

Enrolment and Learning Agreement Form 2010/11

Filling in this application form does not automatically guarantee a place on a course

Examinations, Accreditation and Registration Fees

These are now included in the course fee unless advised otherwise. Some courses require additional materials. Details are on the Course Information Sheets.

Payment of Fees

All fees are payable in advance. Cheques should be made payable to "London Borough of Hillingdon".

If you are paying by credit card, you will be asked to pay a 3% surcharge.

Refunds Policy

Please see page 49 for information on refunds.

Out of Borough fees

If you live outside of the borough you will be asked to pay additional fees per course as follows:

Courses less than 20 hours duration	£5.00
Courses of 20 hours duration or more	£10.00



HILLINGDON
LONDON

Personal details (Please use BLOCK CAPITALS) Please ensure all the boxes are complete

My/His/Her Name (Please write in full)
First name (as on your official documents)
Postcode name
Family Name

Gender M/F (Please as applicable)
Date of birth
Age on 21/06/09

Address

Address
Town
County
Post Code
Do you live in supported accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>
How long have you lived at this address? More than 3 years please tick Yes <input type="checkbox"/>

Contact details

Telephone
Mobile
Work
E-mail

Emergency Contact details

First Name
Family Name
Telephone
Relationship to you

Support with your learning

Do you have any disabilities, learning difficulty or medical condition which may affect your ability to learn?

Do ability Yes No

Learning difficulty Yes No

Are you using a chair seat? Yes No

If you answer yes to any of these questions, a member of staff may contact you for further information.

Information to access your fees rates

Have you lived in an EU country (inc UK) for 3 years or more? Yes <input type="checkbox"/> No <input type="checkbox"/>
If no , when did you live before coming to the EU?
Are you married to an EU resident? Yes <input type="checkbox"/> No <input type="checkbox"/>
Nationality (as on passport)
If you have lived outside of the UK at any time since 1st Sept 2007, please state country

You may receive a reduction in fees if you are claiming any of the following (Please tick if any apply)

<input type="checkbox"/> jobseekers allowance	<input type="checkbox"/> working tax credit	<input type="checkbox"/> income support
<input type="checkbox"/> jobless credit	<input type="checkbox"/> disabled jobseekers tax credit	<input type="checkbox"/> tax credits and child benefit*
<input type="checkbox"/> caregiver dependent or benefits recipient	<input type="checkbox"/> Employee of LSW	
<input type="checkbox"/> employment and support allowance (income based)		

To qualify for the reduction, you must bring evidence of your benefit when enrolling and be claiming the benefit for whole duration of the course. *Not Single occupancy reduction

Learners claiming reduced fees **must** provide documentary evidence of entitlement at the time of enrolment. Documentary can either be in person at a main centre or by telephone ensuring documentary evidence is received by the Service within 26 hours of enrolment. Enrolment will not be completed if a place will not be allocated until satisfactory receipt of the documentation.

Course details - Please complete your course information before you enrol and check they do not clash

Course title	Day	Time	Start date	Course code	Fees

Diagnose and Inform us - That's right. It would be helpful for the future provision of courses if you would kindly complete this section. (please tick the box)

<input type="checkbox"/> White - British	<input type="checkbox"/> Asian or Asian British - Bangladeshi
<input type="checkbox"/> White - Irish	<input type="checkbox"/> Asian or Asian British - Indian
<input type="checkbox"/> White - any other White background	<input type="checkbox"/> Asian or Asian British - Pakistani
<input type="checkbox"/> Chinese	<input type="checkbox"/> Asian or Asian British - any other Asian background
<input type="checkbox"/> Mixed - White and Asian	<input type="checkbox"/> Blacker Black British - African
<input type="checkbox"/> Mixed - White and Black African	<input type="checkbox"/> Blacker Black British - Caribbean
<input type="checkbox"/> Mixed - White and Black Caribbean	<input type="checkbox"/> Blacker Black British - any other Black background
<input type="checkbox"/> Mixed - any other Mixed Background	<input type="checkbox"/> any other

Your learning history

Have you previously enrolled on our courses? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, where, year and where?
Are you currently in full-time education? Yes <input type="checkbox"/> No <input type="checkbox"/>	
When were you last involved in any kind of formal (structure) learning?	
<input type="checkbox"/> Less than 2 years <input type="checkbox"/> 2-5 years <input type="checkbox"/> 6-10 years <input type="checkbox"/> More than 10 years <input type="checkbox"/> Unknown	

Unique Learner Number (ULN)

All learners accessing publicly funded learning opportunities must now have a ULN. Once you have enrolled on the courses of your choice, you will be issued with our own ULN. This number is issued by Learner Registration Services (LRS) part of the Government Organisation, Managing Information & Cross Reference (M&C) in order to help you monitor and map your achievement across different providers via their website www.mlap.gov.uk

If you do not already have a ULN we will, on completion of this enrolment, be obliged to obtain our ULN without further permission. You may opt-out of having your participation and achievement data with authorised organisations which are described on the M&C website.

Do you have a unique learning number (ULN)? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please supply your ULN
Do you agree to share your ULN participation and achievement data? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Previous Qualification Please indicate which assessment best describes your achievement in education (see page 7 for descriptions). (please tick the box)

<input type="checkbox"/> Entry Level (Certificate in Adult Literacy, Numeracy, ESOL)
<input type="checkbox"/> Other qualifications below level 1
<input type="checkbox"/> Level 1 (5 GCSE/0 Levels Grades 4-9 or below 5 Grades A-C, CSE below 5 Grade 1 or more qualifications than Entry level but less than Full Level 1)
<input type="checkbox"/> Full Level 1 (5 GCSE/0 Levels (5 or more Grades A-C), CSE Grade 1 (5 or more), 1 A level or 2 G&S levels)
<input type="checkbox"/> Full Level 2 (2 or more A-levels, 4 or more AS levels or Diploma)
<input type="checkbox"/> Level 4 (First Degree or Teaching Qualification (including PGCE))
<input type="checkbox"/> Level 5 (Higher Degree, Post Graduate)
<input type="checkbox"/> Other qualification level not known
<input type="checkbox"/> No known
<input type="checkbox"/> No qualifications

Please tick one box to describe your situation.

- employed full-time
 employed part-time
 self-employed/small business
 unemployed (seeking work)
 retired
 asylum seeker
 refuge
 other (please specify)

Where did you find our board this course? Please tick one box.

- Local paper
 Learning news
 Brochure
 Website
 Current learner
 Library
 Friend/Relative
 Job Shop/Advertising
 Leaflet/Postcard
 Hillingdon Council/Advertising
 Other (please specify)

Payment details

- Cheque (Payable to London Borough of Hillingdon)
 Invoice (Only if paid by LGH employee)

- Cash
 Credit Card (2% surcharge)
 Debit Card
 Invoice no.

Card Details Visa Mastercard Maestro

Card Number

Valid from To

Amount Issue Number

Address of Card holder (if different than address)

Name of Card holder

Signature of Card holder

Date

LEARNING GOVERNANCE AND DECLARATION**Learning Programme**

- I confirm I have read the suitable information and advice and accept all the policies, including costs, relating to my learning programme.
- I am satisfied that I fully understand the requirements of the programme and agree to be bound by the conditions of entry which are available on request.
- I agree to comply with the policies, procedures and regulations as set down by the London Borough of Hillingdon.

Please also attach any personal information to be added to your profile when you access the website for this learning.

Learner Signature

Date

Staff Signature

Date

See No Use Your Personal Information

The personal information you provide is passed to the Data Controller of Skills Funding and, where required, the Young People's Learning Agency for England and (The YPLA) to enable them to operate to fulfil their statutory obligations, principally with the Apprenticeship, Skills, Children and Learning Act 2011. Both organisations are regulated by Data controllers with the UK Information Commissioner's Office.

The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for managing the provision of funding for the education and training of young people in England and The Skills Funding Agency processes learner data on behalf of the YPLA.

The information supplied to us should only be requested for the purpose of administration, the provision of services and other public and statistical and research purposes, relating to education or training. Other organisations include the Department for Education, the Department for Business, Innovation and Skills, local authorities, Councils, Higher Education Welfare Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or other organisations.

The Skills Funding Agency also administers the learner registration service (LRS) which also your learner information to create and maintain a unique learner number (ULN).

Further information about use of and access to your information is available at Skills Funding Agency: <http://skillsfundingagency.gov.uk/privacy> YPLA: <http://www.ypla.gov.uk/uln>. At no time will your personal information be passed to organisations for marketing or sales purposes.

The YPLA, the Data Controller of Skills Funding and their partners may wish to contact you from time to time to request feedback, and assess and monitor performance, improve quality and/or solve problems and to inform you about courses or learning opportunities relevant to you.

Tick this box if you do not wish to be contacted in respect of course and research by email or phone.

Tick this box if you do not wish to be contacted about courses or learning opportunities by post.

Details are correct at time of printing but may be subject to change. Courses are subject to a minimum number of enrolments.

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