

ENROLMENT FORM 2020/21

1. COURSE DETAILS

Course No	Course Title	Venue	Date

2. PERSONAL DETAILS

Surname	Forename(s)	Mr/Mrs/Miss/Ms	Date of Birth			Gender	
			DD	MM	YY	M	F

Address

_____ **Postcode** _____

Tel _____

Mobile _____

Email _____

Please email me about further courses ☐ (Tick here)

National Insurance No.

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How would you describe your ethnic origin? (tick one box)

White

☐ English/Welsh/Scottish/Northern Irish/British

☐ Irish

☐ Gypsy or Irish Traveller

☐ Other white background

Mixed/Multiple ethnic group

☐ White and Black Caribbean

☐ White and Black African

☐ White and Asian

☐ Other mixed/multiple ethnic background

Black/African/Caribbean/Black British

☐ African

☐ Caribbean

☐ Any other Black/African/Caribbean background

Asian/Asian British

☐ Indian

☐ Pakistani

☐ Bangladeshi

☐ Chinese

☐ Any other Asian background

Other ethnic group

☐ Arab

☐ Any other ethnic group

3. RESIDENTIAL STATUS

Have you lived in the UK or EU for the last 3 years? Yes ☐ No ☐	If No please tick any of the following categories which apply to you – you may need to provide evidence.
☐ Indefinite leave to remain ☐ Spouse/civil partner of person with settled status ☐ Refugee ☐ Asylum seeker Other _____	

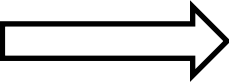
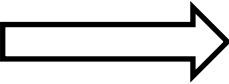
4. ADDITIONAL INFORMATION

☐ Moderate learning difficulty	☐ Visual impairment	☐ Mental health difficulty
☐ Severe learning difficulty	☐ Hearing impairment	☐ Social and emotional difficulties
☐ Dyslexia	☐ Disability affecting mobility	☐ Profound complex disabilities
☐ Dyscalculia	☐ Other physical disability	☐ Asperger's syndrome
☐ Other specific learning difficulty (e.g. Dyspraxia)	☐ Other medical condition (e.g. epilepsy, asthma, diabetes)	☐ Autism spectrum disorder
☐ Other learning difficulty – please specify	☐ Other disability – please specify	☐ Temporary disability after illness
		☐ Speech, language and communication

5. QUALIFICATIONS (tick one box and write your highest qualification)

☐ No qualifications	☐ Level 4 e.g. HNC, Cert HE, QCF level 4
☐ Entry level	☐ Level 5 e.g. Foundation Degree, HND, QCF level 5
☐ Other qualifications below level 1	☐ Level 6 e.g. Bachelor's Degree
☐ Level 1 e.g. GCSEs/O levels (grades D–G, or less than 5 grades A–C)	☐ Level 7 or above e.g. Master's Degree, Doctorate
☐ Full level 2 e.g. 5 or more GCSEs (grades A–C), NVQ level 2	My highest qualification is:
☐ Full level 3 e.g. 2 A levels, 4 AS levels, NVQ L3, Diploma L3	_____

6. EMPLOYMENT STATUS

☐ Employed/Self-employed up to 10 hours per week ☐ Employed/Self-employed 11–20 hours per week ☐ Employed/Self-employed 21–30 hours per week ☐ Employed/Self-employed for 31+ hours per week		Length of employment ☐ Up to 3 months ☐ 4–6 months ☐ 7–12 months ☐ More than 12 months
☐ Not in paid employment and looking for work ☐ Not in paid employment and NOT looking for work		Length of unemployment ☐ Less than 6 months ☐ 6–11 months ☐ 12–23 months ☐ 24–35 months ☐ 36 months or more

7. BENEFITS

Are you in receipt of any of the following benefits: (please tick)

☐ Job Seekers Allowance (JSA)	☐ ESA (Work related activity-WRAG)	☐ Universal Credit	☐ Other state benefit
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8. HOUSEHOLD SITUATION

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

☐ 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
☐ I live in a single adult household with dependent children
☐ None of the above statements apply
☐ I do not wish to share this information

9. HOW DID YOU HEAR ABOUT OUR COURSES?

☐ Friend/family/work colleague	☐ Brochure/flyer through door	☐ Website	☐ Newspaper
☐ Social media e.g. Facebook, Twitter	☐ Learning centre	☐ Library	☐ Internet search
☐ School	☐ Job Centre	☐ Other – Please specify	

10. PRIVACY NOTICE – 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.

Blackburn with Darwen Borough Council collects data as part of their contract with the ESFA. Your information may be used for education, training, employment and well-being related purposes, including for research. 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.

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.

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.
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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: <https://www.gov.uk/government/publications/esfa-privacy-notice> & <https://www.blackburn.gov.uk/sites/default/files/media/pdfs/Privacy-notice-adults-prevention-adult-Learning-V2.pdf>

11. DECLARATION (please sign below)

A 10 digit Unique Learner Number is issued to all people taking part in learning to allow the Education & Skills Funding Agency to record learners' achievements. We will need to obtain a ULN on your behalf. To do this you need to confirm your identity by showing one of the documents. The Enrolling Officer must check documentation and tick ONE of the boxes in the list below:

1. Passport	2. Driving Licence	3. National Insurance Card
4. Bank Credit/Debit Card	5. ID card or other form of national ID	6. ISD/BRP/ARC (see page 1)

The learner named in section 1 of this form must sign and date in the space below:

I confirm that I am aware of the funding policy for Education & Skills Funding Agency courses and that the details I have given to prove my eligibility for funding are correct. I have also read and understood the Council 'Learning Agreement'.

Signature: _____ **Date:** _____

Tutor/enrolling officer – please check the learner has completed all the sections of this enrolment form.

Check the learner has provided valid supporting evidence of eligibility, sign and date below:

Signature: _____ **Date:** _____