

# ENROLMENT FORM AND LEARNING AGREEMENT 2014/2015



Funded by  
**Skills  
Funding  
Agency**



Have you ever attended a course with Idea Store Learning? Yes  No

Learner ID:

FOR OFFICE USE ONLY

Please complete in BLOCK CAPITALS

## SECTION 1 – Your personal details (Evidence will be required to complete your enrolment - passport, ID card etc.)

Ms/Miss/Mrs/Mr*	Male/Female*	Home Telephone Number:
First Names:		Work Telephone Number:
Family Name/Surname:		Mobile Telephone Number:
Address:		Email:
		National Insurance number: BIO/LRS
		Please tick to opt-out of sharing your participation and achievement data. <input type="checkbox"/>
Postcode:		Date of Birth: DD / MM / YYYY

### Course(s) that you wish to enrol on

Course	Course code	Course Title	Fee Payable
Course 1			£ . p
Course 2			£ . p
Course 3			£ . p
Course 4			£ . p
Course 5			£ . p
Course 6			£ . p
<b>Total:</b>			

### For Family Learning Courses Only

Name of child	Date of Birth	Learner ID
		FOR OFFICE USE ONLY

### Emergency contact - (This should be someone aged over 18)

Name	Relationship	Contact Number

### Your Residential Status

What is your nationality (on your passport)?  Passport No.

Have you been resident in the UK since 1st September 2010? Yes  No\*  \*Date of entry: DD / MM / YYYY

Have you been resident in the EU/EEA since 1st September 2010? Yes  No

Which EU/EEA country are you from?

Are you an EU/EEA national or the spouse or child of such a national? Yes  No\*

Please tick if you are

A Refugee

An Asylum Seeker

Other (Please specify):

Please tick if you have

Humanitarian Protection

Discretionary Leave

Exceptional Leave to enter or remain in the UK

■ Please bring evidence of your status when enrolling

Learner Status: Home  Overseas  Evidence seen: Yes  No

Initials

FOR OFFICE USE ONLY

## SECTION 2 - Employability and Household Income

### What is your current employment status?

- 10  Employed  
 0-3 months  4-6 months  
 7-12 months  12+ months  
 12+ months

If employed how many hours?

- Under 16 hours  
 16-19 hours  
 20+ hours

- 11  Unemployed seeking work

- 12  Unemployed not seeking work

- 98  Not known

- PN  Prefer not to say

If Unemployed,

- 01  less than 6 months

- 02  6 - 11 months

- 03  12 - 23 months

- 04  24 - 35 months

- 05  Over 36 months

### What is your current household income?

- £0-£15,050  
 £15,051 - £25,000  
 £25,001 - £35,000  
 £35,001 - £45,000  
 £45,001 - £50,000  
 £50,000 plus

## SECTION 3 - Your Ethnic Origin, Faith and Sexuality

### Which of the following best describes your ethnic origin? (please tick box)

- 31  White - British / Scottish / Welsh / English / Northern Irish  
 32  White - Irish  
 33  White - Gypsy or Irish Traveller  
 34  White - Other  
 35  Mixed - White & Black Caribbean  
 36  Mixed - White & Black African  
 37  Mixed - White & Asian  
 38  Mixed - Other  
 39  Asian or Asian British - Indian  
 40  Asian or Asian British - Pakistani  
 41  Asian or Asian British - Bangladeshi  
 42  Chinese  
 43  Asian or Asian British - Other  
 44  Black or Black British - African  
 45  Black or Black British - Caribbean  
 46  Black or Black British - Other  
 47  Arab  
 29  Somali  
 28  Vietnamese  
 48  Any other ethnic group

### What is your faith? (please tick box)

- BU  Buddhist  
 CH  Christian  
 HI  Hindu  
 JE  Jewish  
 MU  Muslim  
 SI  Sikh  
 NF  No Faith  
 OT  Other  
 PN  Prefer not to say

### What is your sexuality?

- Bisexual  
 Heterosexual  
 Homosexual  
 Lesbian  
 Transexual  
 Other  
 Prefer not to say

## SECTION 4 - Marketing and Surveys

The SFA values your views on the education or training which you receive, and will use these to help bring about improvements for learners in England.

Tick this box if you **do not wish** to be contacted by Idea Store Learning.

Tick this box if you **do not wish** to be contacted by Skills Funding Agency (SFA) or its partners in respect of surveys and research, courses or learning opportunities.

We may need to contact you up to 12 months after your course ends to follow up on your progression.

I can be contacted by:  Post  Telephone  E-mail

**How did you hear about the course?** (Please only select one answer that best describes how you heard about the course)

- |   |  |  |
|---|--|--|
| 18 <input type="checkbox"/> Bus Advert              | 03 <input type="checkbox"/> Idea Store | 12 <input type="checkbox"/> Poster/Flyer/Advert  |
| 07 <input type="checkbox"/> Learning Ladder Website | 05 <input type="checkbox"/> Library    | 01 <input type="checkbox"/> Course Guide         |
| 19 <input type="checkbox"/> Idea Store Website      | 04 <input type="checkbox"/> Hotcourses | <input type="checkbox"/> Other (Please specify): |

## SECTION 5 - Impairments and Learning Needs

If you disclose your impairment, Idea Store Learning can provide support to meet your needs.

The information provided in this section will be treated in confidence and will only be shared with relevant staff. The Learner Support Team will contact you to discuss your needs.

**Do you have an impairment that you feel we need to know about?**

If so, please tick the relevant box(es)

No, I do not have an impairment  2

Sensory:		Medical condition:	
Sight	01 <input type="checkbox"/>	Asthma	05 <input type="checkbox"/>
Hearing	02 <input type="checkbox"/>	Epilepsy	05 <input type="checkbox"/>
<b>Physical:</b>		Diabetes	05 <input type="checkbox"/>
Wheelchair user	03 <input type="checkbox"/>	Aspergers Syndrome	10 <input type="checkbox"/>
Mobility impairment	03 <input type="checkbox"/>	Profound Complex Difficulties	09 <input type="checkbox"/>
Other	04 <input type="checkbox"/>	Multiple impairments	90 <input type="checkbox"/>
<b>Learning:</b>		Temporary impairment after illness - please specify:	
Dyslexia	10 <input type="checkbox"/>		08 <input type="checkbox"/>
Dyscalculia	11 <input type="checkbox"/>		
Autism Spectrum Disorder	20 <input type="checkbox"/>	<b>Mental health – environmental impairment:</b>	
Multiple learning difficulties	90 <input type="checkbox"/>	Mental health issues	07 <input type="checkbox"/>
Other	97 <input type="checkbox"/>	Emotional behavioural difficulties	06 <input type="checkbox"/>

**SECTION 6 – Please tell us the level of qualifications you already hold.** Please tick all the boxes that apply

	<input type="checkbox"/> No qualification		99
<b>Entry Level</b>	<input type="checkbox"/> Any entry level qualification <input type="checkbox"/> Any other qualification below level 1		09
<b>Level 1</b>	<input type="checkbox"/> More than 1 GCSE/GCE/CSE/O Level (grades D-G or fewer than 5 at grade A-C) <input type="checkbox"/> GNVQ foundation <input type="checkbox"/> BTEC First certificate	<input type="checkbox"/> RSA certificate <input type="checkbox"/> CACHE getting started <input type="checkbox"/> Other	01
<b>Level 2</b>	<input type="checkbox"/> 5 or more GCSE/CSE/O Level (Grades A-C) <input type="checkbox"/> NVQ Level 2 <input type="checkbox"/> Edexcel first diploma, BTEC or ITEC first or general diploma <input type="checkbox"/> Any OCR/RSA diploma	<input type="checkbox"/> 2 or more AS levels <input type="checkbox"/> 1 GCE A level <input type="checkbox"/> Any other full level 2 qualification <input type="checkbox"/> Other	02
<b>Level 3</b>	<input type="checkbox"/> 2 or more A Levels <input type="checkbox"/> NVQ Level 3 <input type="checkbox"/> Edexcel/BTEC/OCR/national certificates and diplomas <input type="checkbox"/> RSA stage 3 advanced	<input type="checkbox"/> GNVQ Advanced <input type="checkbox"/> Advanced/Higher awards or diplomas <input type="checkbox"/> Other	03
<b>Level 4</b>	<input type="checkbox"/> Teaching qualifications (including PGCE) <input type="checkbox"/> Higher Education certificate/diploma <input type="checkbox"/> NVQ Level 4 <input type="checkbox"/> First Degree (or Higher degree)	<input type="checkbox"/> BTEC National HNC/HND <input type="checkbox"/> Nursing (SRN) <input type="checkbox"/> Other	04
<b>Level 5</b>	<input type="checkbox"/> Masters		05

**SECTION 7 - Payment for your course**

**If you are applying for a fee concession**

Please tick the box to indicate the reason for your request for fee concession.

■ Please see pages 8-9 in the course guide which will tell you what evidence you need to bring with you when enrolling.

Receiving Job Seekers Allowance (JSA), Employment Support Allowance (ESA), Universal Credit, Work Related Activity Group (WRAG).	First Full Level 2 19-23 years only	First Full Level 3 19-23 years only	Pension Guarantee Credit	Income Support and actively seeking employment.	24+ Loan
<input type="checkbox"/> 15	<input type="checkbox"/> 22	<input type="checkbox"/> 24	<input type="checkbox"/> 23	<input type="checkbox"/> 04	<input type="checkbox"/> LST

■ Please sign Concession declaration below if you have ticked any of the first four boxes.

**Concession declaration** Please tick all the boxes that apply to you

- I declare that I DO NOT already have a **full level 2** qualification or higher and I am under 24 years old
- I declare that I DO NOT already have a **full level 3** qualification or higher and I am under 24 years old
- I declare that I am receiving an income related benefit and actively seeking employment

Learner signature

Date

**If your employer, community group or other organisation is paying, they will be your sponsor**

Is your sponsor paying your fees for you? Yes  No

There are no concession entitlements, sponsors will be invoiced at the standard fee

Please provide a letter confirming your sponsor is paying your fees and complete the details below.

Name of sponsor

Phone Number

Address

Postcode

■ If your sponsor does not pay your fees, you will become liable for any outstanding balance regardless of whether you complete the course.

## SECTION 8 - Learning Agreement

**Please tick boxes to confirm that you have read and understand each statement**

**If you have any questions about this agreement or any part of the enrolment form, please ask for help.**

- 1) I declare that the information I have given is, to the best of my knowledge, complete and correct.
- 2) I agree to follow the Idea Store Learning rules (see Learner Handbook).
- 3) I confirm that I have received advice and guidance about my course. This has included information on entry requirements, my choice of learning programme, an assessment of my suitability for the course, an assessment for Additional Learning Support and any further guidance (e.g. about child care and exams) as necessary (where appropriate).
- 4) I confirm that I have no outstanding debt to Idea Store Learning.
- 5) I agree that I am committed to pay any instalments agreed on any instalment plan I have signed regardless of whether or not I complete the course.
- 6) I understand that refunds will only be issued in exceptional circumstances in line with the Idea Store Learning refund policy (available on request).
- 7) I agree that if any sponsor named on this form fails to pay any part of my fees, I will become immediately liable for the outstanding balance.
- 8) I undertake to inform Idea Store Learning of any change to my benefit status that could affect my eligibility for fee remission.
- 9) I confirm that I will attend classes regularly, complete assignments within agreed time limits and take any examinations that are part of my learning programme.

## Data Protection Statement and Fair Processing Notice

Data Protection Act 1998 – The information you provide will be passed to the Skills Funding Agency (the SFA). The SFA is responsible for funding, planning and encouraging 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 we will share information include; the educational institutions and organisations performing research and statistical work on behalf of the SFA or its partners. The SFA also administers the Learning Records Service (LRS) which will use your information to create and maintain a unique learner number (ULN).

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 the ULN and what they do, may be found at [www.sfa.gov.uk/providers/Data/help/](http://www.sfa.gov.uk/providers/Data/help/) and by following the links to data protection. At no time will your personal information be passed to organisations for marketing or sales purposes.

From time to time learners are approached to take part in surveys by mail and phone, which are aimed at enabling the SFA and its partners to monitor performance, improve quality and plan future provision.

LBTH data protection registration states that the police are able to access learner's records on request. The Skills Funding Agency (the SFA) also administers the LRS Programme on behalf of the LRS membership. More information about LRS membership can be found at [www.lrs.gov.uk](http://www.lrs.gov.uk).

The SFA is responsible for the development and operation of the Learning Records Service (LRS) and also the creation of a learner record. For learners of 13 years and over, identification information will be passed to the LRS to create and maintain a unique learner number (ULN).

In addition, participation and achievement information will be passed to the LRS to create and maintain a learner record. The LRS will enable, for the first time, a learner to have direct access to information held about them which learners are able to challenge, if appropriate.

The LRS will enable organisations allowed by Law and detailed at [www.learningrecordsservice.org.uk](http://www.learningrecordsservice.org.uk) to access the ULN and integrate it into their systems.

In addition, such organisations will have access to the participation and achievement information attributed to each ULN and thereby saving individuals having to supply the same information repeatedly to different organisations. Individuals are able to opt-out of sharing participation and achievement information in their learner record with those organisations detailed at [www.learningrecordsservice.org.uk](http://www.learningrecordsservice.org.uk) if they so wish.

The information you supply will be used by the Chief Executive of Skills Funding, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at [www.learningrecordsservice.org.uk/privacy-notice](http://www.learningrecordsservice.org.uk/privacy-notice).

LBTH will never pass your details onto private companies. However, we may from time to time send you information about reduced rate promotions, events, courses, or improvements to the services such as enrolments.

**ULN Number:**

## Learner Declaration Statement

I confirm that all details on this form are to the best of my knowledge true and accurate. I accept that Idea Store Learning has a NO REFUND POLICY except where Idea Store Learning closes a course. I understand that it is my responsibility to notify Idea Store Learning of my reasons for absence, and that if I miss 4 classes in a row I will be withdrawn from the course and not qualify for a refund.

Learner Signature:

Date:

## If the learner is paying by instalments (Single course over £200 only)

**FOR OFFICE USE ONLY**

First Payment £

Final Payment £

**Original evidence of eligibility seen and checked (Less than 3 months old):**

- Proof of benefit  
 Proof of address  
 Birth certificate  
 ID card

19  Family Learning    19  ESOL     24+ loan

**Payment Method:**  Cash     Cheque     Credit/Debit Card     Sponsor Invoice

**Total amount paid:** £

**Receipt No:**

**Enrolling Officer:**

**Store:**

**Date:**