



Community Learning Partnership – ENROLMENT FORM

To enable SS&L to draw down the funding to deliver your qualification, it is important that the information you provide is accurate. Please ensure you read each section fully, and treat each question as mandatory. **Please complete in block capitals and either black or blue pen.**

Section 1: Personal Details

Title: Mr Mrs Miss Ms Other

Family/Surname: **Date of Birth:**

All Forenames:

NI Number: **Age on 31st August 2019:**

Legal Sex: Male Female **Gender Identity:**

Address:

Town: **County:**

Postcode: **Please provide your previous postcode:**

Landline Number:

Mobile Number:

Personal Email Address:

Please do not provide generic or work details, these need to be your personal contact details

Section 2: Enrolment Details

Course Title: **Course code:**

For family learning only:

Children(s) details:			Male/Female	
	Name:	DOB:	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3: Residency

We use this information to check your eligibility for the course that you are applying for so that we can access the correct government funds. It is important that this information is provided and is accurate.

What is your Nationality (as stated on your passport)?

What Country were you born in?

Have you lived in the UK or the European Economic Area for the last 3 years?

Yes

No

If no, what countries have you resided in during the last 3 years:

Country	Date From	Date To

If you hold a passport from outside of the EEA, please answer the question below:

Do you have: Right of Abode / Indefinite leave to remain or enter

Exceptional leave to remain or enter

Humanitarian Protection or discretionary leave

You will be required to provide your passport for evidence

Are you an Asylum Seeker or a Refugee?

Yes

No

You will be required to provide evidence of this

Section 4: Ethnic Origin

White

English/Welsh/Scottish/Northern Irish/British

Irish

Gypsy or 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

Other Ethnic group

Arab

Any other Ethnic group

Black/African/Caribbean/Black British

African

Caribbean

Any other Black/African/Caribbean background

Asian/Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background

Is English your first language?

Yes

No

If no, please specify:

Section 5: Learning Difficulties, Disabilities and Health Problems

Do you consider yourself to have a learning difficulty and/or disability and/or health problem? Yes No

If yes, please specify:

<input type="checkbox"/> Visual impairment	<input type="checkbox"/> Autism spectrum disorder
<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Asperger's syndrome
<input type="checkbox"/> Disability affecting mobility	<input type="checkbox"/> Temporary disability after illness (for example post-viral) or accident
<input type="checkbox"/> Profound complex disabilities	<input type="checkbox"/> Speech, Language and Communication needs
<input type="checkbox"/> Social and Emotional difficulties	<input type="checkbox"/> Other physical disability
<input type="checkbox"/> Mental health difficulty	<input type="checkbox"/> Other specific learning difficulty (e.g Dyspraxia)
<input type="checkbox"/> Moderate learning difficulty	<input type="checkbox"/> Other medical condition (for example epilepsy, asthma, diabetes)
<input type="checkbox"/> Severe learning difficulty	<input type="checkbox"/> Other learning difficulty
<input type="checkbox"/> Dyslexia	<input type="checkbox"/> Other disability
<input type="checkbox"/> Dyscalculia	

If you have chosen one of the 'Other' options above, please give detail:

Do you have an Education Health Care Plan? Yes No

Are you a Care Leaver? Yes No

Do you need help exiting a building in case of an emergency? Yes No

We collect this information to ensure that we can offer you the best support on your chosen course.

Section 6: How did you hear about Somerset Skills and Learning?

<input type="checkbox"/> Social Media	<input type="checkbox"/> Returning/Existing Learner
<input type="checkbox"/> Google/Internet Search	<input type="checkbox"/> Literature / poster
<input type="checkbox"/> Radio	<input type="checkbox"/> Employer
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Career Fair / Event
<input type="checkbox"/> Other (Please Specify)	

OFFICE USE ONLY

ID Provided	ID Seen and Checked
Passport	<input type="checkbox"/>
Driving License	<input type="checkbox"/>
Birth Certificate	<input type="checkbox"/>
Payslip	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>

The ID provided, must satisfy you that the person is who they say they are.



Section 7: How we use your personal information

Somerset Skills & Learning takes your privacy very seriously and will never disclose, share or sell your data without your consent, unless required to do so by law. You can access our full privacy policy here:

sslcourses.co.uk/about-ssl/privacy-notice

The course(s) you are enrolling on may be funded by the government, and any information supplied on this form will be shared with the Education & Skills Funding Agency (ESFA) and/or may be shared with the Student Loan Council (SLC) to enable the funding to be generated for the programme.

Your personal information is used by the ESFA, SLC & Department of Education (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.

The ESFA may 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 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.

You can agree to be contacted by the ESFA for other purposes by ticking any of the following boxes:

 About courses or learning opportunities For surveys and research

How do you wish to be contacted: *(you may tick more than one)*

 By Post By phone By e-mail

Further information about use of and access to your personal data, details of organisations with whom ESFA regularly share data, information about how long ESFA retain your data and how to change your consent to being contacted, please visit: **<https://www.gov.uk/government/publications/esfa-privacy-notice>**

SS&L only retain your data for as long as is necessary and for the purposes specified in our privacy notice. Where you have consented to us providing you with promotional offers and marketing, you are free to withdraw consent at any time.

 Please tick this box if you would like to receive marketing information on new courses and special discounts via email from SS&L

By signing this declaration, I am agreeing to SS&L processing my personal data contained in this form or any other data that SS&L may obtain from me or other people. I agree to the processing of such data for legal purposes connected with my learning or my Health & Safety whilst on the premises or for any other legitimate reason.

Learner Signature:

Date: