

# Community Learning and Skills Service Enrolment Form

Office Use Only	
Learner number	Inputter <input style="width: 100%;" type="text" value="PRINT NAME"/>
Date on MIS	

Valid ID	<input type="checkbox"/> Passport <input type="checkbox"/> Driving Licence <input type="checkbox"/> EU Nat. ID Card <input type="checkbox"/> NI Card <input type="checkbox"/> Bank Cr/Dr Card <input type="checkbox"/> Other <input style="width: 100px;" type="text"/>
	Checked by <input style="width: 100%;" type="text" value="PRINT NAME"/>

Payment
<input type="checkbox"/> Cash
<input type="checkbox"/> Card
<input type="checkbox"/> Cheque

Benefits letter seen	
<input type="checkbox"/> JSA <input type="checkbox"/> ESA <input type="checkbox"/> ESA (WRAG) <input type="checkbox"/> Universal Credit <input type="checkbox"/> Income support <input type="checkbox"/> Universal Credit (work related) (required to undertake skills training) <input type="checkbox"/> Working Tax Credit (household income of less than £16,105) <input type="checkbox"/> Council Tax Support <input type="checkbox"/> Housing Benefit <input type="checkbox"/> Pensions Credit (Guarantee Credit)	
Authorised by	<input style="width: 100%;" type="text" value="PRINT NAME"/>

- 1. What is your name?**  
 Please write full name in block capitals

Title (Mr, Mrs, Miss)

  
 First name/given name  
  
 Last name/surname  
  
 (This name will appear on any exam certificate issued)

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- 2. What is your phone number?**

Home/work phone

  
 Mobile phone
  


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- 3. What is your email address?**

  
  
 Please be aware that we may use your email to inform you of our services

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- 4. What gender are you?**

 Male     Female

- 5. Who should we contact in an emergency?**

First name

  
 Last name
  
 Telephone
  


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- 6. What is your date of birth?**

Day    Month    Year

 -  -   


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- 7. What is your National Insurance Number?**

  


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- 8. What is your address?**

  
  
  
  
 Postcode   


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- 9. What is your nationality? (on your passport)**

  


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**10. How did you hear about Community Learning and Skills Service?**

- Leaflet or brochure
- Newspaper
- Job Centre
- Word of mouth or friend
- Learning venue
- Social media
- Library
- Adult guidance
- Other (please state)

**11. What qualifications do you have?**

Please tick any that you have.

- Entry level
- Other qualifications below level 1
- Level 1 (5 or more with grades D-G)
- Level 2 (5 or more A\*-C GCSE/O Levels)
- Level 3 (A Levels)  
(2 or more A level passes, 4 or more AS level passes)
- Level 4 (HNC/QLF Level 4 quals)
- Level 5 HND/Foundation Degree/QLF Level 5 quals
- Level 6 Bachelors Degree/Graduate Certs and Diplomas
- Level 7 or above PG Certs/Diplomas, Masters Degree and above
- No qualifications
- Other, please specify

**12. Are you?**

- Carer
- Lone parent

**13. Do you need English and maths support?**

Please tick all that apply

- English
- Maths
- No

**14. Do you have any disabilities or learning difficulties?** Please tick all that apply.

- Yes
- No

- Visual impairment
- Hearing impairment
- Disability affecting mobility
- Profound complex disabilities
- Social and emotional difficulties
- Mental health difficulties
- Moderate learning difficulty
- Severe learning difficulty
- Dyslexia
- Dyscalculia
- Autism spectrum disorder
- Aspergers syndrome
- Temporary disability after illness eg. Post viral
- Speech, language and communication needs
- Other physical disability
- Other specific learning disability
- Other medical condition
- Other learning difficulty
- Other disability
- Prefer not to say

**Of the above, which is your primary difficulty/disability?**

**15. What is your employment status?**

- Unemployed and available to start work now  
- go to Q18
- Unemployed and not available to start work now  
- go to Q18
- Employed - go to Q16
- Self-employed - go to Q16
- In full-time education - go to Q20
- Retired - go to Q18

**16. How many hours per week do you work?**

Under 16     16-19     20+

**17. How long have you been working?**

Up to 3 months     4-6 months  
 7-12 months     12+ months

Please go to Q20.

**18. If you are unemployed/not working/retired, how long for?**

Up to 6 months     6-11 months  
 12-23 months     24-35 months  
 Over 36 months

**19. Are you unemployed, available for work and intend to take a qualification to enable you to seek employment?**

Yes     No    If yes, please sign below

**20. Are you claiming a benefit?**

Yes     No

You may qualify for a fee discount. If so, please provide recent evidence to a member of staff.

**21. Are you aged 19-23 and taking your first level 2 qualification?**

Yes     No

If yes, please sign below

**24. What course(s) would you like to enrol on?**

Course code	Course title	Day	Time	Start date	Fee

Receipt no.

Total £

**22. What is your residential and immigration status?**

Please provide evidence of ID to a member of staff eg. passport, ID card, driving licence.

Have you lived in the UK or EU or EEA for 3 years or more?

Yes    If yes please go to Q21.     No

If no, are you an EEA migrant worker?

Yes     No

Are you a refugee?

Yes     No

Are you an asylum seeker?

Yes     No

If yes, have you lived in the UK for 6 months or more?

Yes     No

Are you the husband, wife or civil partner of one of the above?

Yes     No

If yes, which?

If you are married to an EU/UK citizen, how long have you been married?

How long have you lived in UK/EU/EEA after marriage?

**23. Household situation**

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

- No member of the household in which I live (including myself) is employed
- The household that I live in includes only one adult (aged 18 or over)
- There are one or more dependent children (aged 0-17 years or 18-24 years if full time student or inactive) in the household
- None of these statements apply
- I confirm that I wish to withhold this information

## 25. What is your ethnic origin?

This is optional but it's helpful to know your background so we can monitor our service to all communities.

### White

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Other White

### Mixed/multiple ethnic group

- White and Black Caribbean
- White and Black African
- White and Asian
- Other Mixed/multiple ethnic group

### Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other Asian or Asian British

### Black/African/Caribbean/Black British

- African
- Caribbean
- Other Black/African/Caribbean/Black British

### Other ethnic group

- Arab
- Other (please state)

## Application by post

If the course is not a qualification and you are paying the full fee, or it is free, you can send this form and a cheque by post to the address below. All other enrolments need to be at a centre with your proof of benefit or if you are paying in full with cash.

**Slough** Community Learning and Skills Service  
St Martins Place, 51 Bath Road, Slough SL1 3UF  
Tel: 01753 476611

**RBWM** Community Learning and Skills Service  
Riverside Centre  
West Dean, Maidenhead SL6 7JB  
Tel: 01628 685647

## 26. Would you like to talk to an employment and learning advisor about your medium term plans?

- Yes  No

## Learning agreement and declaration

### Learning programme

- I agree to the terms and conditions published in the course brochure.
- I confirm I have received suitable information and advice for my learning programme.
- I am satisfied that I fully understand the requirements of the programme and agree to be bound by the conditions of entry which are available on request.
- I agree to comply with the policies and procedures of this centre including e-safety.
- I do not have a place on a course until confirmed by letter from the Community Learning and Skills Service.
- I agree to any media being used for at least five years for the purpose of promotion.

LEARNER SIGNATURE

- I agree to receive information from Slough Borough Council via email or post.
- I agree to join the Slough Library service.

### How we use your personal information

The personal information you provide is passed to the Skills Funding Agency, and the Department for Business, Innovation and Skills. Where necessary it is also shared with the Department for Education, including the Education Funding Agency.

The information is used for the exercise of functions of these government departments and to meet 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). The information you provide may be shared with other organisations for education, training, employment and well-being related purposes, including for research.

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.

You may be contacted by the English European Social Fund (ESF) Managing Authority, or its agents, to carry out research and evaluation to inform the effectiveness of the programme.

You can opt out of contact for other purposes by ticking any of the following boxes if you do not wish to be contacted:

- About courses or learning opportunities  For surveys and research
- By post  By phone  By email

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at:

[www.gov.uk/government/publications/sfa-privacy-notice](http://www.gov.uk/government/publications/sfa-privacy-notice)

**Data protection act 1998** - the information you provide on this form will be passed to the Skills Funding Agency (the SFA). The SFA is responsible for funding and planning education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which the SFA will share information include, the Department for Education and Skills, National Careers Service, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the SFA or its partners. The SFA is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and what they do, may be found at [www.sfa.gov.uk](http://www.sfa.gov.uk), and by following the links to data protection.

**I declare that all the information I have provided is accurate and that I have read and understood the statement relating to Data Protection and media consent.**

Learner signature

Date   /   /