

Community Learning and Skills Service Enrolment Form

Office Use Only	
Learner number	Inputter 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"/> Residence permit <input type="checkbox"/> Other 	Checked by PRINT NAME
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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"/> Low waged (with evidence) <input type="checkbox"/> Pensions Credit (Guarantee Credit)
Authorised by 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)

- 2. What gender are you?**

Male Female

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

Day Month Year

- 4. What is your email address?**

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

- 5. What is your phone number?**

Home/work phone

Mobile phone

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

First name

Last name

Telephone

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

- 8. What is your address?**

Postcode

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

10. 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

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

- Leaflet or brochure
- MyCouncil
- Job Centre
- Word of mouth or friend
- Learning venue
- Internet search (website/social media)
- Library
- Adult guidance
- Other (please state)

12. Are you?

- Carer* Lone parent

**Cares (unpaid) for family/friend who have a disability, illness or who need support in later life*

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 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 Q18
- Retired - go to Q18
- Volunteer - go to Q18

16. How long have you been working?

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

17. How many hours per week do you work?

- Under 11 11-20 21-30 31+

Please go to Q19.

18. If you are a full time student/unemployed/ not working/retired, how long for?

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

19. Eligibility for fee reduction

Are you unemployed or employed earning less than £330 per month, on a benefit, available for work and intend to take a qualification to enable you to seek employment?

- Yes No If yes, please sign below

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

- Yes No If yes, please sign below

Are you claiming a benefit?

- Yes No

Are you in receipt of a low wage?

- Yes No

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

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

Course code	Course title	Day	Time	Start date	Fee

20. 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?

21. 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

Receipt no.

Total £

23. 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

24. 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.

LEARNER SIGNATURE

- I agree to any media being used for at least five years for the purpose of promotion.
- I agree to receive information from Slough Borough Council via email or post.

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.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its 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 for other purposes by ticking any of the following boxes:

- 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, information about how long we retain your data, and how to change your consent to being contacted, please visit:

www.gov.uk/government/publications/esfa-privacy-notice

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 / /