

Community Learning and Skills Service

Learner Enrolment Form 2009 – 2010

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

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 / /	Are you under 19? Yes <input type="checkbox"/> No <input type="checkbox"/>
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 page 05 of the prospectus or speak to a member of the Front Line team for more information.

Job Seekers Allowance <input type="checkbox"/>	Council Tax Benefit <input type="checkbox"/>	Office use: Type of evidence seen	Staff initials:
Income Support <input type="checkbox"/>	Income Related Employment Support Allowance <input type="checkbox"/>		
Working Tax Credit - with a household income of less than £15,276 <input type="checkbox"/>	Unwaged dependants of those listed above <input type="checkbox"/>		
Pension Credit <input type="checkbox"/>	Aged 16-18 (Accredited courses only) <input type="checkbox"/>		
Housing Benefit <input type="checkbox"/>			

Crèche Requirements

Course Code	Child's Name	Date of Birth	Male / Female

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

Name:	Date of birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Name:	Date of birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Name:	Date of birth:	Male <input type="checkbox"/> Female <input type="checkbox"/>

Section 3: Residential Status

What country do you live in?.....

In which country were you born?

Have you lived in the UK and Islands / in the European economic area for the last 3 years?.....YesNo

If no, which other countries have you lived in?

Please tick if you are: A Refugee* or An Asylum Seeker* * You will need to provide evidence

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

Asian or Asian British	Mixed	Black or Black British	White
Bangladeshi <input type="checkbox"/>	White and Asian <input type="checkbox"/>	African <input type="checkbox"/>	British <input type="checkbox"/>
Indian <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Irish <input type="checkbox"/>
Pakistani <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	Any other Black background <input type="checkbox"/>	Any other White Background <input type="checkbox"/>
Chinese <input type="checkbox"/>	Any other White background <input type="checkbox"/>		Any other Ethnic Background <input type="checkbox"/>
Any other Asian background <input type="checkbox"/>			

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?.....YesNo *If yes please tick the most appropriate box*

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

Do you consider yourself to have a learning difficulty?.....YesNo *If yes please tick the most appropriate box*

Dyscalculia <input type="checkbox"/>	Dyslexia <input type="checkbox"/>	Moderate learning difficulty <input type="checkbox"/>
Multiple learning difficulties <input type="checkbox"/>	Severe learning difficulty <input type="checkbox"/>	Other specific learning difficulty <input type="checkbox"/>
Other <input type="checkbox"/>	Not known / decline to answer <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 Maths Support English Language Support

Equipment Support Please give details.....

Other Specialist Support Please give details.....

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

Are you?

- Employed and released by employer to attend a course?..... Yes No
- Employed and not released by employer to attend a course?..... Yes No
- None of the above.....

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

Have you already been awarded any of the following qualification levels?

- Entry Level** - e.g. ESOL Entry 1, 2 or 3
- Other qualification below Level 1
- Level 1** - e.g. GNVQ foundation / NVQ 1 / City & Guilds Level 1 / any other Level 1 qualification
- Level 2** - e.g. 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
- Level 3** - e.g. 2 'A' or 4 'AS' Levels / GNVQ Advanced / AVCE / NVQ 3 / BTEC National / City & Guilds Level 3 / any other Level 3 qualification
- Level 4** - e.g. NVQ 4 / HNC / HND / any other level 4 qualification
- Level 5** - e.g. First degree / Higher degree

Section 8: Employer Responsive courses only:

Name of Learner:

Learner National Insurance Number:

Company / Organisation Name and Address:

.....

.....

..... Post Code:

Company / Organisation Telephone Number:

Section 9: How did you find out about CLaSS? Please tick all boxes that apply to you

Learner returning to CLaSS Local event Friend / family member CLaSS website

CLaSS prospectus Another website Advert in a newspaper or magazine

Other: Please give details:

Learner Support Fund / Fees and Payments

See page 06 of the prospectus or speak to a member of the Front Line team for information.

Office use: Low income and use of LSF

Low income under £19,000 <input type="checkbox"/>	Financial Circumstances Form completed <input type="checkbox"/>	Staff initials
Course fees – low income <input type="checkbox"/> 50%	Exam fees 50% <input type="checkbox"/> 75% <input type="checkbox"/> 85% <input type="checkbox"/>	Materials / Books <input type="checkbox"/>

Office use: Fees & Payments

Course Code	Course Fee Due	Exam Fee Due	Amount Paid	Receipt Number	Payment Method	Date	Balance Owed	On Aqua Staff Initials

NOTES

Learner ID:

Unique No:

Confirmation sent

DATA PROTECTION ACT 1998

“Data Protection Act 1998 – The information you provide will be passed to the Learning and Skills Council (the LSC). The LSC is responsible for funding, planning and encouraging education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which we will share information include, the Department for Children, Schools and Families, the Department for Innovation, Universities and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners. The LSC also administers the learner registration service (LRS) which will use your information to create and maintain a unique learner number (ULN). The LSC is also a co-financing 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 partner organisations and the ULN and what they do, may be found at www.lsc.gov.uk/providers/Data/help/ and by following the links to data protection. At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan future provision. Tick this box if you do not wish to be contacted by the LSC or its partners in respect of surveys and research. The LSC values your views on the education or training which you receive, and will use these to help bring about improvements for learners in England. The LSC or its partners may wish to contact you from time to time about courses, or learning opportunities relevant to you. Please tick here 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. Over 70% of the cost of your course is paid for by the Government through the Learning & Skills Council. This subsidy will not be paid if we do not process information about you in the format required by the Council. To process this information and obtain the subsidy on your behalf we need your consent. Please sign the form in the space provided on the enrolment form.

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.

Declaration: I agree to accept the policies of CLaSS and confirm that the information I have provided is accurate and 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.....

**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**

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. Please tick if you would like to join Waltham Forest Libraries?