



REDCAR & CLEVELAND COLLEGE

RAISING ASPIRATIONS EXCEEDING EXPECTATIONS

Learner ID No.

Grid for Learner ID No.

Enrolment Form 2010-2011

Form fields for Title, Surname, Forenames, Date of Birth, National Insurance, Gender, and ULN.

Below to be completed by college staff, students please go to next page.

MIAP CATEGORIES section with checkboxes for Passport, Driving Licence, ID card, National Insurance card, Benefits documentation, Examinations certificates, Bank card/debit card, Not Supplied, and Other.

Affix Label box with fields for Internal qualification, Title, Code, and Year.

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Variation from standard label box with fields for Start date, Planned end date, and Planned QCF Credits.

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Fees (CIS to complete) section with fields for Tuition Fee, Exam Fee, Registration Fee, Other Fee, Total Due, Amount Paid, and various checkboxes for fees and learner types.

For CIS Use Only section with fields for Checked By Name and Date.

Please complete all parts of this form in blue or black ink using **BLOCK CAPITALS**

Personal Details

Address (permanent)

..... Postcode

Tel Home Tel Day Tel Mob

Email Vehicle Reg No. Or Bicycle Frame No

Any other address (term time)

Emergency Contact Name Tel No Day Tel No Eve

Address

Relationship to student Under 19s to give details of a family member, guardian or carer only

What year were you last in secondary education?

Which school, college or organisation?

In the last five years have you been excluded from school or college either permanently or for a period of one month or more? Yes No

Ethnic Origin

- | | |
|---|--|
| <input type="checkbox"/> 11 - Asian or Asian British - Bangladeshi | <input type="checkbox"/> 19 - Mixed - White & Asian |
| <input type="checkbox"/> 12 - Asian or Asian British - Indian | <input type="checkbox"/> 20 - Mixed - White & Black African |
| <input type="checkbox"/> 13 - Asian or Asian British - Pakistani | <input type="checkbox"/> 21 - Mixed - White & Black Caribbean |
| <input type="checkbox"/> 14 - Asian or Asian British - other Asian background | <input type="checkbox"/> 22 - Mixed - Any other mixed background |
| <input type="checkbox"/> 15 - Black or Black British African background | <input type="checkbox"/> 23 - White British |
| <input type="checkbox"/> 16 - Black or Black British - Caribbean | <input type="checkbox"/> 24 - White Irish |
| <input type="checkbox"/> 17 - Black or Black British - other Black background | <input type="checkbox"/> 25 - White - Any other White Background |
| <input type="checkbox"/> 18 - Chinese | <input type="checkbox"/> 98 - Any Other |

Learning Difficulty/Disability

 Please tick (✓) if you require help for

- | | | |
|--|---|---|
| <input type="checkbox"/> 1 - Moderate learning difficulty | <input type="checkbox"/> 1 - Visual impairment | <input type="checkbox"/> 9 - Complex disabilities |
| <input type="checkbox"/> 2 - Severe learning difficulty | <input type="checkbox"/> 2 - Hearing impairment | <input type="checkbox"/> 10 - Aspergers syndrome |
| <input type="checkbox"/> 10 - Dyslexia | <input type="checkbox"/> 3 - Disability affecting mobility | <input type="checkbox"/> 90 - Multiple disabilities |
| <input type="checkbox"/> 11 - Dyscalculia | <input type="checkbox"/> 4 - Other physical disability | <input type="checkbox"/> 97 - Other disability |
| <input type="checkbox"/> 19 - Other specific learning difficulty | <input type="checkbox"/> 5 - Other medical condition | |
| <input type="checkbox"/> 20 - Autism spectrum disorder | <input type="checkbox"/> 6 - Emotional/Behaviour difficulties | |
| <input type="checkbox"/> 90 - Multiple learning difficulties | <input type="checkbox"/> 7 - Mental health difficulty | |
| <input type="checkbox"/> 97 - Other learning difficulty | <input type="checkbox"/> 8 - Temporary disability after illness | |

The college is unable to provide personal care needs. For any other need, please give a brief indication of the support needed

Do you wish to discuss your needs with a member of staff? Yes No

Or I don't consider myself to have a learning need or disability

Are you a British citizen? Yes No What is your nationality?

Have you lived in the UK or EEA continuously for the last three years with no restrictions on your stay? Yes No Length of time at current address

If no, are you married to a UK resident, and have you been a permanent resident in the UK/EEA for the past year? Yes No

If **you are not** a permanent UK/EEA resident, what was the date of your arrival in the UK/EEA and, what is your country of residence?

Are you an Asylum Seeker? Are you a Refugee?

Please give details of your highest qualifications

Qualification e.g. GCSE	Subject	Grade	Awarding Body	Date

Please indicate what your employment status will be on the first day of learning

Employed (16 + hours a week) Employed (less than 16 hours a week) Not employed

Is your employer paying your course fees? Yes No

Is your employer giving you time off work to attend college? Yes No

If your employer is paying your fees, please provide a letter from your employer confirming their responsibility for your course fees. If you do not provide a letter you will become liable for the outstanding balance of the course fees.

Employer Name Address

..... Postcode

Tel Email Contact Name

If you are currently receiving (or are dependent on someone receiving) any of the following benefits you may be entitled to have your tuition fees waived. Proof of your entitlement to benefit must be provided.

- Income support NASS benefit
- Jobseeker's allowance Housing benefit
- Working Tax credits* Council tax benefit
- Guaranteed pension credit ESA

Staff use
Evidence seen and copied
Ref No
Signed Date

* Working Tax Credits - annual household income must be less than £15,276. (Subject to change in line with government guidance)

Data Protection

Data Protection Act 1998 – The personal information you provide is passed to the Chief Executive of Skills Funding and, where required, the Young People’s Learning Agency for England (“the YPLA”) to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner’s Office.

The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the YPLA.

The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Education, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or partners of those organisations.

The Skills Funding Agency also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN).

Further information about use of and access to your information is available at:

- Skills Funding Agency: <http://skillsfundingagency.bis.gov.uk/foi.htm>
- YPLA: <http://www.ypla.gov.uk/foi.htm>

At no time will your personal information be passed to organisations for marketing or sales purposes. The YPLA, the Chief Executive of Skills Funding 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.

Your photograph and personal details will be used by the College for College identity cards and for purpose of security of yourself, the College, its staff, other third parties and to assist in identification. The College may also use your image for marketing and advertising. The College reserves the right to contact your parent/guardian, (if you are under 19 at the start of the programme), or your employer (if the employer is sponsoring you) about your progress. The College welcomes the Disability Discrimination Act and will make reasonable adjustments to avoid disadvantage to any disabled persons.

Tick this box if you do not wish to be contacted in respect of surveys and research by mail or phone.

Tick this box if you do not wish to be contacted about courses or learning opportunities by post.

Learner Authorisation

In order to ensure the College can provide an appropriate, safe environment for its learners, staff and visitors, all learners are required to disclose any unspent convictions. Disclosing an unspent conviction will not automatically exclude you from enrolment but may be used when considering your application or enrolment. The College may need more information in order to assist with the decision making process. Spent convictions should not be disclosed.

Tick this box if you have an unspent conviction or one that can never become spent.

I confirm that the information I have provided on this form is correct and that Redcar & Cleveland College can store, process and distribute personal data as outlined in the Data Protection Act 1998 detailed above. Whilst I am a learner I agree to fulfil my obligations under this learning agreement and to comply with College rules. The College reserves the right not to confirm enrolment. I have received initial guidance and counselling in relation to my learning programme and have been provided with help and support in completing this form. It is my personal responsibility to inform the College of any change of circumstances that will affect my eligibility or status as a learner. I understand that if I have provided false information the College may take action against me to reclaim the tuition fees and any support costs. By providing your data you are consenting to the College contacting you.

Student signature Date

I am confident the Student meets the entry criteria for the programme of study/Apprenticeship.

Tutor signature Date