

SUPPORTING YOUR NEEDS

Are you currently in care or a care leaver? **Yes** **No**

Are you a young carer? **Yes** **No**

SAFEGUARDING

We need to ask all students whether they have any 'relevant' criminal convictions/pending convictions as defined by the Rehabilitation of Offenders Act 1974. 'Relevant' meaning offences against a person, whether violent or sexual, offences involving drugs or controlled substances, or theft. A declaration of a relevant criminal conviction will result in an inclusive risk assessment being carried out to determine whether the learner poses a risk to themselves or to the welfare or safety of others. This does not include warnings, reprimands and (for example) speeding fines/points. Where a caution has been received in connection with a sexual or violent incident, we would ask that this is declared in the boxes below.

Do you have a 'relevant' criminal conviction / pending conviction? **Yes** **No**

If '**YES**' this does not automatically exclude your enrolment, the College will contact you, ask you to complete a short form and may make contact with Criminal Justice and other relevant agencies when processing this enrolment.

Do you have a caution for a violent or sexual incident? **Yes** **No**

PREVIOUS EDUCATION

Please provide the name of your school attended at AGE 16 (including town/city)

EDUCATION DETAILS

Have you or are you intending on enrolling on a course with any other organisation in the 2023/24 Academic year? **Yes** **No** If yes where?

Please tick which qualifications you already hold:

- | | | | |
|---|--|----|---|
| 1 | Entry Level e.g., adult certificate, entry level English and maths | 8 | Level 5 e.g. NVQ 5, HND, Foundation Degree |
| 2 | Level 1 e.g. GCSE/O Level (at grades D-G or fewer than 5 at grades A-C), NVQ 1, 1 AS-level (before 1 September 2015) | 9 | Level 6 e.g. Bachelor Degree, BTEC Advanced Professional Dips, Certs and Awards |
| 3 | Level 2 e.g. Vocational and technical qualifications at level 2 (not on the level 2/3 legal entitlement list), Functional skills at level 2 | 10 | Level 7 and above e.g. Masters Degrees, Doctorates, Postgraduate Certificates and Diplomas |
| 4 | Full Level 2 e.g. 5 GCSEs/O levels at grades A*-C, GCSE (9-1) (5 or more GCSEs grade 4 or above), BTEC 1st Dip, NVQ 2, 2 or 3 AS Levels (before 1 September 2015) | 99 | No formal qualifications |
| 5 | Level 3 e.g. Vocational and technical qualifications at level 3 (not on the level 2/3 legal entitlement list), | 97 | Other (please specify below): |
| 6 | Full Level 3 e.g. 2 or more A levels, BTEC Nat Cert/Dip, NVQ 3, 4 or more AS levels, Access to HE Course | | |
| 7 | Level 4 e.g. NVQ 4, Certificates of Higher Education, HNC | | |

EMPLOYMENT STATUS

Please indicate your employment status on the day before starting your course/study programme:

Employed
0 – 10 hours per week

Employed
11 - 20 hours per week

Employed
21 - 30 hours per week

Employed
31 hours or more per week

Self Employed
Average hours per week:

Redundant
I have recently been made redundant

Not in paid employment, looking for work and available to start work

Not in paid employment, NOT looking for work and/or not available to start work

By ticking above please state current length of unemployment in the boxes opposite

I was of compulsory school age in 2022/23

Unemployed
for less than 6 months

Unemployed
for 6-11 months

Unemployed
for 12-23 months

Unemployed
for 24-35 months

Unemployed
for 36 months or more

Please indicate if you are in receipt of any of the following benefits:

Job Seekers Allowance (JSA)

Employment and Support Allowance (all categories)

Universal Credit

Another state benefit other than JSA, Universal Credit or ESA

DATA PROTECTION & PRIVACY NOTICES

Data Protection Notice:

In accordance with the Data Protection Act 2018, you are advised that the information submitted on this form will be used for the purposes listed below and will be stored electronically. Your consent to record and process these details is required. If you are unwilling to provide your consent to the recording and processing of this information, including the use of your image for the purposes described, the College may be unable to offer you a course place and may withdraw any offer already made. If you require any further information about this matter, please contact the Data Protection Officer at Dataprotection@dncolleges.ac.uk.

Additionally I give my consent to DN Colleges Group recording and processing information about me in the following categories:

- Race and ethnic origin
- Physical or mental health and medical condition
- Criminal records
- Sexual Orientation
- Religion and Belief

The information collected by the College will be used for the following purposes and will be shared with educational partners such as Awarding Organisations, Schools, Local Authorities and other Colleges which relates to your education, training, employment, general advice services:

- Course administration and management, guidance and monitoring
- Checking suitability and fitness for course places
- Managing and maintaining a safe and healthy College environment
- Managing the absence control policy
- Managing duties and obligations under the Disability Discrimination Act
- Statistical Monitoring to ensure that the College complies with Equal Opportunities good practice
- Issuing of travel passes for full time learners aged 16–18

Your employer – to organise the payment of course fees and any safeguarding purposes

Your School - Your School - for under 16 year olds regarding attendance, progress and behaviour will be periodically provided

For students who are under 18

Whilst you are under 18, your parent(s) and/or guardian(s) will only be contacted or information disclosed to them when the relevant personnel within the College believes it is in your best interests to do so, following full consultation with you, where possible. This may be in connection with your attendance, academic progress or performance and/or with disciplinary proceedings for academic and non-academic offences.

You will be encouraged to enable your parents / guardians to view your on-line Report as this contains summary information on your progress, performance and highlighting any concerns that the College may have regarding your academic progress. You will have an opportunity to see and comment upon this report when it is prepared.

The College will also capture and store electronic images for use on ID cards and CCTV for other health and safety and security purposes for preventing and investigating crime.

For further information regarding how the College is committed to protecting your personal data in line with the Data Protection Act 2018. Our Privacy Notices provide more detailed information, and are specifically tailored to enquirers / students, visitors, suppliers / organisations and parents / guardians / third parties. These are available on our website.

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) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009.

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well being purposes, including research. We retain ILR learner data for 3 years for operational purposes and 66 years for research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training. In these cases, it is part of our statutory duties and we do not need your consent.

Where sharing is not part of our statutory duties, you can give your consent to be contacted by other third parties about (Please tick relevant boxes to give your consent):

Courses or learning opportunities Surveys and/or research Post Telephone Email

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the ESFA Privacy Notice (<https://www.gov.uk/government/publications/esfa-privacy-notice>)

If you would like to get in touch with us, you can contact the DfE in the following ways:

Using our online contact form at https://form.education.gov.uk/service/Contact_the_Department_for_Education

By telephoning the DfE Helpline on 0370 000 2288

Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at – Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

Learning Records Service Privacy Notice – Unique Learner Number (ULN)

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notices>

STUDENT DECLARATION

I confirm that I have received appropriate initial assessment and guidance from College staff which covered the choice and suitability of programme (including course content, duration of programme, course accreditation and progression routes available), entry requirements and support arrangements.

- I am aware that copies of the College Rights & Responsibilities and other parts of the Learning Agreement are available on request. I agree to abide by these regulations, student policies and Procedures and conduct myself accordingly
- Any disclosures contained within this form will be treated sensitively and used only for the benefit of students. Non-disclosure could affect our ability to respond to your needs
- I agree to the monitoring of my attendance
- I have satisfied the entry requirements of the programme
- I have not been and am not currently subject to expulsion from the College
- My enrolment is accepted subject to payment of relevant fees and the conditions in any offer letter being met
- The College reserves the right to cancel or change courses without prior notice should circumstance dictate
- **Data Protection Consent** - I understand that the information stated above will be used only for the purpose set out in the Data Protection Notice above, and my consent is conditional upon the College complying with their obligations under the Data Protection Act 2018.
- I understand that the College reserves the right to cancel or amend classes due to unforeseen circumstances and operational reasons and that it may withhold certificates where there are outstanding monies or unreturned items. I am aware of the College's Fees and Charging Policy. I understand that all fees due must be paid at enrolment and may only be refunded in specific circumstances as described in the College's Refunds Policy.
- I certify that I have read and understand the declaration and regulations and the information I have been given on this form is correct to the best of my knowledge and belief. I undertake to notify the College of any changes to the information provided on this form as soon as they occur.

Student Signature

Agreement Date

D	D	M	M	Y	Y	Y	Y

STAFF DECLARATION

Assessment and guidance was provided for the programme and covered the following key areas: implications of the choice of the student's programme of study, entry requirements to the chosen programme for the student; any financial or other support required by the student; an assessment of the suitability of the programme.

I confirm that, as far as I am able to determine, the student has provided an accurate record and has met the entry criteria for this programme of study.

College staff Signature

Date

D	D	M	M	Y	Y	Y	Y

Name

PROGRAMME OF STUDY DETAILS – MUST BE COMPLETED BY MEMBER OF COLLEGE STAFF

A full time programme will include organised tutorial sessions and progression and development weeks. You will also have the opportunity, as appropriate to your studies to undertake a range of other activities to develop your skills including problem solving, employability (including work experience where relevant) and personal and social development.

COURSE 1 DETAILS

Course Code

Course Title

Aim Group

Start Date End Date

Total GLH Fund Source

Fees – to be charged at enrolment

Type	Full Fees	Fee Remission	Support Fund	Fee Type Code
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Tuition

Reg Fee

Exam Fees

Materials

Total

Has the student taken this qualification at this College before?

Yes **No** **If Yes, provide reason for retake:**

Previously unsuccessful To improve existing pass grade

Subcontractor Name

COURSE 2 DETAILS

Course Code

Course Title

Aim Group

Start Date End Date

Total GLH Fund Source

Fees – to be charged at enrolment

Type	Full Fees	Fee Remission	Support Fund	Fee Type Code
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Tuition

Reg Fee

Exam Fees

Materials

Total

Has the student taken this qualification at this College before?

Yes **No** **If Yes, provide reason for retake:**

Previously unsuccessful To improve existing pass grade

Subcontractor Name

English and mathematics are essential qualifications. If you have not achieved a GCSE grade C or above or new GCSE 9 to 4 in either subject and are aged 16-18 you must continue to work towards that subject. This is a mandatory requirement of your enrolment.

English GCSE?	Yes	No	Grade	Year achieved	Achieved by year 11?	Yes	No
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Maths GCSE?	Yes	No	Grade	Year achieved	Achieved by year 11?	Yes	No
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English	Not required			GCSE		
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Functional Skills (Select Level)	L2	L1	E3	E2	E1
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Course Code:

Maths	Not required			GCSE		
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Functional Skills (Select Level)	L2	L1	E3	E2	E1
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Course Code:

TUITION FEES

If fees are payable for your course, who will be paying?

I will be paying my fees by the following method:

Cash/Card
Cheque
Direct Debit
Advanced Learning Loan

Employer/Sponsor will be paying my fees (you will need written confirmation on headed paper from your sponsor stating their intent to pay the fees)

Employer/Sponsor Name:

Contact name & Tel no.

Address (inc. postcode)

Payment of Debts to the College

If you fail to pay any debts due to the College, information relating to these outstanding debts will be forwarded to a Debt Collection Agency who will pursue any outstanding debts on behalf of the College. Full terms and conditions can be found within the College Tuition Fee Policy. Tuition fees are due at the time of enrolment. You may be exempt from paying fees because of your age, level of course or because you are in receipt of certain benefits.

I am claiming fee remission and have completed a 'benefits waiver' form or a 'L2/3 entitlement' form which must be included with this enrolment form

Comments