



Person/EBS Code:

## 1. Personal Details (Please complete in BLOCK CAPITALS and answer ALL questions)

Title:	First Name:	Surname:										
Middle Name(s):				Previous Surname:					Legal Sex:			
Date of Birth:				National Insurance No:								
Telephone Number:				Email Address:								
Home Address:												
				Post Code:								
Emergency Contact (Name):		Emergency Contact (Tel No.):										
Please declare whether you have any convictions or current proceedings against you or you are on any offender's register: (If you answer yes, we will contact you and ask for more details)										<input type="checkbox"/> Yes	<input type="checkbox"/> No	

## 2. Disability, Learning Difference and Additional Support

*The College is committed to ensuring that reasonable provision is made for students with disability, health, or medical conditions and to provide whatever support we can for your additional needs. The information you give us will not stop you coming to The College but will help us to make sure that you have the correct support when you are on your course.*

Do you have any kind of disability and/or Learning Difference, which could affect your studies? e.g. Hearing or visual impairment, Dyslexia, Autism Spectrum Disorder, mental health, medical or health problems?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If Yes, please specify:			Do you have a current EHCP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## 3. Nationality & Residency

What is your nationality?				
Do you have the right to abode in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>For non-UK nationals</b>				
Please provide your Share Code				
Are you an asylum seeker, and if so have you lived in the UK for over 6 months?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable

## 4. Ethnic Origin (Please indicate which best describes your ethnicity)

White	Mixed / Multiple Ethnic Group	Asian / Asian British	Black/African/Caribbean/Black British		
<input type="checkbox"/> English / Welsh / Scottish / Northern Irish / British	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/> African		
<input type="checkbox"/> Irish	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Caribbean		
<input type="checkbox"/> Gypsy or Irish Traveller	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any Other Black/African/Caribbean Background		
<input type="checkbox"/> Any Other White Background	<input type="checkbox"/> Any Other Mixed / Multiple Ethnic Background	<input type="checkbox"/> Chinese	<b>Other Ethnic Group</b>		
		<input type="checkbox"/> Any Other Asian Background	<input type="checkbox"/> Arab	<input type="checkbox"/>	Any Other Ethnic Group

## 5. Funding of Course (Please state how you be paying your course fees)

<input type="checkbox"/> Full cost course – Payment of fees by BACS, Credit Card or Direct Debit	<input type="checkbox"/> Advanced/HE Learner Loan	<input type="checkbox"/> Government Funded
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*If you are claiming funding, please tick which of the below applies (you will be asked to provide evidence of benefits that you receive, pay slips for evidence of low wage and certificate of attainment for Level 2 / Level 3 entitlement)*

<input type="checkbox"/>	I'm unemployed and doing this course to improve my job prospects
<input type="checkbox"/>	I earn less than £25,750 annual gross salary per year
<input type="checkbox"/>	I am aged 19-23 and have not yet achieved a full Level 2 qualification prior to commencing this course
<input type="checkbox"/>	I am aged 19-23 and have not yet achieved a full Level 3 qualification prior to commencing this course

**6. Qualifications & Examinations** (Please indicate which best describes your highest qualifications level). The ESFA may fund your tuition on selected courses if you meet the eligibility criteria.

(Please note that evidence of qualifications will be required such as certificates or examination result slips)

<input type="checkbox"/> Level 0 (No formal qualifications)	<input type="checkbox"/> Level 4 (Certificate of Higher Education)
<input type="checkbox"/> Level 1 (GCSEs grade D or below)	<input type="checkbox"/> Level 5 (Foundation Degrees)
<input type="checkbox"/> Level 2 (5 GCSEs at grade 4/C or above or up to 3 AS Levels)	<input type="checkbox"/> Level 6 (First Degree)
<input type="checkbox"/> Level 3 (2 or more A Levels or equivalent)	<input type="checkbox"/> Level 7+ (Masters, Post-graduate, Doctorates)

## 7. Employment

<b>What is your current employment status</b>	<input type="checkbox"/> In Paid Employment <input type="checkbox"/> Not in paid employment - looking for work <input type="checkbox"/> Not in paid employment - <u>not</u> looking for work			
<b>If you are employed:</b>				
<b>How many hours per week do you work:</b>	<input type="checkbox"/> Up to 10 hours	<input type="checkbox"/> 11 – 20 hours	<input type="checkbox"/> 21 – 30 hours	<input type="checkbox"/> 31+ hours
<b>How long have you been in your current employment?</b>	<input type="checkbox"/> Up to 3 months	<input type="checkbox"/> 4-6 months	<input type="checkbox"/> 7-12 months	<input type="checkbox"/> More than 12 months
<b>Workplace Postcode:</b>				
<b>If you are unemployed:</b>				
<b>How long have you been unemployed?</b>	<input type="checkbox"/> Less than 6 months	<input type="checkbox"/> 6-11 months	<input type="checkbox"/> 12-23 months	<input type="checkbox"/> 24-35 months
<b>Are you claiming any of the following state benefits?</b>	<input type="checkbox"/> JSA	<input type="checkbox"/> Universal Credit	<input type="checkbox"/> ESA	<input type="checkbox"/> Other Benefit

## 8. Course Information

Course Code	Course Title	Start Date	End Date	No. of Weeks	Cost	Receipt

## 9. Student Signature and Declaration

**DECLARATION** (to be signed by the learner) I declare that the information provided is correct and that should any information change it is my responsibility to inform the College Office. I further understand that should I be unable to attend for the first week at the beginning of the course, I must contact the College. I agree to comply with the College regulations and tuition fees policy as published on the college website. I understand I can seek further guidance at any time.

This privacy notice is issued 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. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of UK GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992). 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 each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research. We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term 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 DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>). 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. By telephoning the DfE Helpline on 0370 000 2288. Or in writing to: Data Protection Officer, Department for Education (B2.28), 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW. 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>.

I confirm that I have read and understand the terms and conditions of enrolment to the college and have read and understood the Tuition Fees Policy <https://www.brock.ac.uk/about-us/governance-and-policies/>

<b>Student Signature</b>		<b>Date</b>	
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<b>Office Use Only</b>			
<b>Type of ID Provided:</b>	<b>Type of Residency Evidence Provided:</b>		
<b>Staff Signature</b>	<b>Staff Name</b>		