

Learner Enrolment Form

2015 – 2016



Hackney
Community College



ALL SECTIONS MUST BE COMPLETED IN BLOCK CAPITALS (if you need help please ask)

SECTION 1

LEARNER REFERENCE NUMBER

UNIQUE LEARNER NUMBER

FOR COMPLETION BY LEARNER: PLEASE USE BLOCK CAPITALS AND WRITE USING BLACK INK

Sex Male Female

Title Mr Mrs Miss Ms

UCAS IDENTIFICATION

Family name

First name(s)

Date of birth / /

NI No

Current address

Mobile no

Home tel no

Post code

Emergency contact

Email address

Name

SECTION 2 ETHNICITY

Choose one option that best describes your ethnic group or background

White

31 English/Welsh/Scottish/
Northern Irish/British

32 Irish

33 Gypsy or Irish Traveller

34 Any other white background

Mixed/multiple ethnic group

35 White and Black Caribbean

36 White and Black African

37 White and Asian

38 Any other mixed/multiple ethnic
background

Asian/Asian British

39 Indian

40 Pakistani

41 Bangladeshi

42 Chinese

43 Any other Asian background

Black/African/Caribbean/Black British

44 African

45 Caribbean

46 Any other Black/African/Caribbean
background

Other ethnic group

47 Arab

98 Any other ethnic group

What is your first language?

LEARNING DIFFICULTY AND DISABILITY ASSESSMENT

The following information will be used to help us provide you with support, and with our duties and obligation under the Disability Discrimination Act 1995 and Children and Family Act 2014 to maintain a safe environment and check suitability for your chosen programme.

Do you have an Education, Health and Care Plan Yes No

If you consider yourself to have a Disability/Learning difficulty/Health condition please select any appropriate boxes and number in order of severity. Please tick all appropriate boxes.

Disability/Learning Difficulty

4 Visual impairment

5 Hearing impairment

6 Disability affecting mobility

7 Profound complex disabilities

8 Social and emotional difficulties

9 Mental health difficulty

10 Moderate learning difficulty

11 Severe learning difficulty

12 Dyslexia

13 Dyscalculia

14 Autism spectrum disorder

15 Asperger's syndrome

16 Temporary disability after illness (for
example post-viral) or accident

93 Other physical disability

94 Other specific learning difficulty
(e.g. Dyspraxia)

95 Other medical condition (for
example epilepsy, asthma, diabetes)

96 Other learning difficulty

97 Other disability

98 Prefer not to say

SECTION 2A

LEARNING SUPPORT: HELPING YOU TO SUCCEED

We have a range of services to support learners with additional support needs for example help with reading, writing, maths, dyslexia. It is important that we are fully aware at the start of your course of any additional learning support needs you may have so we can put support in place.

Have you received additional learning support whilst attending school or college OR would you like to talk to someone about support?

Yes No If Yes, you MUST fill out and sign an LS1 form to be registered for support. Ask for a form at enrolment.

SECTION 3 EMPLOYMENT STATUS ON DAY BEFORE STARTING COURSE Please tick all as appropriate

- Paid Employment (10)
- Self-employed
- Not in Paid Employment AND looking for work and available to start work (11)
- Not in Paid Employment AND NOT looking for work and/or not available to start work (12)

How many hours do you work per week?

- Up to 16 hours
- 16-19 hours per week
- 20+ hours per week

EMPLOYMENT STATUS

Hours of employment:

- 16 hours or more per week
- less than 16 hours per week
- 16-19 hours per week
- 20 hours or more per week

Length of employment:

- up to 3 months
- 4-6 months
- 7-12 months
- more than 12 months

UNEMPLOYMENT STATUS

Length of unemployment:

- 6-11 months
- 12-23 months
- 24-35 months
- over 36 months

SECTION 3A If Unemployed:

I confirm if I am unemployed, want to enter employment, need skills training to enter work or remove a barrier to work and I am in receipt of a state benefit/universal credit, JSA or ESA (WRAG), and agree to provide the College with evidence of any future employment for up to 13 weeks after the end of my course.

Learner's Signature Date / /

Fee Assessor's Signature Date / /

Documents seen

BENEFIT STATUS INDICATOR

- 1 - Learner is in receipt of Job Seekers Allowance (JSA)
- 2 - Learner is in receipt of Employment and Support Allowance - Work Related Activity Group (ESA WRAG)
- 3 - Learner is in receipt of another state benefit other than JSA, Universal Credit or ESA (WRAG)
- 4 - Learner is in receipt of Universal Credit

SECTION 4

Have you lived in the UK (United Kingdom) or EU (European Union) without any restrictions on your right of stay for 3 years before the start of the course? Please tick one of the boxes to confirm: Yes No (if No please also complete section 4A)

Please confirm in which country you have been a resident for the past 3 years

SECTION 4A For non UK or European Union (EU) residents

Please state your date of entry into the UK / /

Humanitarian Protection or Discretionary Leave or Exceptional Leave Yes No

• Does your passport state that you have 'indefinite leave to remain' or 'settled status'? Yes No

• Do you have official status as an Asylum Seeker? Yes No • Do you have official status as a Refugee? Yes No

• Was your reason of entry to join spouse/civil partner? Yes No • Was your reason of entry to accompany parents? Yes No

A bullet point indicates that the relevant paperwork, including passport or Home Office documentation, may be required.

Nationality Passport Number Home Office Reference

SECTION 4B EUROPEAN ECONOMIC AREA (EEA) FAMILY MEMBERS

Nationality

Where have you been living for the past 3 years?

Relationship to the person you joined in the EEA e.g spouse/parent

SECTION 5 Please give the following information: Previous school attended

1. Name of the secondary school or college you last attended

2. Were you receiving any Special Education Needs (SEN) support at this school Yes No

SECTION 5A Highest level of qualification – in the UK or your home country To be completed by all learners

- 99 No qualifications
- 07 Entry Level QCF Award, QCF Certificate
Entry Level Certificate
- 01 Level 1 GCSEs grade D-G, QCF Diploma Level 1,
QCF Certificate Level 1, Functional Skills Level 1, Certificate in ESOL,
Skills for Life, Level 1 Key Skills, Level 1 Principal Learning,
Introductory Dipolma, Introductory Certificate.
- 02 Level 2 GCSEs grade A*-C, QCF Dipolma level 2, Functional Skills,
First Dipolma, First Certificate, Level 2 Principal Learning. CSE Grade
1 (5 or more), First Diploma NVQ.
- 03 Level 3 QAA Access to HE, A Levels (2 or more advanced passed),
QCF Dipolma Level 3, Advanced 14-19 Diploma, GNVQ Advanced.
National Diploma NVQ.
- 10 Level 4 QCF Award Level 4, QCF Certificate Level 4, QCF Diploma
Level 4, HNC, Foundation degrees. Level 4 (04), NVQ level 4, Level
4 Professional Certificate, Level 4 Professional Diploma.
- 11 Level 5 QCF Award Level 5, QCF Certificate Level 5, QCF Diploma
Level 5, HND, Foundation degrees.
- 12 Level 6 QCF Award Level 6, QCF Certificate Level 6, QCF Diploma
Level 6, Bachelor's degrees; graduate certificates and diplomas.
- 13 Level 7+ QCF Award Level 7, QCF Certificate Level 7, QCF Diploma
Level 7, Masters degrees; postgraduate certificates and diplomas.
Level 5+ (05), Continuing education diploma; NVQ level 5, Level 5
Professional Certificate. QCF Award Level 8, QCF Certificate Level 8,
QCF Diploma Level 8, Doctorates
- 97 Other qualifications, level not known

**SECTION 6
ENGLISH AND MATHS GCSE ACHIEVEMENT**

Maths GCSE

Grade achieved Achieved by end of year 11 Achieved since end of year 11 Does not have GCSE Maths
Please provide GCSE results

English GCSE

Grade achieved Achieved by end of year 11 Achieved since end of year 11 Does not have GCSE English Language
Please provide GCSE results

BKSB Initial Screening Outcome

English

Maths

I.T.

Other Initial assessment

Free writing

ESOL

Other

Did you attend Hackney Community College in academic year 14/15?

Yes No

Results/Level if known

If waiting for results

nb: For funded courses: please ensure separate qualification on entry form is fully completed

SECTION 7

PROGRAMME	Amended		Fee Assessment		Fee Amounts	
	Start Date	End Date	Fee Band	Full Funding Indicator	Course fee	Material

Fee assessor's signature **TOTAL FEE**.....

Staff statement confirming assessment and suitability of programme

Tutor's signature Date / /

I have discussed likely job opportunities with the College adviser/tutor and I confirm that I am undertaking the agreed programme and that it is directly relevant to my employment prospects and the need of local labour market demand.

Learner's signature Date / /

College signature Date / /

SECTION 8

**FEES ASSESSMENT AND SUPPORT. TO BE COMPLETED BY ADMISSIONS STAFF ONLY
FIRST FULL LEVEL 2/3 ENTITLEMENT – LEARNER SELF-DECLARATION***

*Please ensure learner signs declaration below.

Foundation Learning Tier Declaration:

I confirm I will be under 24 on the start day of my course and enrolling on a Foundation Learning Tier (non-ESOL entry or level 1) qualification and intend to continue my learning programme to achieve a full level 2 qualification. I do not currently hold a full level 2 qualification.

First Full Level 2 Declaration:

I confirm I will be under 24 on the start day of my course enrolling on my first full level 2 qualification (I do not hold an NVQ Level 2 or 5 GCSEs A*-C or equivalent)

First Full Level 3 Declaration:

I confirm I will be under 24 on the start day of my course and I do not hold a full Level 3 qualification.

First Full Level 4 Declaration:

I confirm i will be under 24 on the start day of my course and I do not hold a full Level 4 qualification.

Learner's Signature Date / /

Provider's Signature Date / /

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.

Code

I confirm that I wish to withhold this information (staff only).

Learner's Signature Date / /

SECTION 8A

I am 16-18 and confirm that I am not attending any other College or Learning Provider.

Signature Date / /

SECTION 9

PAYMENT

Method of Payment	Amount Due	Method of Payment	Amount Paid
Cash		Subsidised Learner Support Fund	
Debit card			
Credit card		Employer	
Cheque			
Instalment Plan Total Fee Due		Direct Debit / Non Direct Debit	
Loan	SLC Reference Number	Loan applied for Yes <input type="checkbox"/> No <input type="checkbox"/>	

EMPLOYER/SPONSOR

Only complete this section if your fees are being paid by a sponsor or employer. You should attach a letter from your employer on headed paper to confirm sponsorship and invoice details.

Employer/Sponsor name

Employer telephone number

Status of payment recorded Contract Employer to Pay

Telephone enrolment

INPUTTER'S SIGNATURE

DATE

/ /

TOTAL FEE PAID

RECEIPT NUMBER

We offer support to mental health service users, offenders and ex-offenders and refugees in residential accommodation. We also have a team of advisers, counsellors, guidance staff, signers and dyslexia specialist staff to support all our learners.

- A To be considered as a home learner you MUST have been permanently resident without any restrictions in the United Kingdom (UK)/European Union for three years prior to the date on which you are enrolling.**
Home students are normally defined as; citizen of the United Kingdom, or have the Right of Abode (the right to live permanently (settled status) in the United Kingdom), or be a citizen of a European Union (EU)/European Economic Area (EEA) country and have been permanently resident without any restriction in either the UK, EU, or EEA continuously for at least the previous three years on the first day of learning.
If you do not meet these conditions don't worry, please speak to a member of the enrolling staff, who may be able to help.
This includes people who have lived for the previous three years in the following EEA countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovak, Slovenia, Spain, and Sweden.
- B Home learners in receipt of benefit**
If you are in receipt of a benefit you may qualify for reduced fees. The College will require original documentary evidence.
- C Under 19 years old (but over 16 years of age)**
Home Learners under 19 years of age on 31st August are entitled to enrol on many full-time and part-time courses free of charge. You may also be able to enrol on other courses, under the advice of College staff, where these courses could enhance your qualification-based study.
- D Asylum seekers** who have legally been in the UK and can provide Home Office papers stating that they have a claim pending by the Home Office longer than 6 months, will be accepted as home learners. This also applies to spouse and children.
- E Humanitarian Protection or Discretionary leave** a person who has been granted exceptional leave to enter or remain (ELE/ELR) by the UK Government, and who has remained ordinarily resident in the UK and Islands since being so recognised, or the spouse or child of such a person.

How We Use Your Personal Information

The personal information you provide is held by the College and passed to the Chief Executive of Skills Funding ("the Skills Funding Agency") and the Department for Business, Innovation and Skills (BIS). Where necessary it is also shared with the Department of 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.

Hackney Community College processes data in connection with your studies and may also send you related information from time to time.

Contact Preference

- Does not wish to be contacted about courses or learning opportunities.
 Does not wish to be contacted for surveys and research.

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 learning opportunities.
 For surveys and research.
 By post.
 By phone.
 By e-mail.

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

<https://www.gov.uk/government/publications/sfa-privacy-notice>

DISCLAIMER STATEMENT

Hackney Community College shall not be liable for any failure to deliver courses or materials arising, directly or indirectly, from circumstances outside the College's control. Non-exhaustive examples include changes or reductions in levels of funding, inadequate course enrolments, strikes and 'acts of God' such as fire, flood or any other disaster. If the College fails to deliver any course or materials in such circumstances, the learner will be notified in writing and such notice will terminate the College's contract with the learner for the delivery of the affected course. In such circumstances the College's liability will be limited to the repayment of any course fees paid to the College by the learner (subject to deduction of any amount which the College is entitled to claim from the learner) and the College will not be liable to compensate the learner for any further or consequential loss or damage.

LEARNER DECLARATION

- Please be aware that fees payable may be different to published fees, published fees should be viewed as a guide, and you should check your tuition fee and any extra fees at enrolment.
- I agree to pay all due fees as listed on the learning agreement by the stated due date.
- I have received and understood appropriate advice, guidance, and implications of my choice of learning programme.
- I agree to sit any related examinations at the appropriate time.
- I must inform the College of any change of circumstances which affect my eligibility where tuition fee remission has been given.
- I must inform the College of any change to my address or telephone numbers.
- I understand that if the wrong fee is charged, I will be required to pay the difference on request.
- I understand the College reserves the right to close the class and to change lecturers or to combine classes.
- All learners under 19: – I agree that my parents/carers/agency (e.g. YOT, Social Services, any disability organisations) can be contacted by the College for disciplinary purposes, emergencies or other urgent circumstances.
- It is the policy of the College to pursue non or late payment by any method appropriate, including debt collection agencies and if necessary, court action. I agree that I shall be liable for any additional cost incurred via debt collection.
- I agree to respect College property and to return any items which I borrow or use, for example, College library books.
- If I withdraw from a programme, I am still liable for fee costs remaining, unless the College is at fault, unless proven otherwise.
- Where my programme of study is part-financed by the European Social Fund, I have been made aware of this.
- I understand that the College reserves the right to amend any of the programme details including content, dates, time, venues and fees payable. The College also reserves the right to cancel any published programme.
- I confirm that I have no schedule 1 convictions, which would disallow me from studying within an environment which is attended by children and young people. [If you do, please provide further details.]
- I will follow the College RESPECT Policy is underpinned by our Single Equality Scheme and should be read in conjunction with other related equality policies, e.g. Student Code of Conduct and Anti Harassment and Anti Bullying Policies.
- I confirm that I have read and understand our statement regarding the Data protection act 1998. (Page 5)
- For more information on our fees and the support you can get, please visit www.hackney.ac.uk

LEARNER SIGNATURE

I declare that the information in this form is correct and true and confirm that I have read and understood the above. I agree to Hackney Community College processing the personal data contained in this form. I understand that if I make a false declaration the College may take action against me.

Signature _____

Date / /

The College for our part will endeavour to make any reasonable adjustments to our facilities and/or procedures to help you to successfully follow a programme of study. Our ability to carry out such adjustments will depend on their practicability, available resources (including grants from external organisations) and the amount of disruption which may be caused. For more information contact Customer Services.

The College uses photos for publicity purposes without necessarily contacting you. This includes advertising literature, online and printed materials, and other marketing materials without compensation. Please tick this box if you do not wish to participate in any College publicity.

Where did you hear about the college? Please tick all that apply

- | | | | | |
|---|---|---|--|--|
| <input type="checkbox"/> College website | <input type="checkbox"/> School | <input type="checkbox"/> Hotcourses | <input type="checkbox"/> Library | <input type="checkbox"/> Newspaper/magazine (please specify) _____ |
| <input type="checkbox"/> Email | <input type="checkbox"/> Radio | <input type="checkbox"/> Floodlight | <input type="checkbox"/> Job Centre | <input type="checkbox"/> Social media (please specify) _____ |
| <input type="checkbox"/> Text | <input type="checkbox"/> Bus/station | <input type="checkbox"/> Connexions/Epic | <input type="checkbox"/> Friend/Relative | <input type="checkbox"/> Event (please specify) _____ |
| <input type="checkbox"/> Leaflet through door | <input type="checkbox"/> Careers Office | <input type="checkbox"/> Previous student | <input type="checkbox"/> Employer | <input type="checkbox"/> Leaflet in the street <input type="checkbox"/> Other (please specify) _____ |

If you were referred to us by an organisation, please provide the name, contact person and number: _____

