

If you would like help in completing this form please ask a member of CLaSS staff.

Unique Learner Number (ULN)

Please complete the form using CAPITAL LETTERS.

Section 1 | Your personal details

Title (Mr / Mrs / Ms. etc.)	Family Name / Surname	First Names
Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth <u>DD</u> / <u>MM</u> / <u>YYYY</u>	Are you under 19? Yes <input type="checkbox"/> No <input type="checkbox"/>
National Insurance Number		
Home address:		Mobile Telephone:
.....		Home Telephone:
.....		Work Telephone:
..... Post code:		Email:

Section 2 | Course(s) that you wish to join

Course Code	Title	Venue	Start Date

Are you new to learning with CLaSS? Yes No

Claiming Reduced Fees

If you receive any of the income-based benefits below please tick the relevant box. See the prospectus or speak to a member of the administrative team for more information.

Job Seekers Allowance <input type="checkbox"/>	Pension Credit <input type="checkbox"/>	Office use: Type of evidence seen	Staff initials:
Income Support <input type="checkbox"/>	Housing Benefit <input type="checkbox"/>		
Working Tax Credit with a household income lower than £15,276 <input type="checkbox"/>	Council Tax Benefit <input type="checkbox"/>		
	Aged 16-18 <input type="checkbox"/>		

Crèche Requirements for English, ESOL, Maths and FLLN courses only

Course Code	Child's Name	Date of Birth	Male	Female
		<u>DD</u> / <u>MM</u> / <u>YYYY</u>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
		<u>DD</u> / <u>MM</u> / <u>YYYY</u>	Male <input type="checkbox"/>	Female <input type="checkbox"/>

Family Learning courses only. Please fill in details of children attending Family Learning courses

Name	Pre School / Primary/ Secondary School	Date of Birth	Male	Female
		<u>DD</u> / <u>MM</u> / <u>YYYY</u>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
		<u>DD</u> / <u>MM</u> / <u>YYYY</u>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
		<u>DD</u> / <u>MM</u> / <u>YYYY</u>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
		<u>DD</u> / <u>MM</u> / <u>YYYY</u>	Male <input type="checkbox"/>	Female <input type="checkbox"/>

Section 3 | Residential Status

(You will need to provide evidence)

Which country do you live in now?

In which country were you born?

Have you lived in the UK or the European Economic Area for 3 years or more? Yes No

If no, which other countries have you lived in?

Date of entry into the UK or European Economic Area

Please tick if you are: A Refugee or An Asylum Seeker

Office use: Type of evidence seen	Staff initials:
--	------------------------

Section 4 | Ethnicity - Which of the following best describes your ethnic origin?

Asian or Asian British

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

Black or Black British

- African
- Caribbean
- Any other Black background
- Mixed**
- White and Asian
- White and Black African

- White and Black Caribbean
- Any other White background

White

- British
- Irish
- Any other White Background
- Any other Ethnic Background

Section 5 | Supporting learners

CLaSS is committed to support you to get the most from your course. By telling us if you have a disability or learning difficulty we can provide a range of additional learning support.

Do you consider yourself to have a disability or health problem? Yes No *If yes please tick the most appropriate box.*

- | | | |
|--|--|---|
| Visual impairment <input type="checkbox"/> | Medical condition <input type="checkbox"/> | Mental ill health <input type="checkbox"/> |
| Hearing impairment <input type="checkbox"/> | (eg asthma, epilepsy, diabetes) <input type="checkbox"/> | Profound or complex disabilities <input type="checkbox"/> |
| Disability affecting mobility <input type="checkbox"/> | Emotional or behavioural difficulty <input type="checkbox"/> | Multiple disabilities <input type="checkbox"/> |
| Other physical disability <input type="checkbox"/> | Temporary disability after an illness <input type="checkbox"/> | Not known /decline to answer <input type="checkbox"/> |
| | | Other <input type="checkbox"/> |

Do you consider yourself to have a learning difficulty? Yes No *If yes please tick the most appropriate box.*

- | | | |
|---|---|--|
| Dyscalculia <input type="checkbox"/> | Multiple learning difficulties <input type="checkbox"/> | Other <input type="checkbox"/> |
| Dyslexia <input type="checkbox"/> | Severe learning difficulty <input type="checkbox"/> | Not known / decline to answer <input type="checkbox"/> |
| Moderate learning difficulty <input type="checkbox"/> | Other specific learning difficulty <input type="checkbox"/> | |

If you do not let us know about your learning difficulty, disability or health problem CLaSS may not be able to provide you with the support you need in accordance with the Disability Discrimination Act.

Would you find learning easier with the following support? *Please tick if appropriate*

- | | | |
|--|--|---|
| Reading and Writing Support <input type="checkbox"/> | Maths Support <input type="checkbox"/> | English Language Support <input type="checkbox"/> |
| Equipment Support <input type="checkbox"/> | Please give details | |
| Other Specialist Support <input type="checkbox"/> | Please give details | |

Section 6 | Employer Role - Please tick one of the following

Are you?

- a. Employed and released by employer to attend a course? Yes No
- b. Employed and not released by employer to attend a course? Yes No
- c. Attending dedicated employer provision? Yes No
- d. Unemployed Yes No
- e. If unemployed - for how long? Number of years..... Number of months
- f. None of the above

Section 7 | Previous Qualifications - Please tick all boxes that apply to you

Please tell us about qualifications you already have	
No Qualifications	<input type="checkbox"/>
Entry Level - ESOL, Literacy or Numeracy at Entry 1, 2 or 3	<input type="checkbox"/>
Other qualifications below level 1	<input type="checkbox"/>
Level 1 - for example, GNVQ foundation or NVQ 1 or City & Guilds Level 1 or any other Level 1 qualification. This includes GCSEs at grades D-G	<input type="checkbox"/>
Level 2 - for example, up to 4 GCSEs Grade A* - C or 4 'O' Level passes or 4 CSE Grade 1 or 1 'AS' Level	<input type="checkbox"/>
Full Level 2 - for example, 5 GCSEs Grade A* - C / 5 'O' Level passes / 5 CSE Grade 1 / 2 'AS' Levels or more / NVQ 2 / City & Guilds Level 2 / Intermediate GNVQ / Edexcel or BTEC 1st Diploma	<input type="checkbox"/>
Level 3 - for example, 1 'A' level or upto 3 'AS' levels	<input type="checkbox"/>
Full Level 3 - for example, 2 'A' or 4 'AS' Levels / GNVQ Advanced / AVCE / NVQ 3 / BTEC National / City & Guilds Level 3 / any other full Level 3 qualification	<input type="checkbox"/>
Full Level 4 - for example, first degree, teaching qualifications (including PGCE), NVQ 4 or HNC / HND / or any other Level 4 qualification	<input type="checkbox"/>
Level 5 - Higher degree	<input type="checkbox"/>

Office use: Fees & Payments - CONTINUED									
Course Code	Course Fee Due	Exam Fee Due	Materials Fee Due	Amount Paid	Receipt Number	Payment Method	Date	Balance Owed	On Aqua Staff Initials
Notes:									
Learner ID:									
Confirmation sent <input type="checkbox"/>									

Data Protection Statement

Data Protection Act 1998 - The personal information you provide is passed to the Chief Executive of the Skills Funding Agency ("the SFA") and, where required, the Young People's Learning Agency for England ("the YPLA") to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office.

The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the YPLA.

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, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or partners of those organisations.

The Skills Funding Agency also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN). The SFA is also a co-funding organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources.

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

At no time will your personal information be passed to organisations for marketing or sales purposes. The YPLA, 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.

- Tick this box if you do not wish to be contacted in respect of surveys and research by mail or phone.
- Tick this box if you do not wish to be contacted about courses or learning opportunities by post.

Consent

Under the Data Protection Act 1998, we need your consent before we can use your personal data. By signing the form below you confirm that you consent to the use of your personal data as outlined above and by the Waltham Forest Community Learning and Skills Service.

Refunds

A refund will only be given if your course is closed. A pro-rata refund will be issued to those learners who have been in regular attendance. Learners withdrawing from a course are not entitled to a refund. In some cases we can allow learners to transfer the balance of their payment for a course to one other course within the same academic year.

Declaration

- I agree to accept the policies of CLaSS
- I confirm that the information I have provided is accurate
- I agree to tell CLaSS of any changes to my circumstances that could affect my entitlement to free or reduced fees
- I confirm I have received information about the course and I am aware that further information and advice is available

Signature..... Date.....

Joining Waltham Forest Libraries

When you enrol on a CLaSS course you will be invited to join Waltham Forest libraries. You can use your local library for your book, information and entertainment needs. Library membership is free to all and gives you access to so much. We have ten libraries across Waltham Forest, providing free access to 250,000 books, 1000s of DVDs and CDs. Would you like to join Waltham Forest Libraries?

If enrolling by post please attach a cheque to this form made out to LBWF and send to
The Booking Line, Friday Hill House, Simmons Lane, Chingford E4 6JH

