



Shingley College Enrolment Form & Learning Agreement 2016/17



Please complete in BLOCK CAPITALS (only complete white boxes). If you need any help with this form please contact our enrolments team on 01274 327327

Section 1. Your Personal Details

Title (please circle)	Mrs / Miss / Ms / Mr / Dr / Rev/	Gender	
Surname		Home Telephone	
Forename		Work Telephone	
Date of Birth		Mobile Number	
Address		National Insurance No	
		Nationality (as stated on your passport)	
		Emergency Contact Details	
		Name	
Postcode		Relationship	
Email Address		Contact No	

Section 1a. Your Residential Status

Have you lived in the UK for the last 3 years for a purpose other than education? (Yes/No)		If no, have you lived in the European Economic Area (EEA) for the last 3 years for a purpose other than education? (Yes/No)	
--	--	---	--

Section 1b. Ethnic Origin

White - English/Welsh/Scottish/Northern Irish/British	Asian/Asian British - Indian	
White - Irish	Asian/Asian British - Pakistani	
White - Gypsy or Irish Traveller	Asian/Asian British - Bangladeshi	
White - Other	Any other Asian background	
Mixed - White and Black Caribbean	Arab	
Mixed - White and Black African	Black or Black British - African	
Mixed - White and Asian	Black or Black British - Caribbean	
Mixed - Other	Black or Black British - Other	
Chinese	Any Other Ethnic Group	

Section 1c. Disabilities and learning difficulties

This information helps us to monitor our service and ensures we offer any support you may need to get the most out of your time at Shingley College. If you wish to discuss please contact the College Additional Learning Support Team on 01274 327260.

Do you have an impairment that you feel we need to know about?	Yes	If yes please write your main impairment from list below	No
--	-----	--	----

If you have answered yes to the above question please tick all that apply to you

Sensory	Sight		Learning	Dyslexia	
	Hearing			Dyscalculia	
Physical	Wheelchair User			Autism Spectrum Disorder	
	Mobility Impairment			Asperger's Syndrome	
	Other Physical Disability			Moderate Learning Difficulties	
Mental Health	Mental Health Issues			Severe Learning Difficulties	
	Social and Emotional Difficulties			Other Learning Difficulties	
Medical Condition	Asthma			Other Specific Learning Difficulties (eg Dyspraxia)	
	Epilepsy				
	Diabetes				
	Profound Complex Difficulties		Extra Details		
	Temporary Disability after Illness				
	Other Disabilities		Other	Prefer not to say	

Section 2a. Learning Support

Do you or have you had a SEN statement/Learning Disability Assessment/EHCP?	Yes		No	
Have you had any support in the past that has helped you with your learning?	Yes		No	
If yes, please provide details				
Have you had any special arrangements or adjustments provided during examinations?				
Extra time		Reader		Scribe
Overlay/coloured paper		Use of a computer		Other

Section 2b. Your Current Employment Status

Employed for less than 16 hrs per week		Retired	
Employed for 16-19 hrs per week		Unemployed but available for work	
Employed for 20 hrs or more per week		Not employed and not looking for work	
Self employed		In full time study at school or another college or on an Apprenticeship programme	
If unemployed, what is the length of your unemployment before starting the course?			
Less than 6 months		24 – 35 Months	
6 – 11 Months		Over 36 months	
12 – 23 Months		Not known/not provided	

Section 2c. Existing Qualifications – Please tick the highest level of qualification in any subject to date.

No Qualification	
Entry Level	QCF Award/Certificate
Other Qualifications, below Level 1	Certificate in Adult Literacy, Numeracy, ESOL
Level 1	GSCE/O Levels (5 or more at grades D-G or fewer than 5 at grades A-C), QCF Dip/Cert/Award, Cert in Adult Literacy, Numeracy, ESOL, Principal Learning, Introductory Dip/Cert, G/NVQ Foundation/Level
Full Level 2	GSCE/O Level (5 or more GSCEs grades A*-C), 2 or 3 AS levels, CSE Grade 1 (5 or more), 1 A level QCF Dip/Cert, Principal Learning, G/NVQ Intermediate/Level 2
Full Level 3	A Level (2 or more advanced level passes), 4 or more AS levels, QCF Dip level 3, Access to HE, G/NVQ Advanced/Level 3
Level 4	QCF Dip/Cert/Award Level 4, HNC, NVQ Level 4, Level 4 Professional Dip/Cert, Certificate of Higher Education
Level 5	QCF Dip/Cert/Award Level 5, HND, NVQ Level 5, Foundation Degrees
Level 6	QCF Dip/Cert/Award Level 6, Bachelors Degrees (BA)
Level 7 and above	QCF Dip/Cert/Award Level 7, Continuing Education Diploma, Doctorates (PHD), Masters Degrees (MA)

Section 2d. Information about the household situation (19+ years old only)

No household member is in employment and the household includes one or more dependent children	
No household member is in employment and the household does not include any dependent children	
Learner lives in a single adult household with dependent children	
None of the above apply	
Prefer not to say	

Section 2e. How did you find out about the college?

Prospectus/brochure/flyer		Employer		School/Careers Advisor	
College website		Friend or family member		Job Centre/Advice Centre	
Open Day/event		Other website		Other	

Section 2f. Marketing & Surveys

Can Shipley College send you information about future courses which may interest you?							
Yes by post		Yes by email		Yes by telephone		No thanks	
Can Shipley College contact you regarding survey and research to help us improve our service?							
Yes by post		Yes by email		Yes by telephone		No thanks	

Student Declaration

I declare that I have provided correct information.

I declare that I have received appropriate information, advice and guidance to enable me to enrol on the learning programme(s) most suitable for my needs.

I agree to observe the rules and regulations of the College.

I agree that I am responsible for the payment of the course fees, where applicable, and that the fees remain payable even if I subsequently withdraw from the course.

I understand that examination /registration fees may be payable in addition to course fees.

I understand that if I have been granted a full or partial 24+ Learning Loan, I am still liable for the balance of course fees not covered by my loan. I also understand that the College's policy is not to provide refund of course fees, except in exceptional circumstances, if I withdraw after the start of the course. **I further understand that if I withdraw after the start of the course I will be liable to the College for any part of the course fee not received by the College from the Student Loans Company.**

I understand that the information on this form will be stored electronically in accordance with the terms of the Data Protection Act 1998.

I agree to Shipley College processing personal data contained in this form, or other data which may be obtained from me or other people whilst I am a student.

I agree with the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any legitimate reason.

I understand that whilst I live in my parent/carer's home, they may be contacted regarding my attendance, progress and achievement if I am on a full-time course or an Apprenticeship.

Learning Records Service Privacy Notice

Some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record.

The Skills Funding Agency 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. For further details of how your information is processed and shared please see the LRS website at www.learningrecordservice.org.uk.

Data Sharing and Funding

The personal information you provide is passed to the Chief Executive of the Skills Funding Agency (the SFA) and, where required, the Education Funding Agency (the EFA) to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office.

The SFA funds adult further education and skills training, including Apprenticeships, in England. It also co-finances the use of European Social Funds from the European Union to directly or indirectly part/wholly fund your learning activities to tackle worklessness and workplace skills issues.

The EFA is responsible for arranging the provision of funding for the education and training of young people in England. The SFA processes learner data on behalf of the EFA. The information you provide may be shared with other organisations for purposes of administration, the provision of careers and other guidance and statistical/ research purposes, relating to education or training. Other organisations include the Department for Education, the Department for Business, Innovation and Skills, Awarding Bodies, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the SFA, the EFA, or partner of those organisations.

For further information about use and access to your personal data and details of the organisation with whom we regularly share data are available at

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/501351/SFA_privacy_notice_Feb16.pdf

Learning Agreement

This form provides the basis of a learning agreement. Detailed guidance on finance (including fee payment, cancellation & refund policy and other support offered by Shipley College) can be obtained from Student Services and Enrolments. If you have any further questions relating to your course and its suitability to your needs, please approach the appropriate staff member before your course starts or during induction.

The College aims to provide a high quality educational service for all students. The Student Intranet gives details of the guidance and support you can expect from the College and the commitment expected from you as a student. Your comments on the College and its service are welcomed and will be used to improve our standards.

Learner Signature

Date

Staff Signature

Staff Print Name

Date

For office use only – ID Check

Passport		National Insurance No		Exams Certificates	
Driving Licence		Bank Credit/Debit Card		Other	

