

Enrolment Form 2020/21

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Recruitment & Training Ltd

Learner ID

New Student

Progression Student

1 Personal Details

Surname

First Name

Title

 Mr Mrs Miss Ms Other (Please specify)

Previous Surname

National Insurance Number

Unique Learner Number

 (If known)

Date of Birth xx/xx/xxxx

2 Address and Contact Details

Address

Postcode

How many years have you lived at this address?

Contact Number

Email

3 Emergency Contact

Full name

Phone

Relationship

Parent or Carer

 Tick if details are same as above (if different provide details below)

Full name

Phone

Relationship

By providing us with the above parent or carer information we may contact this person to discuss your attendance and progress.

4 Employment Details

Employment Status

 Are you in paid employment? Are you unemployed and looking for work? Are you unemployed and not looking for work? Are you self-employed?

How many hours per week do you work?

 0-10 11-16 17-20 21-30 31+ N/A

How many months have you been in your current job?

 Under 3 4-6 7-12 Over 12 N/A (if unemployed)

How many months have you been unemployed?

 Under 6 6-11 12-23 24-35 Over 36 N/A (if employed)

5 Benefit Status

If you are unemployed and one or more of the following apply then you may be entitled to fee remission on your chosen course. Please tick all of the below that apply to yourself and check to confirm that the declaration does match your circumstances.

Unemployment Benefits

- Jobseekers Allowance
 Employment and Support Allowance – Work Related Activity Group (WRAG)

By selecting either of the above you declare that you are in receipt of the above state benefit(s), not in paid employment and are studying to gain skills to help you into employment.

Other Benefits

- Housing Benefit Council Tax Support Income Support
 Working Tax Credit Employment and Support Allowance – Contribution-based

By selecting one or more of the above you declare that you are named on the claim for the above state benefit(s), your earned income (disregarding benefits) is less than £338 a month (if you are the sole adult on the claim) or £541 a month (if you have a joint claim with your partner) and that you want to be employed or progress into more sustainable employment.

- In receipt of low wage

By selecting the above you declare that you earn less than £17,004 annual gross salary.

- Universal Credits (PS_143 needs to be completed)

Evidence Seen <small>eg. Tax credits notice, wageslip</small>	
Seen by <small>Staffname/staffcode</small>	

Nationality and Country details

Evidence must be attached in each of these cases and kept with the enrolment form.	Tick all that apply	Funded (check fee payable in accordance with regular UK national)	Not funded (full fee payable)
Refugee 16 to 18 years of age			
Refugee over 19 years of age (first application)			
Refugee over 19 years of age but continuing to be looked after by the local authority			
Humanitarian Protection			
Granted Indefinite Leave to Remain			
Looked After Child			
EEA National with limited leave to remain			
Are any of the above that you have ticked dependent upon a family member?			

6 Nationality and Country Details

In which country do you normally live?

Nationality

Have you been legally resident in the UK/EU (other than for educational purposes) for the last three years or longer?

- Yes No

If no, when did you arrive in the UK/EU?

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Evidence Reference <small>eg. Passport/ID Card Number</small>	
Reference Number	
Staff Code	

7 Contact and Marketing Information

How did you hear about us?

- | | | |
|---|---|--|
| <input type="checkbox"/> College course guide | <input type="checkbox"/> College website | <input type="checkbox"/> Current student |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Friends/family | <input type="checkbox"/> Guidance service/Enquiry team |
| <input type="checkbox"/> Job Centre | <input type="checkbox"/> Local press | <input type="checkbox"/> Local radio |
| <input type="checkbox"/> Open event | <input type="checkbox"/> Social media | <input type="checkbox"/> Previous student |
| <input type="checkbox"/> Search engine | <input type="checkbox"/> School/Careers Advisor | <input type="checkbox"/> Other source |

8 Household Situation

The Education and Skills Funding Agency asks all learners to provide the following information regarding their household situation. This also includes learners enrolling on an apprenticeship, please tick the relevant box below.

- No household member is in employment (household includes one or more dependent children*)
- No household member is in employment (household does not include any dependent children*)
- The household includes only one adult and includes one or more dependent children
- Prefer not to say
- None of the above applies

*ie those aged 0–17 years or 18–24 years (learners with an LDA or EHC) and living with at least one parent.

9 Higher Education

Term Time Address (if different)

Postcode

Accommodation Type Own Residence Parents/Guardians Rented Other

I do not wish to participate in NSS or DLHE Surveys

Which of the following categories best describes your current job role:

- Higher managerial and professional occupations
- Lower managerial and professional occupations
- Intermediate occupations
- Small employers and own-account workers
- Lower supervisory and technical occupations
- Semi-routine occupations
- Routine occupations
- Never worked and long term unemployed
- None of the above

Tell us your occupation (if aged 21 or over).

Otherwise give the occupation of your parent/guardian based on who earns the most. If they are unemployed tell us their most recent occupation.

10 Educational Details

Last Educational Institution
 Date from / Date to /

Are you in full time education elsewhere?
 Yes No

Level of Highest Qualifications (At time of first enrolment to the College)

<input type="checkbox"/> No qualifications <input type="checkbox"/> Other qualification below Level 1 <input type="checkbox"/> Full Level 2 <small>5 GCSEs (grades A*-C or 9-4), O Levels (grades A-C), Award, Certificate, NVQ Level 2, National Certificate/Diploma, Intermediate Apprenticeship</small> <input type="checkbox"/> Level 4 <small>Higher National Certificate (HNC), Certificate of Higher Education (CertHE), Higher Apprenticeship</small> <input type="checkbox"/> Level 6 <small>Degree with Honours (eg. BA Hons, BSc Hons), Degree Apprenticeship, Graduate Certificate, Graduate Diploma</small>	<input type="checkbox"/> Entry Level <small>GCSEs (grades D-G or 3-1), QCF Award, Certificate, Diploma</small> <input type="checkbox"/> Level 1 <small>GCSEs (grades D-G or 3-1), QCF Award, Certificate, Diploma</small> <input type="checkbox"/> Full Level 3 <small>2 A Levels (grades A-E), 4 AS Levels, Award, Certificate, Access to Higher Education Diploma, NVQ Level 3, Advanced Apprenticeship, National Certificate/Diploma, International Baccalaureate (IB) Diploma</small> <input type="checkbox"/> Level 5 <small>Higher National Diploma (HND), Diploma of Higher Education (DipHE), Foundation Degree, NVQ Level 4</small> <input type="checkbox"/> Level 7 and above <small>Postgraduate Certificate/Diploma, Master's Degree (eg. MA, MSc, MBA, MPhil), Doctorate (eg. PhD), NVQ Level 5</small>
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Other (Please specify)

11 Qualifications on Entry

I have achieved a 9-4 or A*-C grade in GCSE English

At school Since school Grade N/A

I have achieved a 9-4 or A*-C grade in GCSE Maths

At school Since school Grade N/A

12 GCSEs/A Levels

Subject Area	GCSE		A Level, A2 or AS		
	Grade	Date Awarded	Qualification (A Level, A2 or AS)	Grade	Date Awarded
English Language					
English Literature					
English Speaking and Listening					
Maths					
List other qualifications below;					

13 Other Qualifications (Functional Skills, BTECs etc)

Subject Area	Grade	Date Awarded

We collect the personal data above for the performance of your contract with the Aston and to comply with our legal obligations. The purpose of this data collection is to ensure that you meet the correct criteria for the course, to validate the details you have provided and to supply the information requested.

Sex Male Female

Do you have a criminal conviction ? (Excluding motoring offences and spent sentences as defined by Rehabilitation of Offenders Act 1974)

Yes No

This does not mean you cannot enrol but all convictions must be disclosed and you may be contacted by Student Services regarding this.

Ethnicity

- | | |
|--|---|
| <input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British | <input type="checkbox"/> White and Asian |
| <input type="checkbox"/> White Irish | <input type="checkbox"/> African |
| <input type="checkbox"/> Gypsy or Irish Traveller | <input type="checkbox"/> Indian |
| <input type="checkbox"/> Any other white background | <input type="checkbox"/> Pakistani |
| <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> Bangladeshi |
| <input type="checkbox"/> White and Black African | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Any other Asian background | <input type="checkbox"/> Caribbean |
| <input type="checkbox"/> Any other mixed/multiple ethnic background | <input type="checkbox"/> Arab |
| <input type="checkbox"/> Any other Black/African/Caribbean | <input type="checkbox"/> Any other ethnic group |

14 Declaration and Special Categories (cont'd)

Do you have a disability?

- | | | |
|--|---|---|
| <input type="checkbox"/> No disability | <input type="checkbox"/> Vision impairment | <input type="checkbox"/> Hearing impairment |
| <input type="checkbox"/> Disability affecting mobility | <input type="checkbox"/> Other physical disability | <input type="checkbox"/> Mental health difficulty |
| <input type="checkbox"/> Other medical condition | <input type="checkbox"/> Temporary disability after illness or accident | |
| <input type="checkbox"/> Profound/complex disabilities | <input type="checkbox"/> Asperger's Syndrome | <input type="checkbox"/> Social and emotional |
| <input type="checkbox"/> Other | <input type="checkbox"/> Prefer not to say | |

Do you have learning difficulty?

<input type="checkbox"/> No learning difficulty	<input type="checkbox"/> Moderate learning difficulty	<input type="checkbox"/> Severe learning difficulty
<input type="checkbox"/> Dyslexia	<input type="checkbox"/> Dyscalculia	<input type="checkbox"/> Other specific learning difficulty
<input type="checkbox"/> Autism Spectrum Disorder	<input type="checkbox"/> Speech, language and communication needs	
<input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to say	

We collect the special categories of data above in order for the Group to assist you in your studies and to protect our learners and staff, if and when you enrol. We require your explicit, affirmative consent to process this type of data under data protection legislation.

15 Funding Declarations

Fees will be remitted because: Under 19 19-24 LDA/EHC Basic skills JSA/ESA Other benefits

I am 19–23 and undertaking my first Entry Level or Level 1 qualification and intend to progress onto Level 2

I am 19–23 and undertaking my first full Level 2 qualification

I am 19–23 and undertaking my first full Level 3 qualification

16 Learner Declarations

- I agree with the learning programme outlined and have discussed the details with a member of staff.
- I understand and agree that the Group reserves the right to close the course, change lecturers or to combine one class with another.
- I undertake to abide by the rules and regulations of the Group.
- I agree that the Group has the authority to contact my Employer/ Training Agency and provide details of my attendance and progress.
- I will inform the Group of any change in my circumstances.
- I understand that I may be required to undertake any examination or assessment as part of my programme of study, which I agree to complete in accordance with the requirements of the awarding body.
- I will inform the Group immediately if my arrangement for paying fees changes. The Group reserves the right to withhold exam results should any part of the annual fee remain unpaid.
- I understand if I withdraw from my course before completion, I may be responsible for any outstanding fees.
- I understand that any course fees that I have paid relate to one year's tuition only.
- I understand that failure to disclose an unspent criminal conviction may result in the withdrawal of the place at the Group.
- I agree to inform the Group if I am under police investigation, charged with a crime or receive any criminal reprimands, Cautions or convictions during my period of study with the Group.
- I agree to abide by the learner AUP regarding the use of the internet, mobile phones and other media devices.
- I understand that the Group is committed to providing equality of opportunity and promoting diversity. If I think that either I or anyone else is being treated unfairly I agree to contact Student Support.
- I agree that I will wear my identification badge and lanyard whilst on Group premises and failure to do so may result in disciplinary action.
- I understand that the Group is committed to safeguarding the welfare of all learners. If I am worried about my own safety, Or the safety of others, I agree to contact any member of staff.
- I have seen the Learning Records Services Privacy Notice and agree to the Group sharing my participation and achievement data with those organisations listed in 537a of the Education Act.
- I agree to the statements made in relation to Learner Declaration, Learner Records Service, Data Protection and Surveys and Research.
- I understand every effort will be made to meet the needs of individual learners, but it may not be possible to guarantee progression to future, higher level courses.
- I understand that the Group may contact me during and after my course in regards to any issues related to my course, accreditation, and destination or funding requirements.

For some courses and careers, you may need to complete a Disclosure and Barring Service (DBS) check. To discuss in confidence how your record could affect your choice(s) please contact our Student Services team for advice.

I confirm that, to the best of my knowledge, the information on this form is true, correct and complete including any information provided regarding my benefit status and/or funding declaration. I have read and accept all declarations and understand Aston has the right to cancel my enrolment and/or charge me the full course fee if it is found that I have provided false or inaccurate information and give explicit consent to process any data provided under special categories.

Learner Name

Learner Signature

Date / /

if completing
online either
scan or e-sign

Data Protection Statement

Aston may use your name and email address to inform you of our future offers and similar products or services. This information is not shared with third parties and you can unsubscribe at any time.

If at any point you believe the information we process about you is incorrect, you can request to see this information and even have it corrected or deleted, simply email info@aston-training.co.uk outlining your specific requirements.

General inquiries regarding the way we collect, handle and dispose your personal data can be addressed to our Data Protection Officer, simply email info@aston-training.co.uk with your inquiry.

If you wish to raise a complaint about how we have handled your personal data, please email info@aston-training.co.uk with contact details and we will return to you confidentially

17 ESFA Privacy Notice

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 used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (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 for other purposes by ticking any of the following boxes:

- About courses or learning opportunities
 For surveys and research
 By post By phone By email

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>

18 College Declaration (Staff use only)

Current ID checked	<input type="checkbox"/> Driving licence	<input type="checkbox"/> Passport	<input type="checkbox"/> Bank/debit/credit card
	<input type="checkbox"/> Birth certificate	<input type="checkbox"/> ID card or other form of National ID	<input type="checkbox"/> National Insurance Card
	<input type="checkbox"/> Relationship with school (School partnership learners only)		<input type="checkbox"/> Other (Please specify below)
	<input type="text"/>		

I confirm that I have checked the form for completeness and accuracy, have seen certification to validate the qualification/grades entered and have witnessed the identification ticked above.

Staff Name

Staff Signature

Staff Code

Date / /

Fees will be paid In full By instalments By employer/training agency

Evidence Reference
eg. JSA/Loan/Bursary Letter

Contribution Agreement

Evidence Number
eg. Student Reference Number