

Section 3. 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 Shipley 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 Condition		
	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			Extra Details		
	Diabetes					
	Profound Complex Difficulties					
	Temporary Disability after Illness		Other	Prefer not to say		
Other Disabilities						

Section 4a. GCSE Maths and English (Only applies to 16 – 18 year old or 19+ if enrolling to GCSE/Functional Skills)

Please provide your highest grade for the subjects below (if not applicable please write "none"):

GCSE in Maths		GCSE in English or English Language		GCSE English Literature	
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Section 4b. Information about the household situation (19+ years old at the start of the course)

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 4c. Learning Support

Do you or have you had an Education, Health and Care Plan?	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 of the following special arrangements or adjustments provided during examinations?				
Extra time		Reader		Scribe
Overlay/coloured paper		Use of a computer		Other

Section 5. Your Current Employment Status

Employed for 0 to 10 hours per week		Self-employed	
Employed for 11 to 20 hours per week		Unemployed but available for work	
Employed for 21 to 30 hours per week		Not employed and not looking for work (including retired)	
Employed for 31+ hours per week		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	

If employed, what is the length of your employment before starting the course? (Apprenticeship Only)

Less than 3 months		7 – 12 Months	
4 – 6 Months		Over 12 Months	

Section 6a. How did you find out about the college?

College Website		Prospectus/Leaflet		Open Day/Event		Email	
Social media campaign		Friend or family member		School/Careers Advisor		Employer	
Job Centre/EASA		National Apprenticeship Service		Get My First Job		Other	

Section 6b. Marketing & Surveys?

Can Shipley College send you information about future courses which may interest you?	Yes	No
Can Shipley College contact you regarding survey and research to help us improve our service?	Yes	No
If Yes please confirm your preferred method of contact below:		
Post	Email	Telephone
		SMS

Section 7. 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 (3-1) 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 or 9-4), 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)

Fees and Fee reduction (please only complete one section below)

Section 8a. How are you paying your fees?

By Credit/debit card	Advanced Learner Loan (Confirmation letter will be required as proof of loan)
In Instalments for fees over £150.	
By Cash/Cheque (Cheques should be made payable to "Shipley College")	
I have applied for funding from Shipley College's Learner Support Fund (must be approved by Student Services)	

Section 8b. If your employer is paying your fees, please complete the section below (please note you need a letter/email from your employer confirming they are willing to contribute to your fees)

Company Name	Contact Name
Contact Email	Employer Telephone No
Address	Postcode

Section 8c. If you are claiming a fee reduction, please complete the section below (tick) **I understand that if I have declared false information the College may take action against me to reclaim the course fees and any support costs due.**

Undertaking a Maths or English qualification (only applies if you do not have a grade A*-C (9 - 4) in the subject you wish to enrol to and aged 19+)	
In receipt of Jobseekers Allowance, including those receiving National Insurance credits only	
In receipt of Employment and Support Allowance (work related activity)	
In receipt of Universal Credits	
Please confirm that at the start of the course you are over 19, unemployed and seeking to be employed and that you or your partner are in receipt of one of the state benefits below;	
Council Tax	Housing Benefit
Income Support	Employment Support Allowance (ESA) Support Component
Other state benefit (eg Working Tax), please state	
Working and earning less than £17,004.00 (annually). (You will need to provide proof of earnings such as most recent Universal Credit Statement or latest wage slip)	
Not working or working but earning less than £6240.00 (annually). (You will need to provide proof of earnings such as most recent Universal Credit Statement or last wage slip) including Carer allowance	

Section 8d. If this is your first full level 2/3 qualification (if aged 19 – 23 at start of the course)

I declare that I <u>do not</u> already have a:	Full Level 2 qualification	Full Level 3 qualification
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Learning Records Service Privacy Notice

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-notice>

Data Sharing and Funding

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.

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/education-and-skills-funding-agency-privacy-notice-may-2018>

Learning Agreement

This agreement is between the College and you, the learner. It is supported by documents issued in connection with the provision of College services.

Initial Advice and Guidance

I confirm that, as part of initial advice and guidance, enrolment and induction activities, I know:

- My primary learning goals and programme of study
- Entry requirements for this programme of study
- What my programme of study involves, including any fees to be paid and additional costs for essential equipment, books and visits etc.
- How to request financial support, including, Bursary payment, Free College Meals, etc, which I may be entitled to, subject to eligibility and a means tested assessment
- How to request Learning Support which may be available to me

Rules, Regulations and Codes of Conduct

I agree:

- To observe the rules and regulations of the College, as set out in the Positive Behaviour Policy & Student Disciplinary Procedure and the Student Handbook.
- That I am responsible for the payment of the course fees, where applicable, and that the course fees remain payable even if I withdraw from the course.
- I understand that examination/registration fees may be payable in addition to course fees.
- To my photograph being taken, stored and used for my college ID Card and College MIS reports.

I understand:

- If I fail to attend an examination for which I have been entered and I am unable to provide satisfactory reasons for non-attendance, I may be charged the full awarding body exam/registration fee.
- If I have been granted a full or partial Advanced Learner Loan, I am still liable for the balance of any course fees not covered by my loan.
- That the College's policy is not to provide refund of course fees, except in exceptional circumstances, if I withdraw after starting the course.
- **That if I withdraw after starting 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.** If fees are not paid in full within the notice period or as agreed, the outstanding debt will be referred to the College's debt collection agency. A debt recovery administration charge of 12% may also be added to the outstanding debt to cover the debt collection costs.
- That the College reserves the right to change tutors, reschedule, cancel, close or combine courses if necessary.
- That I will be withdrawn from my programme of study if my absence exceeds more than 4 consecutive weeks without a satisfactory explanation.
- That I must disclose unspent and spent criminal convictions on those programme of study where completing the Disclosure and Barring Service (DBS) application form is required. Further to this, if I obtain a criminal conviction I must disclose this information to my Course Coordinator, Head of Sector or Student Services.
- That, if my programme is funded by the employer, they will be provided with details relating to my progress, attendance or any other issues relating to my programme of study.

Full Time and Apprenticeship programmes

I understand that if I am studying on a full time course or on an apprenticeship programme and living with my parents/carer:

- That the College will share with them information on my progress, attendance and any other issues which might affect my programme of study, including, safeguarding, wellbeing, etc.
- That the College will only share relevant information with the Local Authority, other statutory organisations and the Connexions Service to support progress, plan next steps or deal with safeguarding concerns.

General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018

At Shipley College we take your privacy seriously and will only use your personal information in line with the learner privacy notice, which is available on request from the enrolments department or the College website.

I agree to Shipley College processing my personal data contained in this form electronically, or other data which may be obtained from me or other people, in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018 and as specified in the College's learner privacy notice.

I declare that the information I have provided on this form is correct and I agree to inform the College of any changes to this information whilst I am a learner. **I understand that if I have declared false information the College may take action against me to reclaim the course fees and any support costs due.**

Learner Signature

Date

Staff Signature

Staff Print Name

Date

For office use only – ID and evidence check

Passport		National Insurance No		Exams Certificates	
Driving Licence		Bank Credit/Debit Card		Other	
Remission Evidence Seen		ID and/or Evidence Checked by			