

Please let us know if you would like a form with bigger print

Please fill in all non-shaded areas in CAPITALS

Personal details

Mr Mrs Miss Ms Other _____

Male Female

Family name/surname _____

First name _____

Date of birth (dd/mm/yyyy) | | | | | | | | | |

Address _____

Postcode _____

Home telephone _____

Mobile _____

e-mail _____

Residency

What countries have you lived in for the last 3 years?

Were you born in the UK?

Yes No ▷ Where were you born?

When did you come to the UK?

Have you lived in the UK or an EU country for the last 3 years?

Yes No ▷ Which countries have you lived in?

Please tick the box if you are

A Refugee * An Asylum Seeker *

* you will need to show us evidence

Please tell us if there is any other information we need to know
about where you live or about your residency status in the UK

How would you describe your ethnic group or background? Please tick one box only

White

- English/Welsh/Scottish/
Northern Irish/British
 Irish
 Gypsy or Irish Traveller
 Any other white
background

Mixed/Multiple ethnic groups

- White and Black
Caribbean
 White and Black African
 White and Asian
 Any other mixed/multiple
ethnic background

Asian/Asian British

- Indian
 Pakistani
 Bangladeshi
 Chinese
 Any other Asian
background

Black/African/Caribbean/ Black British

- African
 Caribbean
 Any other Black/African/
Caribbean background

Other ethnic group

- Arab
 Any other ethnic group

Family learning course enrolments only

Please give names of children attending (only 2 per adult)

Name _____ Age _____

Name _____ Age _____

Please tell us about your employment status

Tick all boxes that apply to you

In paid employment

- Self employed
 Working 20+ hours a week
 Working 16 to 19 hours a week
 Working less than 16 hours a week

In full time education

Not in paid employment

- Looking for work, and available to start work
 Not available to start work
 Not looking for work
 Retired(not looking for work)

How long have you been unemployed?

____ years ____ months

Do you consider you have a health condition, disability or learning difficulty?

- No Yes *Please tick all that apply*
- | | | |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <input type="checkbox"/> Visual impairment | <input type="checkbox"/> Severe learning difficulty | <input type="checkbox"/> Other physical disability |
| <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Other specific learning difficulty (eg Dyspraxia) |
| <input type="checkbox"/> Disability affecting mobility | <input type="checkbox"/> Dyscalculia | <input type="checkbox"/> Other medical condition (eg epilepsy, asthma, diabetes) |
| <input type="checkbox"/> Profound complex disabilities | <input type="checkbox"/> Autism spectrum disorder | <input type="checkbox"/> Other learning difficulty |
| <input type="checkbox"/> Social and emotional difficulties | <input type="checkbox"/> Asperger's syndrome | <input type="checkbox"/> Other disability |
| <input type="checkbox"/> Mental health difficulty | <input type="checkbox"/> Temporary disability after illness (eg post-viral) or accident | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Moderate learning difficulty | <input type="checkbox"/> Speech, Language and Communication Needs | |

Do you have restricted mobility or do you need help getting out of the building in an emergency?

- Yes No

Have you had a section 139a Learning Difficulty Assessment?

- Yes No

Fee and household situation

Please tick ALL boxes that apply to you.

If you are not sure which type of course you are enrolling on, please check with your interviewer, reception or our *Course guide*. Most courses are subsidised if you are a UK or EU resident. Further reduction (concessionary fees) may be possible. Let us know your fee status so we can see if you qualify for a further reduction. If paying a reduced fee you must present benefit papers from within 6 months.

National Insurance Number

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Adult Skills courses only

These courses normally require an interview

Are you on any of the following?

- Job Seekers Allowance
 Employment Support Allowance (Work Related Activity Group – WRAG)
 Universal Credit because you are unemployed and are required to take skills training
 Other State benefit AND taking this course because you want to enter employment. What is the benefit?

Household Situation

Please tick one box

- No one in my household is in employment. One or more dependent children live in my household.
 No one in my household is in employment. There are no dependent children in my household
 I am the only adult in my household. One or more dependent children live with me.
 None of the above apply to me
 I prefer not to say

Community Learning courses. Please indicate which benefits you have:

- | | | |
|-------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Job Seekers Allowance | <input type="checkbox"/> Housing Benefit | <input type="checkbox"/> Working Tax Credit with a household income of less than £18,000 per annum |
| <input type="checkbox"/> Employment Support Allowance | <input type="checkbox"/> Unwaged dependent of someone receiving one of the above | <input type="checkbox"/> Income Support |
| <input type="checkbox"/> Council Tax Reduction | | |

Learning history

Do you have any qualifications?

Please tick ALL boxes that apply to you.

Some courses, fees or subsidised places depend on the level of qualification you already have.

- No qualifications
 Any entry level qualification

1 Any of the following:

- 1 or more GCSE/CSE – any grade
 GNVQ foundation
 RSA certificate
 CACHE getting started
 BTEC first certificate
 NVQ Level 1
 One AS Level

2 Full Level 2 qualification

Any of the following:

- 5 or more GCSEs – all at grade A*, A, B, or C

- NVQ Level 2 including ITQ
 Any Edexcel first diploma
 Any OCR/RSA diploma
 2 or more AS Levels
 1 GCE A Level
 Any GNVQ Intermediate
 5 or more O Levels
 5 or more CSEs – all at grade 1

3 Full Level 3 qualification

Any of the following:

- 2 or more A Levels
 NVQ Level 3
 Edexcel/BTEC/OCR National certificates and diplomas
 RSA Stage 3 Advanced
 International Baccalaureate
 Access to HE certificate

4 Level 4 qualification

- Certificate of Higher Education
 Certificate of Education NVQ Level 4

5 Level 5 qualifications

- Higher National Diploma
 Foundation Degree

6 Honours Degree

7 Masters Degrees and postgraduate qualifications

- Other qualifications – level not known – please list and put country of awards

For learners who are 16–18 on 31st August prior to starting their programme only

What is your prior attainment of GCSE Maths and English when you were at school or pre-16 education?

Grade

- GCSE Maths _____
 GCSE English _____

Enrolment details

Please complete enrolment and fee information		Office use only		
Course No	Fee Paid	Receipt No.	Date	Initial
Course Title				
Course No	Fee Paid	Receipt No.	Date	Initial
Course Title				
Course No	Fee Paid	Receipt No.	Date	Initial
Course Title				
Paying by				
<input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Card (give details below)		<input type="checkbox"/> Interview done <input type="checkbox"/> Eligibility/Residency evidence seen <input type="checkbox"/> Benefit evidence seen Initial _____ Date _____		
		<input type="checkbox"/> Fact Sheet <input type="checkbox"/> Receipt <input type="checkbox"/> Letter		

Payments

Cheques should be made payable to London Borough of Redbridge. Credit/Debit card details are not retained after we have processed your enrolment and will have to be given again in the event of a refund or further enrolment.

Card number _____

Expiry date _____ / _____

Security code _____ *(last 3 digits on back of card)*

Name on card _____

Learning Agreement and Data Protection Act 1998

It is important that you read these consent boxes and the information on the next page before signing this form.

Please ask if you need more information.

1 Signature and consent is essential for enrolment to be accepted

- ▶ I confirm that the information given is correct.
- ▶ I consent to the use of this information as outlined overleaf.
- ▶ I will let you know of any change in my circumstances.
- ▶ I confirm that I have received information and advice about the course(s) and I am aware that further information, advice and guidance is available. I agree to attend the whole course.
- ▶ I agree to take examinations and complete assignments/coursework where this is a requirement of the course(s)
- ▶ I confirm that if I have enrolled on a City & Guilds Computerised Accounting course, I have been made aware that similar courses may qualify for government subsidy at another Learning and Skills Provider

2 The Education and Skills Funding Agency would like to contact as many of our learners as possible to find out how well we are doing. Our funding is at risk if they cannot speak to a large number of our learners and this may result in your course being closed. Please help us by giving your consent to the Skills Funding Agency contacting you to make sure we get enough funding for our courses.

Please note: it is a condition of your funding that the ESFA can contact you if you are on an Adult Skills course. Consent is only optional for other courses.

I consent to the Education and Skills Funding Agency contacting me:

- About courses or learning opportunities
- For surveys and research

The Skills Funding Agency may contact me by:

- Post Phone Email

Signature _____

Date _____

Signature _____

Date _____

Information you should read before you sign and confirm your enrolment

What am I signing for?

This enrolment forms part of the contract between you and Redbridge Institute. We may need to ask you for evidence of some of the information provided. Please make sure you ask for any information you need before signing your consent and applying for a place on one of our courses.

Please note that refunds are not normally granted unless the Institute is unable to provide your course.

How do I know if my enrolment has been accepted?

We will be able to confirm and process your enrolment if you have completed all applicable sections of the enrolment form.

We will notify you if your enrolment cannot be accepted.

We will let you know if there are no places available.

Where can I get more information?

Our *Course guide* contains some general information and we try to keep our website up to date.

Our *Enrolment and fees leaflet* gives more detailed information on charges and fees, how to enrol, how your course is funded and explains our refund policy. A copy of this is available in all our main centres.

We will give or send you more information, including a course fact sheet, when your enrolment is complete. Your tutor will give you an induction leaflet. If there is anything else you require, please ask our learning advisers.

What will you do with the information I have provided?

Your personal and enrolment data will be processed electronically onto a database. This is governed by the Data Protection Act 1998 (see below). A paper enrolment form will be retained. This will be kept securely for six years, in accordance with audit and legislative requirements. It will then be shredded.

Data Protection Act 1998

Redbridge Institute

Redbridge Institute collects information about all staff, students and suppliers for administrative, academic, pastoral, health and safety and marketing reasons. This includes data from this form and any other data that the Institute may obtain. Information on this form will be computerised.

Use of Data

- ▶ Operational purposes with regard to enrolment, course information, education, examinations and monitoring
- ▶ Statistical purposes within the Institute and its funding bodies
- ▶ Sharing data and analysis with schools, colleges, awarding bodies, funding bodies, local authorities
- ▶ Contacting current and past students for research and quality purposes
- ▶ Providing references for training or employment
- ▶ Providing financial data for credit purposes

Consent

Under the Data Protection Act 1998, we need your consent before we can use your personal data. Most of our courses are funded by the Government through the Education and Skills Funding Agency (ESFA) or other Government agencies. Over 50% of the cost of each course is paid for by the Government through these agencies. This subsidy will not be paid if we do not process information about you in the format required by the Government. To process this information and obtain the subsidy on your behalf we need your consent. Please sign the form in the space provided on the enrolment form.

Redbridge Institute may pass on information as follows:

To funding bodies, awarding bodies, central government, government agencies and other official organisations as required by statute and to National Careers Service and similar agencies for provision of ongoing advice and training and employment opportunities.

To third parties acting as agents of Redbridge Institute – in the operation of Institute business only.

Data Protection Act 1998

Education and Skills Funding Agency Learning Records Service

There are two main Government agencies which require information from us as part of our funding agreements:

ESFA Education and Skills Funding Agency
LRS Learning Records Service.

Education and Skills Funding Agency Statement

The personal information you provide is passed to the Chief Executive of Skills Funding ('the Education and Skills Funding Agency') and the Department for Education. 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. 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>.

The Learning Records Service (LRS) is operated by the ESFA for learners aged 14 years and over registering for relevant post-14 qualifications. LRS generates a ULN against which important information regarding the learner will be securely stored such as: name, date of birth, address and nationality as well as a life long record of a learner's education and training participation and achievement. Some of the information you supply will be used by the ESFA to fulfil its statutory functions, issue/verify your ULN and update/check your Personal Learning Record. The ESFA may share your ULN and Personal Learning Record with other education-related organisations, such as your careers service, school, college, university, government departments and public bodies responsible for funding your education.

At no time will personal information be passed to organisations for marketing or sales purposes. You will not be able to opt out of having a ULN created. However, you can choose to opt out of sharing your record and details of how to do this can be found by telephoning the helpdesk on 0345 602 2589.



Education & Skills
Funding Agency



European Union
European Social Fund
Investing in jobs and skills