

Learner Enrolment/Learning Agreement Form 2010/2011

Please complete this form in **BLOCK CAPITALS** in black ball point pen

Have you studied at Yeovil College before? Yes No Person Code:

Personal Details:

Title: Surname: Nationality:
 Forename: Gender: Male Female
 Known As: Date of Birth: / /
 Middle Name: National Insurance No:

Contact Details:

Address:

 Town:
 County:
 Post Code:
 Eve Tel No:
 Day Tel No:
 Mobile:
 email:

Domicile:

Is English your first language? Yes No
 Have you been continually resident in the UK since 1st September 2007?
 Yes No If not,
 Date of Entry to the UK: / /
 Have you been continually resident in the EU since 1st September 2007?
 Yes No
 If Yes please state where:

Employment Status?

Data requested by the Information Authority

Employed Not Employed (through redundancy) Not Employed (for reasons other than redundancy)

Which Ethnic Group do you belong to?

- | | |
|---|---|
| <input type="checkbox"/> Asian or Asian British - Bangladeshi | <input type="checkbox"/> Mixed - White and Black African |
| <input type="checkbox"/> Asian or Asian British - Indian | <input type="checkbox"/> Mixed - White and Black Caribbean |
| <input type="checkbox"/> Asian or Asian British - Pakistani | <input type="checkbox"/> Mixed - any other Mixed background |
| <input type="checkbox"/> Any other Asian background | <input type="checkbox"/> White - British |
| <input type="checkbox"/> Black or Black British - African | <input type="checkbox"/> White - Irish |
| <input type="checkbox"/> Black or Black British - Caribbean | <input type="checkbox"/> White - any other White background |
| <input type="checkbox"/> Any other Black background | <input type="checkbox"/> Other |
| <input type="checkbox"/> Chinese | <input type="checkbox"/> Not Known / Not Provided |
| <input type="checkbox"/> Mixed - White and Asian | |

Courses:

	Course Code	Session/Grp Code	Course Title	Fee	Start Date	Exp. End Date	GLH
1							
2							
3							
4							
5							
6							
7							

Please note some courses require specialist advice & guidance.

continued.....

Courses Continued...

Please indicate which Location: (If not at Main College Site):

Yeovilton Shaftesbury Other (please state)

Payment Concessions:

You may qualify for a fee reduction if you are in one of the groups below. Evidence will be required for benefits. If you are unsure about your eligibility, please contact the Customer Liaison and Enrolment Team.

- | | |
|--|---|
| <input type="checkbox"/> Aged between 16 and 18 on 31/08/10 | <input type="checkbox"/> In receipt of income-based state benefits (e.g. Income support, Housing Benefit) |
| <input type="checkbox"/> In receipt of Jobseekers allowance | <input type="checkbox"/> Aged over 19 on 31/08/10 and on first full level 2 Programme |
| <input type="checkbox"/> In receipt of Working Tax Credit | <input type="checkbox"/> Aged 19 to 25 on 31/08/10 and studying towards first full level 3 Programme |
| <input type="checkbox"/> In receipt of Pensions Guarantee Credit | |
| <input type="checkbox"/> On a Skills for Life Course | |

Evidence Checked By:

Date: / /

Payment Details:

- Please tick if you are going to reclaim the course fees from your employer
- Cash Cheque / Postal Order (made payable to Yeovil College) Maestro Master Card Visa
- Solo Instalment Direct Debit

Card No: Security 3 digit code:

Valid From: / / Expiry Date: / / Issue no (Maestro)

Signature for authorisation

Sponsor Details:

Name and address of sponsor Please tick if sponsor is also your employer UnionLearn

Name:

Address:

Town:

County:

Post Code:

Tel No:

If you have indicated that an employer is liable for fees, you will become liable if payment is not forthcoming.

If you are on a course as part of a training programme please indicate which:

Apprentice Advanced Apprentice Other (please state)

Please indicate which Training Provider:

- Yeovil College Paragon/ITE CSL AgustaWestland
- Somerset Skills & Learning SERCO BEMA
- Other (please state)

Prior Attainment:

Please complete this section. Information provided could indicate your eligibility for fee reduction or a free course. Please select the level of your prior attainment on entry to college, if you are unsure please enter details of qualifications in the boxes provided:

- | | |
|--|--|
| <input type="checkbox"/> No qualifications | <input type="checkbox"/> Level 2 (five or more A-C GCSEs, BTEC First Diploma, GNVQ Intermediate) |
| <input type="checkbox"/> Entry level | <input type="checkbox"/> Level 3 (two or more A levels, 4 or more AS levels, BTEC National ONC/OND, GNVQ Advanced) |
| <input type="checkbox"/> Other qualification below level 1 | <input type="checkbox"/> Level 4 (First Degree, HNC/HND, Teaching Qualification) |
| <input type="checkbox"/> Level 1 (less than five A-C GCSEs, BTEC First Certificate, GNVQ Foundation) | <input type="checkbox"/> Level 5 (Higher Degree, NVQ level 5) |

Subject Name:

Type of Qualification:

Level/Grade:

eg. Mathematics
eg. Horticulture

GCSE
NVQ

B
1

Support for Learning:

We wish to make all our courses accessible to all learners. If you have a disability/learning difficulty/medical condition that you wish to disclose please tick the relevant box(es) below and someone will contact you to discuss any additional support/adjustments you may require.

Yeovil College welcomes the Disability Discrimination Act (part 4) and we want to help you get the very best experience from your course. We will offer opportunities prior to enrolment for you to disclose and discuss (in private) your individual support needs. (If you fail to disclose information at this stage it may delay provision of relevant on-course support).

Disability

- None
- Visual impairment
- Hearing impairment
- Disability affecting mobility
- Other physical disability
- Other medical condition (eg. epilepsy, asthma)
- Emotional/behavioural difficulties
- Mental health difficulty
- Temporary disability after illness or accident
- Profound complex disabilities
- Aspergers syndrome
- Multiple disabilities
- Other

Learning Difficulty

- None
- Moderate learning difficulty
- Severe learning difficulty
- Dyslexia
- Dyscalculia
- Other specific learning difficulty
- Autistic spectrum disorder
- Multiple learning difficulty
- Other

Please tick if you require specific support for:

- Study skills
- Writing
- Numeracy
- Spelling

Please help us by letting us know how you heard about courses at Yeovil College:

- Prospectus Website UnionLearn Representative Advertising Personal Recommendation

Safeguarding Declaration:

Do you have any criminal convictions or any prosecutions pending? Yes No

If 'Yes' then please complete a 'Safeguarding Information Form'

PLEASE NOTE: This information is only required to enable us to fulfil our responsibility to assess any potential risk to the large number of young people and vulnerable adults in the College and will be treated in confidence.

Declaration:

I confirm that I have received guidance covering the following:

- what I will learn;
- the qualifications I will achieve;
- how the course can build on what I have already achieved (if appropriate);
- whether there are courses which may be more relevant;
- course entry requirement;
- course and other associated costs;
- help that might be available to cover additional costs associated with the course;
- additional support that may be needed;
- examination/registration fee being non-refundable;
- if I have indicated that my employer is liable for fees, I accept I will become liable if payment is not forthcoming;
- I understand that I can seek further guidance at a later date from College staff;
- a no refund policy on course fees is in place, unless where courses are cancelled by the College.

I agree to college rules and agree that I am liable for all costs which are not covered by the College Fee Remission Policy.

I understand that information contained on this form is personal data and therefore subject to the Data Protection Act 1998.

I confirm that I will notify the College if my circumstances change and I am no longer receiving benefit/tax credit.

I confirm that I have received advice and guidance from the College about the courses I have enrolled on and I understand that I can seek further guidance at a later date from College staff.

I declare to the best of my knowledge and belief that the information I have given is correct.

I understand that the College's rules and regulations form part of any contractual relationship between the college and a learner.

If my employer is actively supporting me on this course I agree to information relating to my attendance and progress being shared with that employer.

"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 Children, Schools and Families, 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.

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.

The data you supply will be passed to Managing Information Across Partners (MIAP) service for the purpose of allocating you a Unique Learner Number (ULN) and creation of your Personal Learning Record. The ULN is used to enable collection and sharing of data within the education sector. The Personal Learning Record will be a lifelong record of your learning and qualifications, which will be accessible to you, organisations linked to your education and training and any other organisations you choose. For further details of how your data is shared and used by MIAP and how to change who has access to your record, please see the MIAP website at www.miap.gov.uk.

Tick this box if you do not wish to set up a skills account

Signature of Learner:

Date:

Signature of Staff:

Staff Name:

PLEASE NOTE THERE MAY BE EXTRA CHARGES FOR EXAMINATION/REGISTRATION/CERTIFICATION FEES. IF IN DOUBT, PLEASE ASK FOR DETAILS.

