

**Community Learning
Enrolment Form and Learner Agreement
2021-22**

|  |
| --- |
| **Please complete the following details** |

Course Name:

Where did you hear about the course?

Date of Birth:[ ] Female[ ] Male

Name:

Address & Post Code:

Telephone Number:Email Address:

**Please tell us any form of learning difficulty, disability or medical condition you would like us to know about?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **Course Fee Reductions**  |
| There is a course fee payable for many of our courses. Details of costs are on the flyer for each course. The fee will be waived if you receive any of the benefits listed below. Please let us know if this applies to you be ticking the benefits you currently receive. |
| [ ]  Employment and Support Allowance[ ]  Jobseeker’s Allowance[ ]  Universal Credit[ ]  Other Low Income State Benefit (Please state the name of the benefit) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| **Course Eligibility Check** |
| What is your nationality (or current citizenship) |  |
| Have you been ordinarily resident in the UK or EEA Zone for the past 3 years? | Yes | [ ]  | No | [ ]  |
| If you are an EEA National, have you obtained eitherpre-settled or settled status under the EU Settlement Scheme? | Yes | [ ]  | No | [ ]  |
| If you have not been ordinarily resident as above, are you a refugee or asylum seeker? | Yes | [ ]  | No | [ ]  |

|  |
| --- |
| **Ethnicity - Please tick the box that you feel best describes your ethnicity** |
| [ ]  **Prefer not to say** |
| **White** | **Asian / Asian British** | **Mixed / Multiple ethnic group** |
| [ ]  English / Welsh / Scottish /N. Irish / British[ ]  Irish[ ]  Gypsy/Roma/Irish Traveller[ ]  Any other white background  | [ ]  Indian [ ]  Pakistani [ ]  Bangladeshi[ ]  Chinese[ ]  Other Asian Background | [ ]  White & Black Caribbean [ ]  White & Black African[ ]  White & Asian[ ]  Any Other Mixed / multiple  ethnic background |
| **Black or Black British** | **Other Ethnic Group** |
| [ ] African[ ] Caribbean[ ] Any other Black / African / Caribbean background | [ ] Arab[ ] Any other Ethnic Group |

|  |
| --- |
| **Learner Agreement** |
| **As a learner you are responsible for:*** Making every effort to attend every session, to arrive in good time before the start and to attend for the whole duration of each session
* Informing us if you are unable to attend a session for any reason and to undertake any work identified by the tutor to allow you to catch up with your classmates
* Informing us of any changes to personal circumstances, such as a change of address
* Following health and safety procedures with regards to equipment, buildings and other people

**Please sign below to indicate that you have read and accept the learner Agreement:****Note:** By signing this agreement you are confirming all the information you have supplied in this form is true and accurate.Signature: Date:  |

|  |
| --- |
| **How Wokingham Borough Council Adult Education Service Stores and Uses Your Data** |
| Please make sure that you have read Wokingham Borough Council’s Data handling policy following the link below.<http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/fair-processing-of-your-information/>**Please sign below to confirm that** I have read and understand WBC’s Data Protection Statement and Privacy NoticeSignature: Date:  Each year we complete a short survey of learners to find out whether or not our courses are meeting your needs. I am happy to be contacted for this survey [ ]  Yes [ ]  No |

|  |
| --- |
| **How the Education & Skills Funding Agency Stores and Uses 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) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009.The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and wellbeing purposes, including research. We retain ILR learner data for 3 years for operational purposes and 66 years for research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr> ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training. In these cases, it is part of our statutory duties and we do not need your consent.Where sharing is not part of our statutory duties, you can give your consent to be contacted by other third parties about:[ ]  courses or learning opportunities [ ]  for surveys and research[ ]  By post [ ]  By phone [ ]  By e-mail Please tick relevant boxes to give your consent.For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter> ) and the ESFA Privacy Notice (<https://www.gov.uk/government/publications/esfa-privacy-notice> )If you would like to get in touch with us, you can contact the DfE in the following ways:* Using our online contact form at https://form.education.gov.uk/service/Contact\_the\_Department\_for\_Education
* By telephoning the DfE Helpline on 0370 000 2288
* Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner’s Office (ICO) at – Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk> |

|  |
| --- |
| **These last 2 sections are optional and are used for statistical purposes only** |
| **Previous Learning:** Please indicate your highest level of qualification below |
| [ ] No Formal Qualifications | [ ] Entry Level (Entry level certificates, Skills for Life,  Foundation Learning) |
| [ ] Level 1 GCSE grades D-E Key skills 1 Foundation  diploma - BTEC award, certificate and diploma level 1 -  Foundation Learning level 1 - Functional Skills level 1  | [ ] Level 2 GCSE (grades A\*-C) - Key Skills level 2 - NVQ level  2 - Skills for Life level 2 - Higher diploma - BTEC award,  certificate and diploma level 2 - Functional Skills level 2  |
| [ ] Level 3 AS and A level - Advanced Extension Award,  International Baccalaureate - Key Skills level 3 - NVQ level 3 -  Advanced diploma, BTEC award, certificate and diploma level 3  - BTEC National  | [ ] Level 4 or Above HNC - Certificate of higher education -  Key Skills level 4 - NVQ level 4 Degree, NVQ level 5 etc. |
| **Employment Status** |
| [ ]  In paid employment [ ]  Self -Employed | [ ]  Not Working |
| [ ]  Working 0 to 10 hours per week[ ]  Working 11 to 20 hours per week[ ]  Working 21 to 30 hours per week[ ]  Working 31+ hours per week Approximately how long have you been in employment? | [ ]  Not working and looking for work[ ]  Not working and not looking for work [ ]  Retired Approximately how long have you not been working? |

Please return this application form by email to adulteducation@wokingham.gov.uk