

Registering for courses at St John's Centre

- Our volunteer courses (ESOL and IT) are open to everyone. We will ask you for some basic information, like your contact details, but you won't need any documents.
- If you want to join a course funded by the Council or the Government (this includes all courses with an exam, and some other courses), we will need proof of these things:

Information	Proof needed
Name	Passport, Driving Licence, ID card, residency card etc. with photograph
Date of birth	
Address	Bill, bank statement or official letter - must include your name and be dated within the last 6 months
Residency Status (including asylum seekers)	Passport, ID or residency card
Country of Domicile	
Benefit Status if you are claiming	Evidence must include your full name, address and details of any payments. It must be dated within the last 3 months. It is OK to show this information on your phone.
Income if you are working	Payslips / P60 - must be dated within the last 3 months

- You will also need to give this information, so please make sure you have it with you:

National Insurance (NI) Number if you have one
Contact details (email if possible, phone number)
Learner Number (if you have one)
Learning Difficulties / Disabilities and Support Needs (if any)
Highest Level of Qualification
If you work, how many hours do you work a week?
If not working, how long have you not worked for?

- We will also ask about your Ethnicity, Religion, Gender and Pronouns. You don't have to answer these questions if you don't want to.