



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

# RBKC Adult and Family Learning

## Enrolment Form 2018/19

(Also available in large print)



European Union  
European Social Fund  
Investing in jobs and skills



Education & Skills  
Funding Agency

UNIQUE LEARNER NUMBER:

LearnerTrack enrolment number

### Personal details (Please complete in BLOCK CAPITALS)

Forename				Surname			
Address				Number of years at this address			
				Date of birth			Age on 31 August 2018
				<b>NOTE:</b> only learners aged 19 on 31 August are eligible to attend (unless they are accompanying an adult on a family learning programme). Learners aged under 19 will be signposted.			
				Email			
Postcode			Gender		Contact No.		

### Residency

Have you been a resident of the UK or another country within the European Economic Area (EEA) for three years or more?  Yes  No

### Eligibility

**Our courses are funded by the Education and Skills Funding Agency (ESFA). In order to enrol, you must meet the ESFA eligibility criteria:**

[Note: all learners must provide evidence of eligibility, including UK citizens and residents]

a) Are you a citizen (hold a current passport) of the UK or other country in the European Economic Area? (Please ask for guidance if you are unsure.)

Yes, please state country \_\_\_\_\_  No, please state country \_\_\_\_\_

b) How long have you lived in the UK? \_\_\_\_\_ years \_\_\_\_\_ months  OR whole life

If you have lived outside the UK in the last 3 years, where were you living? \_\_\_\_\_

c) If you have lived outside the UK in the last 3 years, or are not a citizen of the EEA, do any of the following apply to you? (Please tick all that apply):

Asylum seeker - please tick the following box if you have been in the UK for more than 6 months

Discretionary leave to enter  Discretionary leave to remain  Humanitarian protection

Exceptional leave to enter  Exceptional leave to remain  Leave outside the rules

Indefinite leave to enter  Indefinite leave to remain  Refugee Status

Family member of someone with a status listed above  Other, please specify \_\_\_\_\_

### To be completed by a member of staff

**STAFF USE: It is the provider's responsibility to ensure that the learner meets the eligibility criteria of the ESFA.**

Evidence of eligibility must be checked for all learners including UK citizens - this may be a valid passport or photo driver's licence. In exceptional circumstances when the learner has neither of these, a council tax bill or two utility bills may be used as evidence, though only for learners who have not applied for a passport or driver's licence. State which forms of evidence have been seen and initial.

Specify the type of eligibility seen:

Passport  Driving licence  ID card or other form of national identity proof  Certificate of Entitlement to Funding

Passport and driver's licence numbers must be recorded below:

\_\_\_\_\_

**Staff declaration:** I confirm that I have seen the documents listed for eligibility.

Staff initials:

Date:



## Ethnic Origin

- |   |   |   |  |   |
|---|---|---|--|---|
| <input type="checkbox"/> Bangladeshi                | <input type="checkbox"/> Black British              | <input type="checkbox"/> White and Asian            | <input type="checkbox"/> British                     | <input type="checkbox"/> Filipino             |
| <input type="checkbox"/> Indian                     | <input type="checkbox"/> African                    | <input type="checkbox"/> White and Black African    | <input type="checkbox"/> Irish                       | <input type="checkbox"/> Iranian              |
| <input type="checkbox"/> Pakistani                  | <input type="checkbox"/> Caribbean                  | <input type="checkbox"/> White and Black Caribbean  | <input type="checkbox"/> Gypsy/Roma                  | <input type="checkbox"/> Moroccan             |
| <input type="checkbox"/> Chinese                    | <input type="checkbox"/> Any other Black background | <input type="checkbox"/> Any other Mixed background | <input type="checkbox"/> Traveller of Irish Heritage | <input type="checkbox"/> Any other background |
| <input type="checkbox"/> Any other Asian background |   |   | <input type="checkbox"/> Any other White background  |   |

## Do you have a Learning Difficulty, Disability or Health Problem?

- Yes** – please tick those that apply       **No**

### Learning Difficulties

- No learning difficulty
- Asperger's syndrome
- Autism spectrum disorder
- Dyscalculia
- Dyslexia
- Moderate learning difficulty
- Other learning difficulty
- Other specific learning difficulty (e.g. Dyspraxia)
- Severe learning difficulty
- Social and emotional difficulties

If you have ticked more than one learning difficulty, disability or health problem – which one affects your ability to learn the most:

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### Disabilities and health issues

- No disability
- Disability affecting mobility
- Hearing impairment
- Mental health difficulty
- Other disability
- Other medical condition (e.g. epilepsy, asthma, diabetes)
- Other physical disability
- Profound complex disabilities
- Speech, language and communication needs
- Temporary disability after illness (e.g. post-viral) or accident
- Visual Impairment

- Please tick if you need assistance to exit the building in the event of an emergency evacuation. Staff will prepare a **Personal Emergency Evacuation Plan (PEEP)** for you.

## Disclosure of disabilities, learning difficulties and health issues

It may be helpful for your tutor to have this information. Are you happy for this information to be passed onto them?  yes     no

You may wish to discuss your needs with your tutor so we can make reasonable adjustments to support your learning.

## Emergency contact

Name		Contact number	
Relationship to learner (e.g. mother, friend)			

## Household Situation – required for learners on Accredited Courses

Please tick those statements that apply to the household you live in:

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

## Prior Attainment Declaration

What is the highest level you have achieved in your previous learning?

- Entry level**     **Other qualifications below level 1**     **No qualifications**     **Not known**
- Level 1:** e.g. GCSE / O levels grades D-G, CSE below grade 1, GNVQ foundation, NVQ level 1, Intro diploma or certificate
- Full level 2:** e.g. 5x GCSE / O levels grades A-C / CSEs grade 1, GNVQs Intermediate, NVQ level 2, QCF certificate level 2
- Full level 3:** e.g. 2 or more A levels, 4 or more AS levels, QCF Diploma level 3, QAA access to HE, Advanced GNVQ
- Level 4:** e.g. HNC, Cert HE, higher apprenticeship, level 4 award/certificate/diploma/NVQ
- Level 5:** e.g. DipHE, foundation degree, HND, level 5 award/certificate/diploma/NVQ
- Level 6:** e.g. bachelor's degree, degree apprenticeship, level 6 award/certificate/diploma/NVQ
- Level 7:** e.g. master's degree, postgraduate diploma/certificate, level 7 award/certificate/diploma/NVQ
- Level 8:** e.g. Doctorate, level 8 award/certificate/diploma
- Other qualification, level not known**

Were you in Full-time Education or Training before you enrolled at the provider for the first time?     Yes     No

## Employment Status Declaration

1. What is your employment status (please tick one box only):

- Employed - please state  full time, or,  part time  
 Self-employed (for the purposes of the database this individual also counts as employed)  
 Not in paid employment, looking for work and available to start work  
 Not in paid employment and not looking for work  
 Retired (for the purposes of the database this individual also counts as not in paid employment and not looking for work)

National Insurance Number

2. Please answer section a) **OR** b) below:

a) If you **are** employed, or self-employed, how many hours per week do you work?

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

b) If you **are not** in paid employment, or are retired, for how long have you **not** been in paid employment?

- Less than 6 months  
 6 - 11 months  
 12 - 23 months  
 24 - 35 months  
 36 months or more

3. Are you on benefits?  Yes, if Yes, please tick the appropriate box below  No

- Job Seekers Allowance (JSA)  
 Employment and Support Allowance - Work Related Activity Group (ESA WRAG)  
 Universal Credit  
 Other state benefit not listed above (please specify): \_\_\_\_\_

If you are on benefits you may be eligible for a concessionary fee, or you may have an entitlement to fully-funded learning (free to the learner) for some courses

4. If you are employed, what is your income level?

- I earn £15,736.50 per year (or less)  I earn more than £15,736.50 per year.

If you are on a low income you may have an entitlement to fully-funded learning (free to the learner) for some courses.

### To be completed by a member of staff

**STAFF USE: It is the provider's responsibility to ensure that the learner meets the entitlement eligibility criteria of the ESFA.**

Evidence of entitlement to fully-funded courses requires that staff have seen and checked the appropriate documents to show that a learner is unemployed, in receipt of an accepted unemployment benefit, other benefit, or is employed and on a low income. Tick which forms of evidence have been seen, initial and date. **Specify the type of eligibility seen:**

Benefits evidence  JSA  ESA WRAG  Universal Credit  Other

If other, please state: \_\_\_\_\_

Low income evidence  Wage slip within 3 months of start date  Current employment contract  P60 (current year)  Other

If other, please state: \_\_\_\_\_

Staff declaration: I confirm that I have seen the documents listed for eligibility or entitlement.

Staff initials: \_\_\_\_\_

Date: \_\_\_\_\_

Date Employment Status applies (i.e. the day before the course begins): \_\_\_\_\_

### Which course would you like to enrol on:

Course title	OFFICE USE					Fee to pay	
	Course Code	Start date	No. weeks	Fee level (see key)	Reason	£	p

**Fee Level Key for Accredited courses:** CF – Co-funded fee; FF – Fully funded fee; CFF – Co-funded fee waived

**Fee level key for Non-accredited courses:** SF – Standard fee; C – Concessionary fee; F – Free to learner

**STAFF Please Note:** all courses that a learner enrolls on must be listed here – continue on further sheets if necessary.

How did you find out about this course? Please tick below

- In person  Prospectus or leaflet  Friend or Family member  local library  local press  other: \_\_\_\_\_

## Contact Preferences and Photographic consent

It is important to us to be able to find out how well our delivery is meeting your needs. We would like to know how your learning has impacted on you, including if it has led you into work, further learning, volunteering, etc. In order to do this, we would like to be able to contact you in future. We value your feedback.

I am happy to be contacted

I do NOT wish to be contacted

About further courses or learning opportunities	<input type="checkbox"/>	<input type="checkbox"/>
For surveys and research	<input type="checkbox"/>	<input type="checkbox"/>
By post	<input type="checkbox"/>	<input type="checkbox"/>
By phone	<input type="checkbox"/>	<input type="checkbox"/>
By email	<input type="checkbox"/>	<input type="checkbox"/>

There are occasions when photographs of activities are taken for publicity and marketing purposes.   
**You can agree** for your image to be used by ticking the following box:

## Privacy Notices – how your personal information is used

### ESFA Privacy Notice – from ILR Specification 2018 to 2019 - 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:

<input type="checkbox"/> about courses or learning opportunities	<input type="checkbox"/> by post
<input type="checkbox"/> for surveys and research	<input type="checkbox"/> by phone
	<input type="checkbox"/> by email

Further information about use of and access to your personal data, 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:  
<https://www.gov.uk/government/publications/esfa-privacy-notice>

**Royal Borough of Kensington and Chelsea Privacy notice** – additionally to the ESFA privacy notice the Royal Borough of Kensington and Chelsea will use Learner's personal data collected by the delivery partners or by the Royal Borough of Kensington and Chelsea's Adult Learning and Employment Service to comply with its contractual obligations to the Education and Skills Funding Agency.

The information being collected is the personal details of learners who are taking part in courses funded by the Education and Skills Funding Agency – it is a requirement that all individuals taking part in a course subsidised by the Education and Skills Funding Agency provide these details. These details include evidence that the learner meets the eligibility requirements specified by the ESFA's Funding Rules.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research and surveys about the Adult Learning and Employment Service. This will only take place where the law allows it and the sharing is in compliance with the Data Protection Act 1998.

Your information will be kept in hard copy and on the Learnertrack database system. Paper copies will be kept until 31 July 2030 according to the ESF regulations for all learning undertaken between 2014 and 2020. After which paper copies will be shredded or burnt. Online data will be subject to suitable destruction software tools to erase data from hard drives.

## Learner Declaration and Learning Agreement

- I confirm that the information I have provided on this form is correct and complete.
- I have received advice and guidance about the suitability of my learning programme, the entry requirements and the support available. I understand the implications of my choice of learning programme and I am satisfied that this learning programme is suitable for my needs.
- I will notify the learning provider of any changes of my circumstances which may affect my programme.
- I will attend classes and be on time. If I cannot come, I will telephone the learning provider or my tutor. I agree to complete assignments within agreed time limits and take any examinations that are part of my learning programme.
- I understand that my programme is part financed by European Social Fund, as part of the Education and Skills Funding Agency co-financing arrangement.

<b>Learner Signature</b>		<b>Date</b>	
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**Staff declaration:** I declare that I have checked the form for completeness and accuracy

<b>Staff Signature</b>		<b>Date</b>	
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