

# **Oldham Lifelong Learning Service Enrolment Form 2011 – 2012**

## **Welcome to Oldham Lifelong Learning Service**

Please complete this form in black ink and hand it to our reception staff with payment for your course and proof of current benefits if you are paying a concessionary fee.

If you would like help to complete the form please ask any of the reception staff in our centres.

This form can also be printed out from our website [www.oldham.gov.uk/lifelong](http://www.oldham.gov.uk/lifelong)

### 1. Please fill in your details using block capitals

Title: Mr  Mrs  Miss  Ms

Surname/Family Name

First Name

Address

Postcode

If you have moved within the last 5 years please provide your previous postcode

Date of Birth / / Male  Female

Telephone – Home

Telephone – Work Other

Email

Work Email

Please tick if you are employed by Oldham Council

Have you been a learner with this Service in the past 3 years? Yes  No

National Insurance Number

Learner Number (for office use only)

### 2. Residential Status Country of birth \_\_\_\_\_

Please tick to confirm that:

you have lived in the UK for the last 3 years (from Aug 2008) or

you are an EU national or migrant worker, ordinarily resident in the European Economic Area –

you are recognised by the UK Government as a refugee (or have been refused Refugee Status but granted Exceptional Leave to Enter or Remain in the UK by the UK Government) and have remained ordinarily resident in the UK since being recognised.

**State Country**

Office use only: List proof of status provided

\_\_\_\_\_ ; or

### 3. Equal Opportunities Monitoring Please tick

#### White

- British
- Irish
- Gypsy/Irish Traveller
- Any other white background

#### Black/Black British

- Caribbean
- African
- Any other black background

#### Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background
- Chinese
- Any other ethnic background

#### Asian/Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
- Arab

We will make all reasonable adjustments to our access and provision to promote inclusion for all learners.

#### Do you have a disability?

- No disability
- Emotional/behavioural difficulties
- Multiple disabilities
- Blind/visual impairment
- Mental health difficulty
- Other physical difficulty
- Deaf/hearing impairment
- Temporary disability after illness or accident
- Other medical condition (e.g. epilepsy, asthma, diabetes)
- Profound complex disabilities
- Asperger's syndrome

#### Do you have a learning difficulty?

- No learning difficulty
- Dyslexia
- Autism spectrum disorder
- Moderate learning difficulty
- Dyscalculia
- Multiple learning difficulties
- Severe learning difficulty
- Other specific learning difficulty

### Learning Support/Additional Support

We provide additional learning support or equipment to help all learners to achieve. If you would like our Learning Support Team to contact you in confidence to discuss support, please tick this box.

If you are bringing your own Support Person, please tick this box.

### 4. Prior achievement qualifications

Please indicate the highest level of your previous achievements – tick one box

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Entry level  | <input type="checkbox"/> Full Level 2 e.g. NVQ Level 2, 5 GCSEs A-C grades or equivalent or 1 A Level or 2 AS Levels | <input type="checkbox"/> Level 5 e.g. Higher Degree or high level professional qualification |
| <input type="checkbox"/> Other qualifications below Level 1                                       | <input type="checkbox"/> Full Level 3 e.g. NVQ Level 3, 2 A Levels or Advanced GNVQ                                  | <input type="checkbox"/> Other qualification, level not known                                |
| <input type="checkbox"/> Level 1 e.g. NVQ Level 1, GCSEs or equivalent with fewer than 5 grade Cs | <input type="checkbox"/> Level 4 e.g. NVQ Level 4, Degree or HNC/HND   | <input type="checkbox"/> No previous qualifications  |
|   |  | <input type="checkbox"/> Not known   |

### 5. Course details

For some of our courses you will need to attend an interview/skills-check. Please check the course list.

Class code	Course Title	Location	Day	Time	Crèche*	Fee

\*if you require a crèche place, please complete the Crèche Registration Form.

**Total Amount Payable**

### 6. Employment and concession details

#### Employment status

- Employed (full time)
- Employed (part time)
- Full time education or training
- Self employed
- Unemployed (due to redundancy)
- Unemployed (not due to redundancy)
- Economically inactive

#### Employer role

- Employer has given day release
- Employer hasn't given day release

#### Concession reason

##### For courses with codes beginning V

- In receipt of Jobseeker's Allowance
- In receipt of Employment Support Allowance (Work Related Activity Group)
- Undertaking a Non-ESOL Entry Level, Level 1, First Full Level 2 or First Full Level 3 without having already obtained a full level 2
- Undertaking First Full Level 3 (and aged 19-24)
- Undertaking Skills for Life (English / Maths) qualification.

##### For courses with codes beginning C

- In receipt of Jobseeker's Allowance
- In receipt of Employment Support Allowance (Work Related Activity Group)
- In receipt of Income Support
- In receipt of Council Tax Benefit
- In receipt of Housing Benefit
- In receipt of Working Tax Credit (household income below £15,276)
- In receipt of Pension Credit
- Unwaged dependant of the above

## 7. Payment methods

I wish to apply/have applied to the Discretionary Learner Access Fund for help with my fees

### I wish to pay by:

Cash

Cheque (please make cheques payable to Oldham Council)

Receipt No:

**Invoice Employer** (you must provide a letter of confirmation on letter-headed paper from your employer)

Tick if your employer is giving you time off to attend your course

**3 consecutive monthly instalments as my total fee is over £50.00**

**Credit/Debit Card – we can only accept Mastercard, Visa, Delta, Maestro and Solo**

## 8. Where did you hear about the course(s)

Focus on Learning

Newspaper

Poster

Website/Moodle

Careers Adviser

Leaflet

Other course

Community Development Worker

Word of mouth

Other

Please sign and date this form below.

## 9. Declaration

Oldham Lifelong Learning Service is registered as a data controller with the UK Information Commissioner's Office and will hold and process the information you provide on this form for administration and statistical purposes.

The personal information you provide is passed to the Chief Executive of Skills Funding to enable it to fulfil its statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. The Skills Funding Agency is registered as a data controller with the UK Information Commissioner's Office.

The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England.

The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Children, Schools and Families; the Department for Business, Innovation and Skills; Local Authorities; Connexions; Higher Education Statistics Agency; Higher Education Funding Council for England; the Young People's Learning Agency; educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency; or partners of those organisations.

Further information about use of and access to your information is available at: Skills Funding Agency at <http://skillsfundingagency.bis.gov.uk/foi.htm>

The data you supply will be passed to the Learning Records Service for the purpose of allocating you a Unique Learner Number (ULN) and creation of your Personal Learning Record. The ULN is used to enable collection and sharing of data within the education sector. The Personal Learning Record will be a lifelong record of your learning and qualifications, which will be accessible to you, organisations linked to your education and training and any other organisations you choose. For further details of how your data is shared and used by the Learning Records Service and how to change who has access to your record, please see the Learning Records Service website at [www.learningrecordsservice.org.uk](http://www.learningrecordsservice.org.uk)

At no time will your personal information be passed to organisations for marketing or sales purposes. Oldham Lifelong Learning Service, The Chief Executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

**Please tick this box if you do not wish to be contacted.**

I have received advice and guidance

Signature \_\_\_\_\_

Date

### For office use only – Identification verification:

Passport

ID card or other national identification

Certificate of entitlement to funding

Other

Driving licence

National Insurance card

Bank/credit/debit card

This form is available in large print and other formats.  
Freephone 0800 525 956

Enrolment  
accepted by