



Community Learning and Skills Service **Enrolment Form**

	AUTUMN 2018			
Office Use Only				
Learner number	Inputter PRINT NAME			
Date on MIS				
Valid ID	Passport Driving Licence EU Nat. ID Card			

Date on MIS						
Valid ID	☐ Passport ☐ Driving Licence ☐ EU Nat. ID Card ☐ NI Card ☐ Bank Cr/Dr Card ☐ Residence permit					
	Other Checked by PRINT NAME					
Payment	Benefits letter seen (3 months before enrolment date)					
☐ Cash	☐ JSA ☐ ESA ☐ ESA (WRAG) ☐ Universal Credit ☐ Income support					
☐ Card	Universal Credit (work related) (required to undertake skills training)					
Cheque	☐ Working Tax Credit (household income of less than £16,105)					
	☐ Council Tax Support ☐ Housing Benefit ☐ Low waged (with evidence)					
	Pensions Credit (Guarantee Credit)					
	Pensions Credit (Guarantee Credit)					
	PRINT NAME					
	Authorised by					
	6. Who should we contact in an emergency?					

 What is your name? Please write full name in block capitals 							
Title (Mr, Mrs, Miss)							
First name/given name							
Last name/surname							
(This name will appear on any exam certificate issued)							
2. What gender are you?							
Male Female							
3. What is your date of birth?							
3. What is your date of birth?							
3. What is your date of birth? Day Month Year							
Day Month Year							
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Day Month Year							
Day Month Year							
Day Month Year							
Day Month Year 4. What is your email address? Please be aware that we may use your email to inform you of our services 5. What is your phone number?							
Day Month Year 4. What is your email address? Please be aware that we may use your email to inform you of our services 5. What is your phone number?							

6.	Who	sho	uld	we	e co	nta	act	in a	n e	eme	erge	enc	y?		
Firs	st nam	e													
Las	t nam	 е													
Tel	ephon	 P							_						
7.	Wha	t is	you	r N	atio	ona	l In	sur	and	e N	lun	be	r?		
	'							J							
8.	Wha	t is	you	r a	ddr	ess	?								
					Po	stco	de								
	,														
9.	Wha	t is	vou	r n	atio	ona	lity	? (on v	/ou	r pa	essi	oor	t)	

10. What qualifications do you have?	14. Do you have any disabilities or learning difficulties? Please tick all that apply.				
Please tick any that you have. Entry level	Yes No				
	les livo				
Other qualifications below level 1 Level 1 (5 or more with grades D-G)	Visual immainment				
	Visual impairment				
Level 2 (5 or more A*-C GCSE/O Levels)	Hearing impairment				
Level 3 (A Levels) (2 or more A level passes, 4 or more AS level passes)	Disability affecting mobility				
Level 4 (HNC/QLF Level 4 quals)	Profound complex disabilities				
Level 5 HND/Foundation Degree/QLF Level 5 quals	Social and emotional difficulties Mental health difficulties				
Level 6 Bachelors Degree/Graduate Certs and	Moderate learning difficulty				
☐ Diplomas ☐ Level 7 or above PG Certs/Diplomas, Masters Degree	Severe learning difficulty				
and above	Dyslexia Dyslexia				
No qualifications	Dyscalculia				
Other, please specify	Autism spectrum disorder				
	Aspergers syndrome				
	Temporary disability after illness eg. Post viral				
	Speech, language and communication needs				
11. How did you hear about Community Learning	Other physical disability				
and Skills Service?	Other specific learning disability				
Leaflet or brochure	Other learning difficulty				
MyCouncil	Other disability				
Job Centre	Prefer not to say				
Word of mouth or friend					
Learning venue	Of the above, which is your primary difficulty/disability?				
Internet search (website/social media)	difficulty/ disability?				
Library					
Adult guidance					
Other (please state)					
	15. What is your employment status?				
	Unemployed and available to start work now - go to Q18				
12. Are you?	Unemployed and not available to start work now - go to Q18				
Carer* Lone parent	Employed - go to Q16				
*Cares (unpaid) for family/friend who have a disability, illness or who need support in later life	Self-employed - go to Q16				
	In full-time education - go to Q20				
17. Do you need English and maths surrent?	Retired - go to Q18				
13. Do you need English and maths support? Please tick all that apply					
English Maths No					

Up to 3 months	16. How long have you been working?	20. What is your residential and immigration status?							
12+ months 12+ months 12+ months 12+ months 12+ months 12+ months 13+ months 14+	Up to 3 months 4-6 months	· ·							
If no, are you an EEA migrant worker? Yes	7-12 months 12+ months								
Under 10	17. How many hours nor work do you work?	Yes If yes please go to Q21. No							
Please go to Q19. 18. If you are unemployed/not working/retired, how long for? Up to 6 months 6-11 months 12-23 months 24-35 months Over 36 months 19. Eligibility for fee reduction Are you unemployed or employed earning less than £330 per month, on a benefit, available for work and intend to take a qualification to enable you to seek employment? Yes No If yes, please sign below If you are married to an EU/UK citizen, how long have you been married? Are you daiming a benefit? Yes No 1F yes, please sign below 21. Household situation Please tick which of the following statements apply (one or more may apply): No member of the household in which I live (including myself) is employed The nover of the household in the UK for 6 months or more? Yes No If you are married to an EU/UK citizen, how long have you been married? 21. Household situation Please tick which of the following statements apply (one or more may apply): No member of the household in which I live (including myself) is employed The nover) the household that I live in includes only one adult (aged 18 or over) There are one or more dependent children (aged 18 or over) There are one or more dependent children or inactive) in the household None of these statements apply I confirm that I wish to withhold this information		If no, are you an EEA migrant worker?							
Are you are fugee? Yes	011del 10 14-10 20-29 30T								
18. If you are unemployed/not working/retired, how long for? Up to 6 months 6-11 months 12-23 months 24-35 months Over 36 months 24-35 months 19. Eligibility for fee reduction Are you unemployed or employed earning less than 2330 per month, on a benefit, available for work and intend to take a qualification to enable you to seek employment? Yes No If yes, please sign below Are you aged 19-23 and taking your first level 2 qualification? Yes No If yes, please sign below 21. Household situation Please tick which of the following statements apply (one or more may apply): Are you claiming a benefit? Yes No Are you laiming a benefit? Yes No Are you first level 2 qualification? Yes No Are you first level 2 qualification? The nousehold that I live in cludes only one adult (aged 18 or over) There are one or more dependent children (aged 0-17 years or 18-24 years if full time student or inactive) in the household None of these statements apply I confirm that I wish to withhold this information 10. What course(s) would you like to enrol on?	Please go to Q19.	Are you a refugee?							
long for? Up to 6 months	18. If you are unemployed/not working/retired, how								
Up to 6 months 6-11 months 12-23 months 24-35 months 24-35 months 24-35 months 9. Eligibility for fee reduction Are you unemployed or employed earning less than £330 per month, on a benefit, available for work and intend to take a qualification to enable you to seek employment? Yes No If yes, please sign below 9. Wes No No If yes, please sign below 9. Wes No		Are you an asylum seeker?							
12-23 months	Up to 6 months 6-11 months								
Over 36 months Yes No Are you unemployed or employed earning less than £330 per month, on a benefit, available for work and intend to take a qualification to enable you to seek employment? Yes No If yes, please sign below If you are married to an EU/UK citizen, how long have you been married? How long have you lived in UK/EU/EEA after marriage? How long have you lived in UK/EU/EEA after marriage? 21. Household situation Please tick which of the following statements apply (one or more may apply): No member of the household in which I live (including myself) is employed Yes No Are you in receipt of a low wage? Yes No Are you in receipt of a low wage? Yes No Are you may qualify for a fee discount. If so, please provide recent evidence to a member of staff.	12-23 months 24-35 months								
Are you the husband, wife or civil partner of one of the above? Are you unemployed or employed earning less than £330 per month, on a benefit, available for work and intend to take a qualification to enable you to seek employment? Yes No If yes, please sign below Are you aged 19-23 and taking your first level 2 qualification? Yes No If yes, please sign below Are you claiming a benefit? Yes No Are you in receipt of a low wage? Yes No Are you in receipt of a fee discount. If so, please provide recent evidence to a member of staff. Are you the husband, wife or civil partner of one of the above? Yes No If yes, which? If you are married to an EU/UK citizen, how long have you been married? Low long have you lived in UK/EU/EEA after marriage? 21. Household situation Please tick which of the following statements apply (one or more may apply): No member of the household in which I live (including myself) is employed The household that I live in includes only one adult (aged 0-17 years or 18-24 years if full time student or inactive) in the household None of these statements apply I confirm that I wish to withhold this information									
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Course code Course title Day Time Start date Fee									
	Course code Course title	Day Time Start date Fee							
Receipt no. Total £									

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23. What is your ethnic origin?	24. Would you like to talk to an employment and					
This is optional but it's helpful to know your background so we can monitor our service to all communities.	learning advisor about your medium term plans? Yes No					
MII 14	Tes No					
White	Learning agreement and declaration					
English/Welsh/Scottish/Northern Irish/British	Learning programme					
Irish	I agree to the terms and conditions published in the course					
Gypsy or Irish Traveller	 I confirm I have received suitable information and advice for my 					
Other White	learning programme. I am satisfied that I fully understand the requirements of the					
Mixed/multiple ethnic group	programme and agree to be bound by the conditions of entry which are available on request.					
White and Black Caribbean	I agree to comply with the policies and procedures of this centre including e-safety.					
White and Black African	• I do not have a place on a course until confirmed by letter from the Community Learning and Skills Service.					
White and Asian	LEARNER SIGNATURE					
Other Mixed/multiple ethnic group	LLARNER SIGNATORE					
Asian or Asian British	☐ I agree to any media being used for at least five years for the purpose of promotion.					
Indian	☐ I agree to receive information from Slough Borough Council via email or post.					
Pakistani	How we use your personal information					
Bangladeshi	This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department					
Chinese	of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of					
Other Asian or Asian British	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					
Black/African/Caribbean/Black British	information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills,					
African	Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your					
Caribbean	information will be securely destroyed after it is no longer required for					
Other Black/African/Caribbean/Black British	these purposes. Your information may be shared with third parties for education, training, employment and well-being related purposes, including for					
Other ethnic group	research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.					
Arab	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.					
Other (please state)	You can agree to be contacted for other purposes by ticking any					
	of the following boxes: ☐ About courses or learning opportunities					
	☐ For surveys and research					
	☐ By post ☐ By phone ☐ By email Further information about use of and access to your personal data,					
Application by post	and details of organisations with whom we regularly share data, information about how long we retain your data, and how to change					
If the course is not a qualification and you are paying the full fee, or it is free, you can send this form and a cheque by post to the address	your consent to being contacted, please visit:					
below. All other enrolments need to be at a centre with your proof of benefit or if you are paying in full with cash.	www.gov.uk/government/publications/esfa-privacy-notice I declare that all the information I have provided is accurate and					
Slough Community Learning and Skills Service	that I have read and understood the statement relating to Data Protection and media consent.					
St Martins Place, 51 Bath Road, Slough SL1 3UF Tel: 01753 476611						
RBWM Community Learning and Skills Service Riverside Centre	LEARNER SIGNATURE					
West Dean, Maidenhead SL6 7JB						
Tel: 01628 685647	Date / / / / / / / / / / / / / / / / / / /					