

Enrolment Form 2022 - 2023

Adult 19+ Years (Not HE)



Learner Reference Number (College to complete)

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

1 Personal Details

Surname:		
First name(s):		
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other (please state):	Date of Birth:	
National Insurance Number:	Age as of 31 st August 2022:	
Nationality:	ULN (Unique Learner Number):	Legal Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female

2 Residency/Address Details

Home address Line 1: Line 2: Town: County: Postcode:	Mobile Tel.: Home Tel.: Other Tel.: Email:
Have you been ordinarily living in the UK for the last 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please ask for further advice at fee assessment	
If no, please enter the country you have previously lived in:	
Are there any immigration restrictions on how long you can stay in the UK? <input type="checkbox"/> Yes* <input type="checkbox"/> No	
Are you an asylum seeker? <input type="checkbox"/> Yes* <input type="checkbox"/> No	Are you on a student visa? <input type="checkbox"/> Yes* <input type="checkbox"/> No

Office use only *If **YES** to any of these questions then please refer for fee assessment.

Date of Arrival in UK Visa: Expiry Date: Document Ref:

3 Emergency Contact (Person to contact in an emergency)

Emergency Contact Name:	
Emergency Contact No.:	
Relationship with contact e.g. parent, friend:	Do you live at the same address <input type="checkbox"/> Yes <input type="checkbox"/> No

4 Household Situation

- I live in a household where no one is employed and there are dependent children (including yourself). **HHS01**
- I live in a household where no one is employed and there are no dependent children. **HHS02**
- I live in a single adult household with dependent children (including yourself). **HHS03**
- None of the above apply. **HHS99**
- I do not wish to give this information. **HHS98**

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) Other (999)

5 Support Needs

Do you have a learning difficulty or disability? Yes No If **Yes**, Please tick appropriate box/es below

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

If more than one of the above apply please state your primary difficulty/disability:

Have you previously had access arrangements for exams? Yes No

Do you have an Education Health Care Plan? Yes No

Would you like someone to contact you about additional support? Yes No

Are you: in Local Authority care? a young or young adult carer? pregnant or in the early stages of caring for a recently born child?
 a care leaver? entitled to free school meals?

6 Equal Opportunities Monitoring

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)

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)

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)

Other Ethnic Group

- Arab (47)
 Any Other ethnic group (98)

Religion, Faith or Belief: Please indicate your religion, faith or belief:

- Christian Hindu Jewish Other Prefer not to say
 Muslim Buddhist Sikh No faith or religion

Sexual Orientation: Please indicate your sexual orientation:

- Heterosexual Gay/Lesbian Bisexual
 Other Prefer not to say

Gender Identity: What Gender do you currently identify yourself as:

- Male Female Non-binary Other
 Prefer not to say

7 Previous Education and Qualifications

What was the last educational institution you attended?

What year did you leave?

What are your grades for the following GCSE subjects? GCSE English Language GCSE English Literature GCSE Mathematics

What is your highest level of qualification (in any subject)? (Tick the first box that applies to you)

Level	Qualifications (Students aged 19+)	Tick
Level 7+	Masters Degrees, Postgraduate Certificates and Diplomas, Doctorates, Award, Certificate, Diploma Level 7+	<input type="checkbox"/>
Level 6	Bachelor's Degrees, Graduate Certificates and Diplomas, Award, Certificate, Diploma Level 6	<input type="checkbox"/>
Level 5	HND, Foundation Degree, Award, Certificate, Diploma Level 5	<input type="checkbox"/>
Level 4	NVQ Level 4, HNC, Award, Certificate, Diploma Level 4	<input type="checkbox"/>
Full Level 3	NVQ Level 3, 2 or more A Levels, 4 or more AS Levels, Certificate, Diploma Level 3, Access to HE	<input type="checkbox"/>
Level 3	Award of other short qualifications at Level 3, Core maths, technical qualifications as part of a T Level	<input type="checkbox"/>
Full Level 2	NVQ Level 2, 5 or more GCSE/O Levels at A*-C or 4-9, 2 or 3 AS Levels, 1 A Level, Cert/Diploma at Level 2	<input type="checkbox"/>
Level 2	Functional Skills, Certificate in Adult Literacy, Numeracy or ESOL at Level 2, Award or other short qualification at Level 2	<input type="checkbox"/>
Level 1	NVQ Level 1, GCSE/O Level Grades D-G or fewer than 5 A*-C, 1 AS Level, Award/Cert/Diploma at Level 1, Functional Skills at Level 1, Certificate in Adult Literacy, Numeracy, ESOL at Level 1	<input type="checkbox"/>
Entry	Award/Certificate at Entry Level, Certificate in Adult Literacy, Numeracy, ESOL or Functional Skills at Entry Level	<input type="checkbox"/>
None	No Previous Qualifications	<input type="checkbox"/>

8 Employment Status

If you are working please tick one of the options from each column:

- | | | |
|--|--|--|
| A:
<input type="checkbox"/> I am Self Employed
<input type="checkbox"/> I work for an Employer
<input type="checkbox"/> I am an Apprentice | B:
<input type="checkbox"/> I work for 0 to 10 hours each week
<input type="checkbox"/> I work for 11 to 20 hours each week
<input type="checkbox"/> I work for 21 to 30 hours each week
<input type="checkbox"/> I work for 31 hours or more each week | C:
<input type="checkbox"/> I have been working for my current employer for less than 3 months
<input type="checkbox"/> I have been working for my current employer for 4-6 months
<input type="checkbox"/> I have been working for my current employer for 7-12 months
<input type="checkbox"/> I have been working for my current employer for over 12 months |
|--|--|--|

If you are not working please tick the statement that best describes you: (as at today)

- I am not employed and have been looking for work for:
 Less than 6 months
 6-11 months
 12-23 months
 24-35 months
 More than 36 months
- I am not employed and not looking for work.

9 Fee Assessment

Office use only Overseas Learners? (Fee due) Is the course Full Cost (not funded)? (Fee due)

Does one of the following options below apply to you?

Please tick one of the following options

LEARNING TO PROGRESS TO LEVEL 2 (Only available if aged 19-23 on student's start date of the learning aim or 24+, unemployed and looking for work) I confirm that this is an Entry Level or Level 1 course (excluding ESOL) and that I require this to progress on to my first full Level 2 qualification.	<input type="checkbox"/>
LEVEL 2 ENTITLEMENT (Only available if aged 19-23 on student's start date of the learning aim) I wish to claim a fee waiver under GMCA AEB funding rules. 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.	<input type="checkbox"/>
GMCA LEVEL 2 ENTITLEMENT (All ages - Greater Manchester residents only) I wish to claim a fee waiver under GMCA AEB funding rules. 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.	<input type="checkbox"/>
LEVEL 3 ENTITLEMENT (Only available if aged 19-23 on student's start date of the learning aim) I wish to claim a fee waiver under 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.	<input type="checkbox"/>
LEVEL 3 LIFETIME SKILLS GUARANTEE (All Ages - Specific Level 3 Courses as Advised by the College) I wish to claim tuition fee waiver to study a substantial Level 3 qualification from the Lifetime Skills Guarantee Offer. I confirm that this is my first substantial Level 3 course and that I do not already have a Level 3 qualification or above. From 1 April 2022, we will also fully fund individuals as part of the offer where they: <ul style="list-style-type: none"> • meet the unemployment or learners in receipt of low wage criteria and • if they already have an existing full Level 3 qualification or higher, or have achieved any other qualification included in the level 3 adult offer qualifications list (DfE list of qualifications approved for funding), that qualification must have been achieved before 1 April 2021 or • if they have achieved a short qualification as set out below, and that was achieved after 1 April 2021, the individual is eligible for one further qualification through the offer • enrol on the level 3 adult offer qualifications approved for funding with effect from 1 April 2022	<input type="checkbox"/>
GCSE/FUNCTIONAL SKILLS MATHS I wish to claim tuition fee waiver to study GCSE Maths or Functional Skills Maths or other eligible basic skill Maths qualification. I confirm that I do not have GCSE Maths at Grade C/4 or above.	<input type="checkbox"/>
GCSE/FUNCTIONAL SKILLS ENGLISH I wish to claim tuition fee waiver to study GCSE English or Functional Skills English or other eligible basic skill English qualification. I confirm that I do not have GCSE English at Grade C/4 or above.	<input type="checkbox"/>
LOW WAGE (All Ages, Entry Level, Level 1, Level 2 and Specific Level 3 Courses as advised by the College) By signing this form I confirm that I am employed (full-time or part-time) and earning less than £20,888 annual gross salary. Wage slip or other proof of salary dated within 3 months of course start date is required.	<input type="checkbox"/>

Office use only Evidence Seen:

UNEMPLOYED ON STATE BENEFIT (All Ages, Entry Level, Level 1, Level 2 and Specific Level 3 Courses as advised by the College)

By Signing this form I confirm that:

- > I am unemployed or earn less than £345 a month (as a sole adult in my benefits claim) or £552 a month (joint benefit claim with my partner).
- > I am in receipt of an eligible State Benefit dated within 3 months of course start date.
- > I am seeking employment and I require skills training in order to help me find employment.
- > The course undertaken is directly relevant to my employment prospects and the local labour market needs.

Please indicate which state benefit you receive:

Job Seeker's Allowance (Including those receiving National Insurance credits only)	<input type="checkbox"/>
Employment Support Allowance (ESA)	<input type="checkbox"/>
Universal Credit	<input type="checkbox"/>
Other	<input type="checkbox"/>

Office use only Evidence Type:

Evidence Reference:

I confirm that all the information on this form is correct. I understand that if I have declared false information, Trafford College Group may take action against me to reclaim fees and any supporting costs provided.

Office use only None of the above apply (Fee due)

19+ on Study Programme - English/Maths/Personal and Professional Development

(To be completed by curriculum staff)

● **Has learner achieved Grade 4 or above at GCSE English Language?**

If **No**, to enrol on GCSE English – tick box here:

If **Yes**, to enrol on Personal and Professional Development – tick box here:

Staff Name

● **Has learner achieved Grade 4 or above at GCSE Maths?**

If **no**, to enrol on GCSE Maths – tick box here:

If **Yes**, to enrol on Personal and Professional Development – tick box here:

Staff Signature

10 Course Enrolments (office use only)

11 Declaration

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 The Trafford College Group 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: **0300 123 1999** 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

Terms and Conditions

Completion of this enrolment form and your learning agreement confirm your agreement to the College’s Terms and conditions. Full terms and conditions are available at enrolment, in your Learner Handbook, and on the College website: www.trafford.ac.uk/terms-conditions.

Data Protection – How the College Uses your Personal Information

The information you provide will be used by Trafford College Group for a number of reasons including to fulfil our learning agreement with you and for our public task to deliver education. Full details of how your information is used and shared is available in our Privacy Notice: <https://trafford.ac.uk/corporate-information/data-protection-information-requests/>

We use photographs and videos of our learners to support independent learning, for example if a class is recorded, and to promote our work with our communities, and require your consent for this purpose:

I agree to photos and/or film being taken of me and used for marketing purposes:

Yes No

In addition, we may wish to send you marketing information about the courses we provide. If you agree to be contacted please opt in below:

I agree to receiving marketing information from the College by:

Post Phone Email Mobile (SMS)

I agree to be contacted about events and promotions from the College by:

Post Phone Email Mobile (SMS)

ILR Privacy Notice 2022 to 2023 version 1 January 2022

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.

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 or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

- Using our online contact form <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>
- 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>

GMCA privacy notice information: <https://tcg.ac.uk/privacy/notice-2022/>

Student Declaration

I declare that the information given on this form is correct to the best of my knowledge. I agree that I have received adequate information, advice and guidance about my proposed programme of study including:

- Entry requirements, The structure of the programme, The type of learning and assessment involved
- Work Experience (if included), Visits and residentials that are part of the course, Any costs involved
- Information and availability of financial assistance

I agree to the terms and conditions and understand my responsibilities as a student.

I am aware of the College’s policies relating to the charging and payment of fees and agree to be bound by them.

I am aware that I must inform the College of any change in my circumstances affecting my eligibility for financial support/personal details.

I understand that the information provided as part of the enrolment process will only be used for purposes set out above and my consent is conditional upon the College complying with its duties and obligations under current Data Protection legislation.



***If you are filling in this form electronically.** Please type your name in the “Signature” box and tick to agree to the declaration. (No signature required)

Learner Signature:

Date:

*By selecting this box I agree to the declaration above.

Staff Signature:

Date:

Print Name:

Office use only

PLR Checked