

2021-2022 19+ ENROLMENT FORM (Level 3 and below only)



This form is to be completed by the learner in **BLOCK CAPITALS**, writing **IN BLACK INK**

1. Personal Details

Title Mr/Mrs/Miss/Other (please state)

Surname

First Names

Date of Birth

National Insurance Number

Male

Female

First Language

Nationality

2. Residency/Address Details

Have you been ordinarily living in the UK/EEA for the last 3 years? Yes No If no, please seek further advice

If no, in which country do you normally live?

Address

Postcode

Email

Tel: Landline

Tel: Mobile

3. Emergency Contact

1st Emergency Contact Name & No:

Relationship with contact e.g. parent, friend:

2nd Emergency Contact Name & No:

Relationship with contact e.g. parent, friend:

4. Ethnicity - Please tick the category closest to your ethnic background

White:

English / Welsh / Scottish / Northern Irish / British (31)

Irish (32)

Gypsy or Irish Traveller (33)

Any Other White Background (34)

Asian/Asian British:

Indian (39)

Pakistani (40)

Bangladeshi (41)

Chinese (42)

Any Other Asian Background (43)

Black/African/Caribbean/Black British:

African (44)

Caribbean (45)

Any Other Black / African / Caribbean Background (46)

Mixed / Multiple Ethnic Group:

White and Black Caribbean (35)

White and Black African (36)

White and Asian (37)

Any Other Mixed / Multiple Ethnic Background (38)

Other Ethnic Group:

Arab (47)

Any Other Ethnic Group (98)

5. Criminal Convictions

The College recognises it has a Duty of Care to staff and learners and reserves the right not to enrol a person where there is evidence that they could be a threat or danger to others. Declaring a conviction will not necessarily prevent you from being offered a place at Cheshire College South and West but failure to disclose something which we later become aware of could result in disciplinary action or your enrolment being cancelled. You must disclose all unspent convictions of any offence. You do not have to tell us about any convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974), or about any cautions, reprimands or final warnings. For further advice about whether convictions are unspent please contact the NACRO helpline on 020 7840 7200 or their website www.nacro.org.uk

Do you have any current (unspent) criminal convictions? Yes No

Do you have any relevant criminal convictions? Yes No

('Relevant' means offences against a person, whether of violent or sexual nature and convictions involving unlawful supplying or possession of controlled drugs or substances).

Do you have any criminal charges awaiting trial? Yes No

6. Support Nee

Do you have an EHCP? Yes No

Do you have a learning difficulty or disability? Yes No

- | | |
|--|--|
| <input type="checkbox"/> Vision impairment (4) | <input type="checkbox"/> Autism spectrum disorder (14) |
| <input type="checkbox"/> Hearing impairment (5) | <input type="checkbox"/> Asperger's syndrome (15) |
| <input type="checkbox"/> Disability affecting mobility (6) | <input type="checkbox"/> Temporary disability after illness (e.g. post-viral) or accident (16) |
| <input type="checkbox"/> Profound complex disabilities (7) | <input type="checkbox"/> Speech, Language and Communication Needs (17) |
| <input type="checkbox"/> Social and emotional difficulties (8) | <input type="checkbox"/> Other physical disability (93) |
| <input type="checkbox"/> Mental health difficulty (9) | <input type="checkbox"/> Other specific learning difficulty (e.g. dyspraxia) (94) |
| <input type="checkbox"/> Moderate learning difficulty (10) | <input type="checkbox"/> Other medical condition (e.g. epilepsy, asthma, diabetes) (95) |
| <input type="checkbox"/> Severe learning difficulty (11) | <input type="checkbox"/> Other learning difficulty (96) |
| <input type="checkbox"/> Dyslexia (12) | <input type="checkbox"/> Other disability (97) |
| <input type="checkbox"/> Dyscalculia (13) | <input type="checkbox"/> Prefer not to say (98) |

If more than one apply please state your primary difficulty/disability

Have you previously had access arrangements for exams? Yes No

Are you:

in Local Authority care?

a young carer or young adult carer?

a care leaver?

pregnant or in the early stages of caring for a recently born child?

7. Equal Opportunities Monitori

Please indicate your religion, faith or belief:

- Christian
 Buddhist
 Other

- Muslim
 Jewish
 No faith or religion

- Hindu
 Sikh
 Prefer not to say

Please indicate your sexual orientation:

- Heterosexual
 Bisexual

- Gay/Lesbian
 Prefer not to say

Other

Are you married or in a civil partnership?

Yes

No

Prefer not to say

Please indicate your gender you identify as:

- Female
 Prefer not to say

Male

Non-Binary

8. Household Situati

Please tick which of the following statements apply (one or more may apply):

1. No member of the household in which I live (including myself) is employed.

2. The household that I live in includes only one adult (aged 18 or over)

3. There are one or more dependent children (aged 0-17 years or 18-24 years if full-time student or inactive) in the household.

4. None of these statements apply

5. I confirm that I wish to withhold this information

9. What is your highest previous qualificatio

- No previous qualifications
 Entry Level
 Level 1 (Less than 5 GCSE/O Level A*-C(9-4)/NVQ1)
 Level 2

- Full Level 2 (5 GCSE/O Levels A*-C(9-4)/NVQ2/First Dip)
 Level 3
 Full Level 3 (2 A Levels/NVQ3)
 Level 4 (HNC-NVQ4)

- Level 5 (HND-NVQ5)
 Level 6 (Degree)
 Level 7 and above (Masters)

Date achieved highest previous qualification

Please state grade gained in:

GCSE English Language

Date

By end of Year 11

GCSE English Literature

GCSE Mathematics

Between 1st August 2021 and 31st July 2022 have you been studying a course at another institution? If yes, please give details.

10. Employment status on the day before starting the learning a
(select ONE option 10.1 / 10.2 / 10.3)

10.3 Straight from full time education or training

10.1 Not Working

Looking and available for work

Not Looking and/or not available to start for work

If you are looking for work, how long is it since you were last in paid employment?

< 6 months

6-11 months

12-23 mon

24-35 months

36+ months

Are you in receipt of any of the following state benefits:

JSA

ESA

Universal Credit (£345/month or £552/month)

Other (Please Specify)

10.2 Working

Employed

Self Employed

Working hours per week

0-10 hou

11-20 hou

21-30 hours

31+ hours

Are you in receipt of the following state benefit:

Annual Gross Salary (< £17,374.50)

Annual Gross Summary Declaration

I confirm that my annual gross salary is less than £17,374.50 and I have shown a recent wage slip (In the last 3 months) as evidence.

Learner Signature

Unemployed* Seeking Work and in Receipt of Qualifying Benefit (COURSES BELOW LEVEL 3 ONLY)

I confirm that I am unemployed*, in receipt of a qualifying benefit, that I have discussed my needs and eligibility regarding income, and that the course that I wish to enrol on will assist me in obtaining employment in line with the needs of the local jobs market. I agree to Cheshire College South and West contacting me or Job Centre Plus to confirm employment outcomes.

Learner Signature

Information from the Education and Skills Funding Agency 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:

- Courses or learning opportunities.
- For surveys and research.
- By post
- By phone
- By e-mail

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>

Terms and Conditions

Completion of this learning agreement confirms your agreement to the Colleges Terms and Conditions. Full terms and conditions are available at enrolment, in the Learner handbook, and on the College website <https://www.ccs.w.ac.uk/the-college/policies-reports/>

Data Protection – How the College Uses your Personal Information

We will collect and use personal information about learners for a variety of reasons including to fulfil our learning agreement with you and for our public task to deliver education.

We will send you marketing information about the courses we provide, if you do not wish to be contacted please opt out below: You can contact our Data Protection Officer at dataprotect@ccsw.ac.uk

I do not wish to be contacted by the College for marketing via:

- By post
- By phone
- By e-mail

Full details of how your information is used and shared is available in our Privacy Notice: <https://www.ccs.w.ac.uk/privacy-statement/>

END OF ENROLMENT

Office Use Only

11. Programme of study:

Offering Code	Offering Title	Start Date	End Date	Planned Hours
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2021-2022 19+ ENROLMENT RECEIPT (Fee assessment and declaration)



12. Learner Declarations (choose ONLY one of the following) (At start of course)

Aged 19-23 Entry Level and Level 1 Entitlement

I confirm that I am progressing to a first full level 2 or I have a full level 2 (07)

Aged 19-23 and First Full Level 2 Entitlement

I confirm that this is my first full Level 2 and declare that I do not already have a full level 2 qualification or above. I confirm that I intend to continue my Learning Programme to achieve a full level 2 qualification. (08)

Aged 19-23 and First Full Level 3 Entitlement

I confirm that this is my first full level 3 and declare that I do not already have a full Level 3 qualification or above. I confirm that I intend to continue my Learning Programme to achieve a full Level 3 qualification. (09)

Aged 19+ National Skills Funding Entitlement

I confirm that I do not already have a full Level 3 qualification or above and I am eligible for the National Skills Funding. I confirm that I intend to continue my Learning Programme to achieve a full Level 3 qualification. (09)

English/Maths courses

I confirm that I do not have an English/Maths qualification at grade C / grade 4 and above in the subject I am undertaking.

I do have an English/Maths qualification at grade C / grade 4 and above in the subject I am undertaking (Complete **Section 13**)

Essential Digital Skills (up to and including Level 1)

I have been assessed at below Level 1

**** I understand that if I have declared false information Cheshire College South and West will take action against me to reclaim the tuition fees and any associated costs provided. ****

13. IF FEES ARE DUE: Who will be paying your fees (including tuition, exam/registration and other/material fees due)?

Yourself

Fees

Your Employer* (Please provide a purchase order or letter of confirmation)

Employer Name

Advanced Learner Loan (Please provide a copy of your SLC approval) (SL)

*Please supply Employer contact details if applicable

Other* - Please specify

Bursary / Learner Support Fund contribution:

Applying

Awarded

MIS Use Only

Evidence Seen

Wage slip seen

Employer letter

Benefit evidence seen

Sign

FC/NF CF FF

ALL Loan Letter

Office Use Only

Evidence Seen

None Provided (0)

Driving Licence (3)

Certificate of Entitlement to Funding (6)

Relationship with school (1)

ID Card or National Identification (4)

Bank/Credit/Debit Card (7)

Passport (2)

National Insurance Card (5)

Residency

Residency Evidence

Asylum Seeker

Arc Ref

Finance Use Only

Payment Method

Debit/Credit Card

Cash

Cheque

Standing Order

Receipt Number

REFERENCE

Finance Notes

Amount Paid

AMOUNT

Finance Signature

Signature

Fees and Finance - I understand that:

- By enrolling on this Course I am responsible for the payment of the full Course fee and if I withdraw from the course before the end date I will be liable for a proportion of the full course fee in line with the College Tuition Fees Policy.
- No refunds will be given for continuing courses after I have enrolled.
- If I receive funding from Student Finance (Higher Education or Advanced Learner Loan), and I withdraw from the Course, I will be liable for a proportion of the full course fee in line with the College Tuition Fees Policy.
- I am responsible and liable for payment of any additional costs associated with my Course i.e. textbooks, kit, uniform or trips and understand that these will be charged separately.
- Awarding body registration or lifelong registration fees are not included in the Course Fee and I agree that I am liable and will pay in full the costs of these registration fees.
- Failure to pay fees will initially result in suspension and non-access to the College's IT system followed by withdrawal from the course. The outstanding debt may result in legal action and referral to a third party debt collection agency to recover the monies due. On referral a 15% administration fee will be added to the debt and I will be liable for this and all other costs incurred.

ESFA and ESF funding

The Education and Skills Funding Agency (ESFA) funds many of our qualifications; it is also a co-financing organisation and uses European Social Funds (ESF) from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. This activity may be part-financed by the European Union through the European Social Fund (ESF). ESF supports activities to extend employment opportunities and develop a skilled workforce.

Learner Declaration

I have received Advice and Guidance relating to the suitability of the programme of study that I am enrolling onto. I understand that Cheshire College South and West will process and store my details for the purpose of managing my learning and I declare that the information given is true and accurate and that I agree to the terms and conditions.

Learner Signature

Date

Staff Signature

Print Name

Date