

GLA AEB/ESF

2019/20 ENROLMENT FORM/LEARNING AGREEMENT

SECTION 1 – Identifier Codes (OFFICE USE ONLY)									
Unique Learner Number									
Full/co-Funding Indicator	Full funding <input type="checkbox"/>		Co-funding <input type="checkbox"/>						
Funding Allocation	AEB								
Training Provider Name									

SECTION 2 – Learner Information (Learner to complete in BLOCK CAPITALS using Black Ink) - Mandatory				
Family Name:		National Insurance No:		
Forenames:		Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Participant chose not to answer <input type="checkbox"/>	
Date of Birth:	DD/MM/YEAR	Age (on 31 August 2019)		
Address:	House No./Name & Street:			
	Suburb/Village:			
	Town/City and county:			
	Post Code:		Postcode prior to enrolment if different from current postcode	
Contact Details	Home Tel No:			
	Work Tel No:			
	Mobile Tel No:			
	Email Address			
Emergency Contact Details:	Name:			
	Relationship:			
	Contact No:			



Education & Skills
Funding Agency

SUPPORTED BY

MAYOR OF LONDON



European Union
European
Social Fund

SECTION 3 - Ethnicity (Please tick what best describes you)**Asian**

- ☐ (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 background
- ☐ (47) Arab

Mixed

- ☐ (35) Mixed - White and Black Caribbean
- ☐ (36) Mixed White Black African
- ☐ (37) Mixed – White Asian
- ☐ (38) Mixed - any other Mixed multiple background

White

- ☐ (31) English/Welsh/Scots/Northern Irish/British
- ☐ (32) Irish
- ☐ (33) Gypsy or Irish Traveller
- ☐ (34) Any other White background
- ☐ (98) Other

SECTION 4 - Nationality/Residency

Have you been resident in the UK for 3 years?	Yes	No	What is your nationality?	<input type="checkbox"/> British Citizen <input type="checkbox"/> EU & EEA <input type="checkbox"/> Other, Please State _____
	<input type="checkbox"/>	<input type="checkbox"/>		
If No, what was your previous country of residence			Date of entry to UK [if not born here]	____/____/____
Passport number:		Date of Issuing:		Country of issue:
		Expiry date:		
Birth certificate Number:		Date of Issuing:		Borough issued:
ID card number:		Date of Issuing:		Expiry date:
If 'other', what type of visa/leave to remain in the UK do you have?				
Residence card of EEA member <input type="checkbox"/> Indefinite Leave to Remain <input type="checkbox"/> Limited Leave to Remain <input type="checkbox"/> Spouse Visa <input type="checkbox"/> Are you a refugee? <input type="checkbox"/> Or, any other types of evidence: _____				
Visa number:		Date of Issuing:		Visa Expiry date:
Copy of original documents obtained for Non-EU citizen			Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION 5 - Prior Attainment

The Skills Funding Agency monitors learners' attainment levels. Please tick the highest level that you have attained.

Entry Level (e.g. Entry Level Functional Skills English and Maths or ESOL Entry level)		Level 5 (e.g. Foundation Degree)	
Other qualifications below Level 1 (e.g. one module of a Level 1 qualification)		Level 6 (e.g. Degree with Honours)	
Level 1 (e.g. Functional Skills Level 1 English or Maths, ESOL Level 1)		Level 7 and above (e.g. Masters Degree)	
Full level 2 (e.g. 5 or more grade A-C GCSE or O level, or Level 2 Certificate in Childcare)		Other qualification, level not known	
Full level 3 (e.g. 2 or more A Levels, 4 or more AS Levels, or Level 3 Diploma in Childcare)		Not known	
Level 4 (e.g. Certificate of Higher Education)		No qualifications	

If applicable, please now state the name of the qualification and the date you achieved it – (we will also pick this up from your Personal Record on the Personal Learner Record Service database)

SECTION 6 - Support Requirements

All learners need to complete parts A and B below. If you do not require support please also indicate this below.

A: Do you consider yourself to have a long-term disability or learning difficulties? (1) Yes ☐ (2) No ☐
If, yes, please tick anything of section 6.1 or 6.2 that applies to you.

B: Do you require support during your course? (1) Yes ☐ (2) No ☐

6.1 Disabilities (please tick any box that applies to you)	6.2 Learning Difficulties
<input type="checkbox"/> Visual impairment (does not include wearing glasses) <input type="checkbox"/> Hearing impairment (eg. may need a hearing aid or communication support) <input type="checkbox"/> Disability affecting mobility (eg. wheelchair user) <input type="checkbox"/> Other physical disability (eg. cerebral palsy) <input type="checkbox"/> Other medical condition <input type="checkbox"/> Emotional/behaviour difficulties <input type="checkbox"/> Mental health difficulty (eg. depression) <input type="checkbox"/> Temporary disability after illness/accident (eg. broken leg) <input type="checkbox"/> Profound/complex disabilities <input type="checkbox"/> Asperger's Syndrome <input type="checkbox"/> Multiple disabilities <input type="checkbox"/> None <input type="checkbox"/> Other – please specify:	<input type="checkbox"/> Moderate learning difficulties <input type="checkbox"/> Severe learning difficulties <input type="checkbox"/> Dyslexia <input type="checkbox"/> Dyscalculia <input type="checkbox"/> Other specific learning difficulty <input type="checkbox"/> Autism Spectrum Disorder <input type="checkbox"/> Multiple learning difficulties <input type="checkbox"/> None <input type="checkbox"/> Other – please specify:

SECTION 7 - Employment Status and monitoring**7.1 Unemployed****What is your unemployment status?**(11) Not in paid employment and looking for work ☐Economically Inactive eg: retired/carers/long term sick ☐(12) Not in paid employment and not looking for work ☐14-19 NEET ☐**If you are unemployed - are you in receipt of any of the following benefits - (if yes, please provide current evidence of benefits)**(01) Job Seekers Allowance (JSA) ☐(02) Employment support allowance (ESA) ☐(03) Learner is in receipt of another state benefit other than JSA or ESA (WRAG) ☐ *(04) Universal Credit ☐

*Receives other state benefit and earns less than 16 times the age-related rate, or £338 a month (individual claim) or £541 a month (household claim) evidence must be provided – copy of a wage slip dated within 3 months.

Length Unemployment(01) unemployed for less than 6 months ☐(02) unemployed for 6-11 months ☐(02) unemployed for 12-23 months ☐(04) unemployed for 24-35 months ☐(05) unemployed for 36 months or more ☐**7.2 Employed**

I am currently in employment and have a Contract of Employment
Yes ☐ No ☐

Employers Name

I have been employed since
(month/year)

Employer Address

Is this course relevant to my job role Yes ☐ No ☐

Employers Postcode

My job role is:

Employment Intensity Indicators (Mandatory):

I am **Self Employed** since(month/year)
and I have registered my Self Employment with HM
Revenue and Customs

(1) Learner is employed for 0 to 10 hours per week ☐(2) Learner is employed for 11 to 20 hours per week ☐(3) Learner is employed for 21 to 30 hours per week ☐(4) Learner is employed for 31+ hours per week ☐**Low Wage:**

You may be entitled to receive full funding based on your income, if you earn less than the London Living Wage as an annual gross salary £20,962 on your start date. Learners will be deemed to earn less than the London Living Wage as an annual gross salary if they earn less than the hourly London Living Wage at that point in time, multiplied by 37.5 (hours per week), multiplied by 52 (weeks per year). **If this applies, please tick the box.**

☐

If this applies, you will need to provide evidence of your earnings - This could be a wage slip or a Universal Credit statement within 3 months of the learner's learning start date, or a current employment contract which states gross monthly/annual wages.

☐**SECTION 8 - ESFA REQUIREMENT - Please tick which of the following statements:**

☐ 1. No member of the household in which I live (including myself) is employed – one or more dependent children

☐ 2. No member of the household in which I live (including myself) is employed – No dependent children

☐ 3. I am a single adult with one or more dependent children (aged 0-17 years or 18-24 years, if full time student or inactive) in the household

☐ 99. None of these statements apply

SECTION 9 - How We Use Your Personal Information

The Greater London Authority (GLA) is London's regional government. The Mayor of London provides Citywide leadership, and the London Assembly is a watchdog for London responsible for holding the Mayor and his advisers to public account. Find out more about what we do and who we work with at www.london.gov.uk.

The Mayor of London is responsible for the Adult Education Budget (AEB) in London and the funding provided for your course. This funding is being used to 'match fund' a European Social Fund (ESF) programme for residents in Greater London.

The majority of the information provided by you in this Enrolment Form is collected by Education and Skills Funding Agency (ESFA) under its privacy notice (see below). This information is shared with the GLA, which operates as a data controller of your personal data under relevant data protection law. The GLA is required to process your personal data to enable it to carry out its functions and statutory responsibilities including reporting to the Department of Work and Pensions (DWP) on the 'match funding' of ESF programmes. In addition, the GLA collects some supplementary information to comply with ESF requirements, for which the DWP is the data controller.

Information about use of and access to your personal data held by the GLA, details of organisations with whom the GLA regularly share data, information about how long the GLA retain your data, and how to exercise your rights is set out in the GLA AEB Procured Privacy Notice (https://www.london.gov.uk/sites/default/files/2019-07-30_aeb_procured_privacy_notice_.pdf)

The ESFA's Privacy Notice

The ESFA has issued this privacy notice, 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 used for education, training, employment and well-being related purposes, including for research.

The DfE and the English ESF Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training. Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

You can agree to be contacted by other third parties 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 held by the ESFA, details of organisations with whom it regularly shares data, information about how long it retains your data, and how to change your consent to being contacted, please view the ESFA: privacy notice (<https://www.gov.uk/government/publications/esfa-privacy-notice>)

Learner Declaration

<p>I confirm that I have been provided with a copy of the Privacy Notices in relation to my enrolment and I agree to share this information with relevant bodies.</p> <p>Print Name: _____ Signature: _____</p>	<input type="checkbox"/>
---	--------------------------

Marketing & Publicity

☐ I give my permission for images taken by the London learning Consortium (LLC)/The Training Provider, which include me, to be used for promotional purposes. I give my permission for the LLC/Training Provider to follow me on Twitter and request to be my friend on Facebook. By ticking this box, you will be giving permission.

SECTION 10 – Pre-Entry Information, Advice and Guidance / Initial Assessment:

I confirm that I have received Pre-Entry Information, Advice and Guidance, and that the following areas have been covered with me:

- ☐ The Choice of the Learning Programme
- ☐ Entry requirements for each Learning Aim within the Learning Programme
- ☐ An Initial Assessment of the suitability of the Learning Programme
- ☐ Discussion around what I can do to further developing my English & maths skills
- ☐ Support available to me
- ☐ The nature and procedures involved in the process of Advice and Guidance
- ☐ * Recognition of prior Learning (RPL) and Accreditation of Prior Learning
- ☐ Progression pathway discussed

***Note**

Recognition of prior learning (RPL) is an assessment method. It considers whether a learner meets the requirements for a unit or qualification through existing knowledge, understanding or skills and does not need to develop them through additional learning.

APEL is the process for assessing, recognising and/or awarding credit from learning that has been achieved through experience and/or training that has not been formally assessed. Where credits are given, they should be given for learning, not for experience alone.

Your tutor/assessor will discuss this in more detail with you as part of the development of your individual learning plan.

SECTION 11 - Safeguarding Children, Young People and Vulnerable Adults

LLC are keen to support all learners to help them succeed. For some careers you will need to declare all criminal convictions including those that are spent. Doing this will not necessarily stop you being offered a place on a course. If you have disclosed a previous conviction, your adviser will discuss the next steps and your options.

If you are unsure about what to declare then please seek advice from our recruitment Team or ask a careers advisor at the National Careers Service at <https://nationalcareersservice.direct.gov.uk/aboutus/contactus>

I have a criminal conviction and need to make a disclosure and have attached the information in a separate envelope.

Yes ☐ No ☐

INFORMATION, ADVICE & GUIDANCE**Tell us about you**

What are your reasons for wanting to do this course? (Tell us about your ambitions, goals or aspirations)

What previous learning or work experience do you have that would be useful for this course?

Additional Learner Support

Identified on enrolment form

Additional Support - LLC are committed to supporting all our learners to achieve to the best of their ability and can provide additional support where learners request help. Please let us know if you have any barriers or support needs that might hinder your learning or achieving your goals/aspirations (ie learning support needs, family commitments, previous criminal convictions, health conditions, medication you are taking, childcare commitments etc), so that we can best support or signpost support for you.

Please describe any barrier(s) that could affect your learning:

Additional Personal Commitment:

Initial Assessment Results

Maths		ICT	
English		Other ie free writing exercise/diagnostics	

What are your next steps? How can we support you?

Course details

Entry requirements

Advice on progression pathways

Outcome of Interview

- ☐ Unconditional Offer - provide course details
- ☐ Conditional course offer – **pls note conditions below**
- ☐ Escalate to Manager/tutor for guidance
- ☐ Referral/signposting to external organisation – provide details
- ☐ Unable to offer a course/referral

Follow Up action Required ie assessment of free writing, DBS checks, work placement sourcing etc:

Please confirm

- ☐ Written course information (i.e. leaflet) has been given to the learner
- ☐ Additional support needs have been discussed with the learner
- ☐ IA/DA results discussed with the learner
- ☐ Options for further development of English and maths discussed with the learner
- ☐ Demands and course expectations discussed
- ☐ DBS check discussed (if applicable)
- ☐ Placement discussed (if applicable)
- ☐ Length of course discussed (if applicable)

SECTION 12: COURSE DETAILS/LEARNING DELIVERY - TO BE COMPLETED BY A MEMBER OF STAFF

Learning Aim Code:		Awarding Body & Registration Number	
Course Name:		GLH:	
Start Date:		Planned End Date:	
Venue & Delivery Postcode:		Tutor Name:	
Any Units Achieved / RPL? No <input type="checkbox"/> Yes <input type="checkbox"/>			
Learning Aim Code:		Awarding Body & Registration Number	
Course Name:		GLH:	
Start Date:		Planned End Date:	
Venue & Delivery Postcode:		Tutor Name:	
Any Units Achieved / RPL? No <input type="checkbox"/> Yes <input type="checkbox"/>			
Learning Aim Code:		Awarding Body & Registration Number	
Course Name:		GLH:	
Start Date:		Planned End Date:	
Venue & Delivery Postcode:		Tutor Name:	
Any Units Achieved / RPL? No <input type="checkbox"/> Yes <input type="checkbox"/>			
Learning Aim Code:		Awarding Body & Registration Number	
Course Name:		GLH:	
Start Date:		Planned End Date:	
Venue & Delivery Postcode:		Tutor Name:	
Any Units Achieved / RPL? No <input type="checkbox"/> Yes <input type="checkbox"/>			
Learning Aim Code:		Awarding Body & Registration Number	
Course Name:		GLH:	
Start Date:		Planned End Date:	
Venue & Delivery Postcode:		Tutor Name:	
Any Units Achieved / RPL? No <input type="checkbox"/> Yes <input type="checkbox"/>			

*(For regulated activity, learners **MUST NOT** be inputted in PICs until they are registered with awarding body.*

If learners are not registered, please raise this with the Administration Manager as they cannot be entered onto PICs).

SECTION 14 - LEARNER LEARNING AGREEMENT AND DECLARATION - I understand that:

- LLC/The Training Provider will respond to reference requests from employers.
- LLC/The Training Provider will supply attendance, progress data to third parties, who have paid fees on my behalf.
- I have been made aware that European Social Funds part funds my learning programme.
- I have been informed by my Training Provider that my course is being funded by the GLA.
- I have been informed by my Training Provider that LLC is the awarding agent for my learning.
- I will inform LLC/The Training Provider of any change of information during my course of study.
- I agree to abide by the LLC/The Training provider's Policies & Procedures and follow all rules.
- I have received advice and guidance on my choice of learning programme to assess my suitability in accordance with LLC/The Training Provider's procedures.
- I am aware that LLC/The Training Provider will share data with OFSTED and awarding bodies and that they will store their data on computer

12.1 LEARNER DECLARATION:

- By signing the Enrolment Form and Learning Agreement I confirm the contents are true and accurate and no material information has been omitted or falsely declared.
- I agree to abide by London Learning Consortium's/The Training Provider's rules, regulations, policies and procedures. I understand that declaring false information may lead to prosecution. LLC/The Training Provider may also attempt to reclaim any tuition fees and support costs provided.
- I have had an opportunity to read and understand the information above and I agree to the Learner Declaration and Learning Agreement.

Learners Signature: .	Date:
------------------------------	--------------

Adviser Name			
Adviser Signature		Date	