ☐ Universal Credit²
☐ Employment Support Allowance (Contribution-based)³ ☐ Income Support³ ☐ Housing Benefit³
☐ Council Tax Reduction (Low Income only)³ ☐ Child or Working Tax Credit³ ☐ Pension Guarantee Credit³
☐ Asylum Seeker in receipt of NAS support⁴ ☐ Unwaged dependent of a person on benefits⁵

Staff use:

1 Valid for C and V courses.

2 Valid for C courses. Valid for V courses if learner is in the Work Related Groups otherwise it must be approved for Discretionary Concession.

3 Valid for C courses. Only valid for V courses if approved for Discretionary Concession.

4 Valid for C courses. Only valid for V courses if approved for Discretionary Concession and learner has permission to work in the UK.

5 Only valid for C courses. Not valid for V courses.

If learner is not on any of the above benefits, please indicate if any other concessions apply.

☐ Studying a Basic English, Maths or Family Learning course
☐ Studying a non-ESOL course up to Level 2, aged 19-23 years and having not obtained a Full Level 2 qualification
☐ Studying a Full Level 3 course, aged 19-23 having not obtained a Full Level 3 qualification
☐ Fees waived due to other Service Policy ☐ Course fee is zero

Discretionary Concession

I confirm that this qualification will improve this learner's chances of obtaining employment in an area that meets the needs of the local labour market.

Staff signature _____ Date

Prior achievement qualifications What is the highest level of qualification you have achieved in any subject?

<input type="checkbox"/> No previous qualifications	<input type="checkbox"/> Full Level 2 e.g. NVQ Level 2, 5 GCSEs A-C grades or equivalent or 1 A Level or 2 AS Levels	<input type="checkbox"/> Level 5 e.g. Foundation Degree or HND
<input type="checkbox"/> Entry level		
<input type="checkbox"/> Other qualifications below Level 1	<input type="checkbox"/> Full Level 3 e.g. NVQ Level 3, 2 x A Levels or Advanced GNVQ	<input type="checkbox"/> Level 6 e.g. Bachelor Degree
<input type="checkbox"/> Level 1 e.g. NVQ Level 1, GCSEs or equivalent with fewer than 5 grade Cs	<input type="checkbox"/> Level 4 e.g. NVQ Level 4 or HNC	<input type="checkbox"/> Level 7 or above e.g. Masters Degree, Doctorate
		<input type="checkbox"/> Other qualification, level not known

Course details Some of our courses require an interview/skills-check. Please check the course list.

Class code	Course Title	Location	Day	Time	Crèche*	Fee**
Total Amount Payable						

*if you require a crèche place, please complete the Crèche Registration Form.
** If your course leads to an exam and you are in receipt of a concession, you will be liable to repay any examination costs we have incurred should you withdraw from your course.

Receipt No:

Payment methods

- ☐ I wish to apply/have applied to the Discretionary Learner Support Fund for help with my fees
- ☐ Invoice Employer (you must provide a letter of confirmation on letter-headed paper from your employer)
- I wish to pay by:**
- ☐ Cash
- ☐ Tick if your employer is giving you time off to attend your course
- ☐ Cheque (please make cheques payable to Oldham Council)
- ☐ 3 consecutive monthly instalments as my course fee is over £70
- ☐ Advanced Learner Loan (Level 3 courses only)
- ☐ Credit/Debit Card – we can only accept Mastercard, Visa, Delta, Maestro and Solo

Where did you hear about the course(s)

- ☐ Focus on Learning
- ☐ Newspaper
- ☐ Poster
- ☐ Website/Moodle
- ☐ Other
- ☐ Leaflet
- ☐ Other course
- ☐ Community Worker
- ☐ Word of mouth
- ☐ Twitter
- ☐ Facebook
- ☐ Job Centre
- ☐ Careers Adviser

Oldham Lifelong Learning Service, The Education & Skills Funding Agency and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you

☐ I do not wish to be contacted about course opportunities.

☐ I do not wish to be contacted for surveys and research. Please do not contact me by: ☐ Phone ☐ Post ☐ Email

Please note: we are required to contact you to find out reasons for absence, destination and progression information and to notify you of class closures etc. If you have provided your mobile phone number, we may contact you by SMS text messages.

☐ Please tick this box if you are the parent/carer of a child under the age of 5 years old and would like information on the range of services offered by Oldham Children’s Centres

Declaration

I confirm that the information I have provided on this form is correct and I will inform Oldham Lifelong Learning Service if there are any changes regarding my information or circumstances.

I confirm that I have sought and received advice and guidance regarding the suitability of the course.

I understand that my enrolment is conditional on sufficient learners enrolling to make the course viable.

I have read and understood the Data Protection Statement and I agree to my information being shared as described.

I understand that I am responsible for any applicable course fees and exam fees and that I will remain liable for these fees if I subsequently withdraw from the course.

Signature _____ Date