

Hounslow Adult and Community Education Enrolment Form and Learning Agreement 2019/20

If you need help with this form please ask at reception.

! All sections must be completed, failure to do so may delay your enrolment. Please use **BLOCK CAPITALS**.

Have you ever studied with us before?

No Yes – If yes, please enter your student number

MIS no: if known

PERSONAL DETAILS

Mr Ms Miss Mrs Other

First name

Family (last) name

Date of birth

(You must provide your date of birth to be enrolled on a course)

Male Female

Home tel

Mobile no

Email

From time to time we may need to send you information concerning any changes to your course.

Your permanent UK address

Post code

Country of birth

Emergency contact details

Name

Phone no

Relationship to you

EMPLOYMENT DETAILS

Please tick any of the following that apply to you:

- | | |
|--|---|
| <input type="checkbox"/> Employed for 0-10 hours per week | <input type="checkbox"/> Employed for 31+ hours per week |
| <input type="checkbox"/> Employed for 11-20 hours per week | <input type="checkbox"/> Unemployed – looking for work |
| <input type="checkbox"/> Employed for 21-30 hours per week | <input type="checkbox"/> Not employed – not looking for work or retired |

If you are employed, length of employment:

- | | |
|---|---|
| <input type="checkbox"/> up to 3 months | <input type="checkbox"/> 7-12 months |
| <input type="checkbox"/> 4-6 months | <input type="checkbox"/> over 12 months |

If you are unemployed, length of unemployment:

- | | |
|---|---|
| <input type="checkbox"/> Less than 6 months | <input type="checkbox"/> Between 6 and 11 months |
| <input type="checkbox"/> Between 12 and 23 months | <input type="checkbox"/> Between 24 and 35 months |
| <input type="checkbox"/> 36 months or more | |

RESIDENTIAL STATUS

- I have been resident in the UK or other EU country for at least **three years**.

Please tick if you are here for any of the following reasons:

- Refugee
 Asylum seeker
 Right of abode
 Student visa
 Visitors/working visa
 Exceptional/indefinite leave to enter/remain
 Other (please specify)

ETHNIC MONITORING

Please tick the box appropriate to you:

White

- 31 English/Welsh/Scottish/Northern Irish/British
32 Irish
33 Gypsy or Irish Traveller
34 Any other White background

Mixed/multiple ethnic group

- 35 White and Black Caribbean
36 Black or British – African
37 White and Asian
38 Any other mixed background

Asian/Asian British

- 39 Indian
40 Pakistani
41 Bangladeshi
42 Chinese
43 Any other Asian background

Black/African/Caribbean/Black British

- 44 African
45 Caribbean
46 Any other Black/African/Caribbean background

Other

- 47 Arab
48 Any other ethnic group

PRIOR ATTAINMENTS/QUALIFICATIONS

Please tick your highest qualification/attainment prior to starting the course.

- None Entry level Level 1
 Level 2 (GCSE) Level 3 (A levels)
 Level 4 (Degree)

Other

DISABILITY OR LEARNING DIFFICULTY

We endeavour to provide support to students with any disability or learning difficulty.

You can contact the learning support team, in confidence, on **020 8583 6000**.

Do you require assistance leaving the building in case of emergency? Yes No

Do you require assistance in class or within the centre? Yes No

Do you have a disability or learning difficulty?

Yes No

If yes, please tick below any which apply to you:

- Visual Impairment
 Hearing impairment
 Disability affecting mobility
 Profound complex disabilities
 Social and emotional difficulties
 Mental health difficulty
 Moderate learning difficulty
 Severe learning difficulty
 Dyslexia
 Dyscalculia
 Autism spectrum disorder
 Asperger's syndrome
 Speech, language and communication needs
 Other please specify

If you have a disability but do not require any assistance please tick this box

HOUSEHOLD SITUATION

- Are all members of your household including yourself unemployed? Yes No
- Are you the only adult aged 18 or over in the household? Yes No
- Do you have any dependent children (aged 0-17 or 18-24 years if a full time student) in the household? Yes No

or

I confirm that I wish to withhold this information

ENROLMENT DETAILS Please give details of the course(s) you wish to attend:

Course Code	Course title	Venue	Fee (£)

TOTAL FEE

CONCESSIONARY ENTITLEMENT

SELF-DECLARATION

ACTIVE BENEFITS

If you are unemployed and claiming one of the benefits listed below and are enrolling on a qualification course, we will be able to claim your fees from our funding authority.

In order to do this we will need your National Insurance number. Additional financial help may be available from our Discretionary Learner Support Fund. Please ask for details at interview.

Your benefit status:

- Job Seekers Allowance (JSA)
- Employment and Support Allowance – Work Related Activity Group (WRAG)
- Universal Credit
- Other please state

Low income

- Earning less than £19,890 gross annually.

Your National Insurance number:

PROOF OF ENTITLEMENT

Proof of entitlement must be current, a benefit letter or wage slip/employment contract detailing salary, no more than three months before date of enrolment.

The JSA booklet is not acceptable proof.

Gaining this qualification will directly help me to find employment. I have attended an interview, discussed with staff, taken an assessment and have been accepted on this course. I confirmed with ALSS staff that I am eligible to enrol on this course free of charge.

I understand that if I do not attend the course regularly, or I do not submit work required for the qualification – or attend the exam if applicable – I will have to pay the full fee for this course.

- I confirm that having received and understood the eligibility criteria for concessionary fees, I am not eligible and will be paying full fees.

Self declaration signature

Date

Form continues overleaf

STUDENT LEARNING AGREEMENT

You must sign so we can process the application.

I declare that:

- I have received sufficient information and guidance about the course I am going to do and believe it is at the right level for me
- I know the cost of the course and the policy on refunds and transfers
- I know that HACE can close the course or combine it with another
- I will inform HACE of any changes that might affect my right to a concessionary fee
- The information I have given is true and accurate
- I agree to abide by the terms of the student charter (available from centres)
- I understand that the information I have given is held by HACE in its original, electronic and other formats and that it will be used by HACE staff for enrolment and reporting purposes.
- European Social Fund
"The European Social Fund in England is investing in Jobs and Skills - Focusing on People who need support the most and helping them fulfil their potential." I have been made aware that this/these courses are part financed by the European Union.

I have completed all sections of this form.

Applicant signature

Date

I have checked the learner meets the eligibility criteria for ESFA funding.

Staff signature

Date

WHY DO WE ASK SO MANY QUESTIONS?

The Education and Skills Funding Agency funds our courses, and condition of this funding is to supply learner data that demonstrates that we are using the money correctly. We also need to know who our learners are so we can plan our programme to suit the needs of everyone.

REFUNDS

For more information on refunds please see the prospectus or visit the website

www.hounslow.gov.uk/adulthoodeducation

PRIVACY NOTICE

How We Use Your Personal Information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of 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 information is used by the DfE to exercise its functions and to meet its 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). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

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.

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 e-mail

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: <https://www.gov.uk/government/publications/esfa-privacy-notice>

To help us target our resources effectively please tell us where you heard about the course. You can tick more than one if applicable:

- Adult education website
- Course guide / prospectus
- Word of mouth
- Other organisation
- Poster/Advert
- Library
- Previous student
- Other (please provide details):