

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 | Asian/Asian British |
| <input type="checkbox"/> English/Welsh/Scottish/ Northern Irish/British | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Irish | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> Gypsy or Irish Traveller | <input type="checkbox"/> Bangladeshi |
| <input type="checkbox"/> Any other white background | <input type="checkbox"/> Chinese |
| Mixed/Multiple ethnic groups | <input type="checkbox"/> Any other Asian background |
| <input type="checkbox"/> White and Black Caribbean | Black/African/Caribbean/ Black British |
| <input type="checkbox"/> White and Black African | <input type="checkbox"/> African |
| <input type="checkbox"/> White and Asian | <input type="checkbox"/> Caribbean |
| <input type="checkbox"/> Any other mixed/multiple ethnic background | <input type="checkbox"/> Any other Black/African/ Caribbean background |
| | Other ethnic group |
| | <input type="checkbox"/> Arab |
| | <input type="checkbox"/> 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 31+ hours a week

Working 21 to 30 hours a week

Working 11 to 20 hours a week

Working 0 to 10 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 yourself to 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

| | | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

Adult Skills courses only

These courses normally require an interview

Are you on any of the following?

- Job Seeker's Allowance.
- Employment Support Allowance.
- 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?

Low income. Employed but on a low wage - as set out in GLA or ESFA funding rules.

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 Seeker's 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 (current grades 4 to 9)

- 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?

| | |
|---------------------------------------|-------------|
| <input type="checkbox"/> GCSE Maths | Grade _____ |
| <input type="checkbox"/> 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"/> Interview done <input type="checkbox"/> Eligibility/Residency evidence seen <input type="checkbox"/> Benefit evidence seen <input type="checkbox"/> Low income evidence seen | | <div style="border: 1px solid black; padding: 5px;"> Please state what evidence you have seen </div> |
| <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Card (give details below) | | 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 | _____ <i>(last 3 digits on back of card)</i> |
| Name on card | _____ |

Learning Agreement and General Data Protection Regulation 2016

It is important that you read these consent boxes and the information on the next page before signing this form. It is a requirement of your application and/or enrolment that you accept the terms below.

- The personal data supplied on this form can be used for the purposes outlined in the privacy notice on this form.
- I confirm that the information given is correct and I will let you know of any change in my personal data or financial 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 and to take examinations and complete assignments/ coursework where this is a requirement of the course(s).

In order to enrol on the course you must agree to the above, tick the box and sign below:

Signature:

Date:

You can choose whether to provide consent. Please tick the ones you are happy to agree to.

I consent to having photos taken when performing college activities and I understand that those photos may be used or published as part of marketing activities (eg on the Institute website or social platforms). I understand I can withdraw my consent at any time.

I consent to being contacted about new courses and other Institute promotions. I understand that my data will not be shared with any 3rd party organisation for marketing purposes and that I can withdraw my consent at any time. I can be contacted by:

Email Post Phone/text/SMS

I consent to be contacted for surveys and research and I consent to share my responses collected in the Learner survey. I understand that my contribution will be confidential, that there will be no personal identification in the data and that the personal responses may be cited in published marketing articles or professional presentations without my explicit permission. I understand that I can withdraw my consent at any time. I can be contacted by:

Email Post Phone/text/SMS

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 booklet. If there is anything else you require, please ask our learning advisers.

General Data Protection Regulation (GDPR) 2016

Redbridge Institute Privacy Notice

Redbridge Institute is a data controller and data processor under the above regulation. For more information, please contact the Data Protection Officer at the address shown on the front of this form.

Learner data is collected in accordance with the terms and conditions of funding imposed on Redbridge Institute and so that Redbridge Institute can exercise its official authority and meet its statutory obligations. The data will be processed electronically onto a database. That electronic data is then shared with the Education & Skills Funding Agency (including the Learning Records Service) and the Greater London Authority. The Education & Skills Funding Agency (ESFA) and Greater London Authority (GLA) provide funding to Redbridge Institute and that funding subsidises most of the courses and training delivered by Redbridge Institute and its subcontractor, RedbridgeCVS.

Redbridge Institute will use individual learner data to ensure learners receive the most appropriate training and support, to determine the correct fee status and to administer the learning programme and communicate with learners regarding their learning programmes. The data is also used to enable Redbridge Institute to fulfil its statutory obligations which include ensuring learners are entitled to government subsidised learning and providing data to the ESFA, GLA, the Local Authority and other Government agencies for statutory, research and statistical purposes.

Your personal data will be held securely. Paper documents will be kept in a restricted access area. Electronic data will be held on a database which will be hosted by a third party. Transfer of this data to the host servers will be GDPR compliant. Encryption will be used for any personal data which has to be sent by email or other electronic means. Access to all personal data will be restricted to those who need to view or process the data for the purposes stated in this statement. Other staff, including tutors, may be given access to parts of your data in order to fulfil essential tasks directly connected to your agreement with Redbridge Institute. No data will be downloaded onto memory sticks or any other portable storage medium unless it is encrypted. We will ensure adequate data sharing protocols are in place for any third party organisation which has access to any personal data in the fulfilment of duties acting as agent or support contractor of Redbridge Institute in line with the purposes and uses outlined in this statement.

Redbridge Institute's exercise of its official authority and its statutory obligations include the collection and processing of individual learner data for the purposes of information, advice & guidance, enrolment, delivery of learning/assessment, course administration, provision of educational references and communication directly related to learning programmes and the sharing of data with Awarding bodies, the National Careers Office, the Learning Records Service, the ESFA, GLA and relevant government agencies or statutory bodies. As such, the information provided on the enrolment form is mandatory and there is no right to withdraw consent, although you may register an objection.

Your photograph may be taken for identity purposes and for the provision of a learner ID and access. If required, this will be mandatory and there is no right to withdraw consent. Photographs taken for identification and access will not be used for any other purpose.

Redbridge Institute requires your consent to take photos for marketing purposes. You have a right to withdraw that consent at any time.

Redbridge Institute may wish to contact learners regarding new training opportunities or to undertake quality improvement surveys. We will need your consent to do this and you can withdraw that consent at any time.

No data is used to make automated decisions. No data is sent abroad. The data will be held electronically and in paper format for 10 years in line with funding regulations. Paper records will then be shredded. You have the right to request a copy of your personal data record and to request rectification. You have the right to complain to the Information Commissioner's Office.

Education and Skills Funding Agency
Greater London Authority
Learning Records Service

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

ESFA Education and Skills Funding Agency
GLA Greater London Authority
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.

Greater London Authority (GLA): From the 2019/20 academic year, the Adult Education Budget (AEB) for London residents will be delegated from the Department for Education (DfE) to the Mayor of London. GLA use information about learners and their learning using the national ILR, the Earnings Adjustment Statement (EAS) and any other GLA data collections relevant to the type of provision to work out the funding delivering learning.

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