

2020-21 Enrolment form

If you need help with this form, please ask a member of Waltham Forest Adult Learning Service staff.
Please use **CAPITAL LETTERS** to complete this form.

Section one: Personal details

Mr Mrs Ms Miss other

Date of birth (dd/mm/yyyy) e.g. 31/05/1965: ___ / ___ / ____

Gender: Male Female

First name: _____

Last name: _____

National Insurance Number:

Unique Learner Number (if known): _____

Contact details

Mobile number: _____

Email: _____

Address: _____

Postcode: _____

Landline: _____

Council / local authority: _____

Emergency contact details

Emergency contact name: _____

Emergency number: _____

Emergency email: _____

Relationship to you: _____

Section two: Residential status

Evidence: you will need to show us proof of your residential status

Were you born in the UK?

Yes No > Where were you born?

When did you come to the UK?

(dd/mm/yyyy) ___ / ___ / ____

Have you lived in the UK or an EEA country for the last 3 years?

Yes No

If No, what countries have you lived in the during the last 3 years:

Are you: A Refugee An Asylum Seeker

Neither: I am not a refugee or asylum seeker

Date of entry to the UK

(dd/mm/yyyy) ___ / ___ / ____

Section three: Course booking and payment

Course name: _____

Course code: _____

Fee paid: _____ Date paid: ___ / ___ / ____

Receipt number: _____

I am attending this course to help me learn skills to get a job:

Yes No

Course name: _____

Course code: _____

Fee paid: _____ Date paid: ___ / ___ / ____

Receipt number: _____

I am attending this course to help me learn skills to get a job:

Yes No

Course name: _____

Course code: _____

Fee paid: _____ Date paid: ___ / ___ / ____

Receipt number: _____

I am attending this course to help me learn skills to get a job:

Yes No

Claiming reduced fees

Employment Support Allowance (WRAG)

Jobseeker's Allowance

Universal Credit (WRAG)

Other State Benefits

Low wage (living in London): income below £20,962

Low wage (living out of London): income below £17,004

Working Tax Credit with a household income between £20,963 to £25,000 and live in London

Working Tax Credit with a household income between £17,004 to £25,000 and live out of London

None of the above

Section four: Ethnicity

Which of the following best describes your ethnic origin?

White

- English/Welsh/Scottish/Northern Irish/British Irish
- Gypsy Irish Traveller
- Any other White Background

Mixed/multiple ethnic group

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed/Multiple Ethnic Background

Asian/Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian Background

Black/African/Caribbean/Black British

- African
- Caribbean
- Any other Black/African/Caribbean Background

Other Ethnic Group

- Arab
- Any other ethnic group
- Prefer not to say

Section five: Supporting learners

Waltham Forest Adult Learning Service will support you to get the most from your course. Tell us as soon as possible if you have a disability, mental health issue, health issue or learning difficulty and we may be able to provide extra support for your learning.

Please tick all boxes that apply to you

Do you consider yourself to have a disability or health problem?

- Yes No
- Visual impairment
- Hearing impairment
- Disability affecting mobility
- Other physical disability
- Other medical condition
- Social and emotional difficulties
- Mental ill health
- Temporary disability after illness
- Profound or complex disabilities
- Asperger's syndrome
- Not known/decline to answer
- Other disability (Please add below. For example asthma, epilepsy, diabetes)

Do you consider yourself to have a learning difficulty?

- Yes No
- Dyslexia
- Dyscalculia
- Autism spectrum disorder
- Moderate learning difficulty
- Severe learning difficulties
- Speech, language and communication needs
- Not known/decline to answer
- Other:

Please tell us which of these you consider to be your primary health problem:

Would you find learning easier with the following support?

- Reading and writing support
- Maths support
- English language support

Equipment support (please give details):

Other specialist support (please give details):

Section six: Household situation

Which of these best describes your household:

- 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.
- Household is a single adult household with dependent children.
- Prefer not to say.
- None of the above applies.

Section seven: Employment status

Employed

- 0–10 hours per week
- 11–20 hours per week
- 21–30 hours per week
- More than 31 hours per week
- Full-time education or training before your enrolment

Self-employed

- Less than 16 hours per week
- 16 hours or more per week

Unemployed

- Jobseeker's Allowance
- Employment Support Allowance Work Related Activity Group (WRAG)
- Universal Credit Work Related Activity Group (WRAG)
- Other state benefits (please add below):

Length of unemployment

- less than six months
- 6–11 months
- 12–23 months
- 24–35 months
- over 36 months

Section eight: Previous qualifications

Please tell us what grade you achieved in:

GCSE English: _____

GCSE Maths: _____

Please tell us about qualifications you already have.

Tick all boxes that apply to you.

- No qualifications.**
- Entry Level** – ESOL, Literacy, Numeracy or English & Maths Functional Skills at Entry 1, 2 or 3.
- Other qualifications below Level 1**
- Level 1** – for example, GNVQ Foundation/NVQ Level 1/1 AS-Level/ Functional Skills Level 1 or any other Level 1 qualification. This includes GCSE/O-Level (at grades D–G or fewer than five at grades A–) or CSE grade 2 or 3.
- Full Level 2** – for example, GCSE/O-Level (five or more GCSEs grades A*–C (or grade 5 or above)); GCSEs grade 4 or above; two or three AS-Levels; five CSEs Grade 1; one A-Level; one GNVQ Intermediate or other Full Level 2 qualification.
- Full Level 3** – example, 2 A-Levels at advanced level passes/4 or more AS-Levels/GNVQ Advanced/ AVCE double award/NVQ Level 3 or any other Full Level 3 qualification.
- Level 4** – for example, RQF/HNC/QCF Level 4 Award, Certificate or Diploma or Certificates of Higher Education.
- Level 5** – for example, RQF/HND/QCF Level 5 Award, Certificate or Diploma or Foundation Degrees.
- Level 6** – for example, RQF/QCF Level 6 Award, Certificate or Diploma/Bachelor's Degree/Graduate Certificate and Diploma.
- Level 7+** – for example, RQF/QCF Level 7 and 8 Award, Certificate or Diploma/Master's Degree/Postgraduate Certificate and Diploma.

Section nine: How did you find out about Waltham Forest Adult Learning Service?

You can select more than one option

- Advert in a newspaper or magazine
 - Online search
 - Local event
 - Took a course before
 - Our website
 - Our prospectus
 - Referred by job centre
 - Word of mouth (colleague, friend, family)
 - Other (please add below)
- _____

Information, advice and guidance

Did you receive information and advice from our staff?

- Yes No

Office use only

Person code: _____

Total paid: _____

Date: _____

Initial: _____

Notes: _____

- Interview completed
- Eligibility/residency evidence
- Benefit evidence
- Confirmation letter

Section ten: How we use your personal information

Data Protection Statement

Who we are and what we do

Waltham Forest Adult Learning Service is part of Waltham Forest Council. We are dedicated to raising the level of skills for life and work in Waltham Forest.

Why we need your information and how we use it

Waltham Forest Adult Learning Service collects and uses personal data to provide services to residents and learners. The data we collect is done on the lawful basis of legitimate interest, contractual obligation or consent. We are committed to making sure that we protect the personal and confidential information we hold. We will ensure that the personal data we collect is dealt with legally, securely, efficiently and effectively, so we can provide the best possible service.

Data we collect and why

Courses where we do not receive funding

For these courses we are the data controller under the Data Protection law as we collect and process personal information about you in order to provide services and meet our legal obligations.

Courses funded by the Greater London Authority (GLA) and Education and Skills Funding Agency (ESFA)

Waltham Forest collects data for our funders. This means for the purposes of the Data Protection Act 1998, the Department for Education (DfE) is the data controller for personal data processed by the GLA and 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). The type of information collected includes name, address, date of birth, national insurance number, residency and employment status.

This means the DfE might share your information 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 the Data Protection Act 1998.

Further information about use of and access to your personal data, and details of organisations with whom the GLA and ESFA share data:

www.gov.uk/government/publications/esfa-privacy-notice

More information about the Council's data protection policy:

www.walthamforest.gov.uk/content/your-data-privacy-rights

Refunds

A full refund will only be given if your course is closed. Learners withdrawing from a course are not entitled to a refund. In some cases, we can allow learners to transfer the balance of their payment for one course to another course in the same academic year.

Contacting you

You can change your mind about being contacted by us at any time. Please email or call us, or sign in to your online account to change your contact preferences.

Please select the boxes below to confirm your contact preferences.

I agree to be contacted by Waltham Forest Adult Learning Service

- if the dates or times for my course sessions change.
- for surveys and research to improve their services.
- about courses or future learning opportunities.

I agree to be contacted for the above by

- post
- email
- phone

Declaration

- I agree to accept the policies of Waltham Forest Adult Learning Service.
- I confirm that the information I have provided is accurate.
- I agree to tell Waltham Forest Adult Learning Service of any changes to my circumstances that could affect my entitlement to free or reduced fees.
- I confirm I have received information about the course, and I am aware that further information and advice is available.

Consent

Under the Data Protection Act 1998, we need your consent before we can use your personal data. By signing this form, you confirm that you consent to the use of your personal data as outlined above and by the Waltham Forest Adult Learning Service.

Signature: _____

Date (dd/mm/yyyy) ____ / ____ / ____