



Enrolment and Learning Agreement Form 2009/10

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



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

Mr/Mrs/Miss/Ms/Other (delete as applicable)
First name (as recorded on official documents)
Preferred name
Family Name

Gender M/F (delete as applicable)
Date of birth
Age on 31/08/09

Address

Address	
Town	
County	Post Code
Do you live in supported accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Contact details

Tel Home
Tel Work
E-mail
Mobile

Emergency Contact details

Mr/Mrs/Miss/Ms/Other (delete as appropriate)
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?	
Disability	Yes <input type="checkbox"/> No <input type="checkbox"/>
Learning difficulty	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a wheelchair user?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you answer yes to any of these questions, a member of staff may contact you for further information.	

Information to assess your fee status

Have you lived in an EU country (inc UK) for 3 years or more?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no , where 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 2006, 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"/> job seekers allowance	<input type="checkbox"/> working tax credit	<input type="checkbox"/> income support
<input type="checkbox"/> pensions credit	<input type="checkbox"/> disabled persons tax credit	<input type="checkbox"/> housing/council tax benefit*
<input type="checkbox"/> unwaged dependant of benefits recipient	<input type="checkbox"/> Employee of LBH	
<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 a reduced fee **must** provide documentary evidence of entitlement at the time of enrolment. Enrolment can either be in person at a main centre or by telephone ensuring documentary evidence is received by the Service within 36 hours of enrolment. Enrolment will not be completed (ie 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

Background information - Ethnic origin. 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"/> Black or Black British - African
<input type="checkbox"/> Mixed - White and Black African	<input type="checkbox"/> Black or Black British - Caribbean
<input type="checkbox"/> Mixed - White and Black Caribbean	<input type="checkbox"/> Black or 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, what 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 structured learning?	
<input type="checkbox"/> Less than 2 years <input type="checkbox"/> 2-5 years <input type="checkbox"/> 5-10 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 course(s) of your choice, you will be issued with your own ULN. This number is issued by a Government organisation, Managing Information Across Partners (MIAP) in order to help you monitor and map your achievements across different providers via their website www.miap.gov.uk.

If you do not already have a ULN we will, on completion of this enrolment, be obliged to obtain your ULN without further permission. You may opt-out of sharing your participation and achievement data with authorised organisations which are described on the MIAP 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 statement best describes your achievements in education to date - 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 (GCSE/O Levels Grades D-G or below 5 Grades A-C, CSE below 5 Grade 1 or more qualifications than Entry level but less than Full Level 2)
<input type="checkbox"/> Full Level 2 (GCSE/O Levels (5 or more Grades A-C), CSE Grade 1 (5 or more), 1A level or 2/3 AS levels)
<input type="checkbox"/> Full Level 3 (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"/> Not known
<input type="checkbox"/> No qualifications

Please tick one box which best describes your situation:

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

Where did you find out about this course? Please tick one box.

- Local paper
 Learning venue
 Brochure
 Website
 Current learner
 Library
 Friend/Relative
 Bus Stop Advertising
 Leaflets/Postcards
 Hillingdon Council Advertising
 Other (please specify)

Payment details

- Cheque (Payable to London Borough of Hillingdon) Cash Debit Card
 Invoice (Only if paid by LEA employer) Credit Card (3% surcharge) Installments

Card Details Visa Mastercard Maestro

Card Number

Valid from

To

Amount

Issue Number

Address of Card holder (if different from address)

Name of Card holder

Signature of Card holder

Date

LEARNING AGREEMENT AND DECLARATION

Learning Programme

- I confirm I have received suitable information and advice for 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 read full Data Protection issues below before signing below.

Tick this box if you do not wish to be contacted by the LSC or its partners in respect of surveys and research. The LSC values your views on the decision or training which you receive, and will use these to help bring about improvements for learners in England.

Learners Signature

Date

Staff Signature

Date

Data Protection Act 1996 – The information you provide will be passed to the Learning and Skills Council (LSC). The LSC is responsible for funding, planning and encouraging education and training for young people and adults in England, and is regulated under the Data Protection Act 1996. The information you provide will be shared with other organizations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organizations with which we will share information include, the Department for Children, Schools and Families, the Department for Innovation, Universities and Skills, Connexions, Local Authorities, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organizations performing research and statistical work on behalf of the LSC or its partners. The LSC also administers the learner registration service (LRS) which will use your information to create and maintain a unique learner number

[ULN] The LSC 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.lsc.gov.uk/providers/Data/help/data-protection.

All no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan future provision.

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