

(Office use only)

Learner Number			
Processed by		Processed Date	

Please complete all sections of this form in full in CAPITAL LETTERS and sign where indicated on the last page

## SECTION 1 – YOUR PERSONAL DETAILS

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Gender ☐ Male ☐ Female ☐ Non-Binary

Surname

Forename(s)

Date of Birth

Email Address

National Insurance Number

Home Address

Postcode

Phone Number

Ethnicity:

White

- ☐ Eng/Welsh/Scottish/Northern Irish/British
- ☐ Irish
- ☐ Gypsy or Traveller
- ☐ Any other White background

Asian or Asian British

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

Mixed/Multiple Ethnic Group

- ☐ White and Black Caribbean
- ☐ White and Black African
- ☐ White and Asian
- ☐ Any other mixed background

Black British

- ☐ African
- ☐ Caribbean
- ☐ Any other Black background
- Other Ethnic Groups**
- ☐ Arab
- ☐ Any other ethnic background

Emergency Contact Details

Name	Mobile No.	Relationship
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## SECTION 2 – ADDITIONAL SUPPORT

MAE can offer a wide range of additional support and we welcome learners with disabilities, learning difficulties and health problems. Please tick the boxes that are appropriate to you.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> None   | <input type="checkbox"/> Other physical disability (93)          | <input type="checkbox"/> Autistic Spectrum Disorder (14)                     |
| <input type="checkbox"/> Visual impairment (4)  | <input type="checkbox"/> Mental Health difficulty (9)            | <input type="checkbox"/> Aspergers Syndrome (15)                             |
| <input type="checkbox"/> Hearing impairment (5)   | <input type="checkbox"/> Moderate learning difficulty (10)       | <input type="checkbox"/> Temporary disability after illness or accident (16) |
| <input type="checkbox"/> Disability affecting mobility (6)  | <input type="checkbox"/> Severe learning difficulty (11)         | <input type="checkbox"/> Speech, language & communication needs (17)         |
| <input type="checkbox"/> Profound complex disabilities (7)  | <input type="checkbox"/> Dyslexia (12)                           | <input type="checkbox"/> Other disability (97)                               |
| <input type="checkbox"/> Social & emotional difficulties (8)  | <input type="checkbox"/> Dyscalculia (13)                        | <input type="checkbox"/> Prefer not to say (98)                              |
| <input type="checkbox"/> Other medical condition (e.g Epilepsy, Asthma, Diabetes. Please state below (95) | <input type="checkbox"/> Other specific learning difficulty (94) |  |
|   | <input type="checkbox"/> Other learning difficulty (96)          |  |

Please provide any further comments

If you have ticked more than one, which number do you consider will most affect your ability to learn?

Do you require a Personal Emergency Evacuation Plan (PEEP) to help you evacuate the building in an emergency? Yes ☐

Are you a care leaver? Yes ☐

Do you currently serve or are a veteran of the armed forces? Yes ☐

### SECTION 3 – EMPLOYMENT STATUS

<b>Are you in paid employment?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Self-employed?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If yes</b> How many hours do you work in an average week? Less than 11 <input type="checkbox"/> 11-20 <input type="checkbox"/> 21-30 <input type="checkbox"/> 31+ <input type="checkbox"/>		How many months have you been in employment? Up to 3 <input type="checkbox"/> 4-6 <input type="checkbox"/> 7-12 <input type="checkbox"/> 12+ <input type="checkbox"/>	
<b>If no</b> Are you looking for and available to start work? Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you unemployed due to being made redundant? Yes <input type="checkbox"/> No <input type="checkbox"/>	
How many months have you been unemployed? Less than 6 <input type="checkbox"/> 6-11 <input type="checkbox"/> 12-23 <input type="checkbox"/> 24-35 <input type="checkbox"/> 36+ <input type="checkbox"/>		Are you in receipt of? JSA <input type="checkbox"/> ESA <input type="checkbox"/> Universal Credit <input type="checkbox"/> Other Benefit <input type="checkbox"/>	

### SECTION 4 – HIGHEST CURRENT LEVEL OF QUALIFICATION

<input type="checkbox"/> Entry Level	<input type="checkbox"/> Full Level 3 (eg 2 or more A levels, 4 or more AS levels)	<input type="checkbox"/> Other qualifications, level not known
<input type="checkbox"/> Level 1 (eg 5 or more GCSEs at grades D-G or fewer than 5 at grades A*-C)	<input type="checkbox"/> Level 4 (eg Cert. of Higher Education)	<input type="checkbox"/> Not known
<input type="checkbox"/> Level 2	<input type="checkbox"/> Level 5 (eg Foundation degree)	<input type="checkbox"/> No qualifications
<input type="checkbox"/> Full Level 2 (eg 5 or more GCSEs at grades A*-C or 2/3 AS levels)	<input type="checkbox"/> Level 6 (eg Bachelors degree)	
<input type="checkbox"/> Level 3	<input type="checkbox"/> Level 7+ (eg Doctorates, Masters degrees, postgraduate Certs & Diplomas)	

Highest qualification in English?

Highest qualification in maths?

### SECTION 5 – RESIDENCY AND PROOF OF IDENTITY

<b>What is your nationality?</b>			
Have you lived in the UK for 3 or more years? Yes <input type="checkbox"/>	If you are a <b>UK or EEA National</b> , have you lived in the EEA for 3 or more years? Yes <input type="checkbox"/>		
If you are not a UK National, do you have pre-settled or settled status? Yes <input type="checkbox"/>	What type of Visa do you hold?	Ukraine Visa Scheme Refugee or Asylum Seeker Indefinite leave to remain Hong Kong (BNO) Afghan Relocation	
If you have lived in the UK for less than 3 years, what was the country you previously lived in?			
If you have lived in the UK for less than 3 years, what was your date of arrival into the UK?	Visa Expiry Date		

(Office use only) ID and evidence seen if necessary.

- |  |   |
|--|---|
| <input type="checkbox"/> Bank/Credit/Debit Card  | <input type="checkbox"/> Driving Licence                            |
| <input type="checkbox"/> National Insurance Card | <input type="checkbox"/> ID Card or other form of National Identity |
| <input type="checkbox"/> Passport                | <input type="checkbox"/> Returning Learner – ID previously checked  |

Last 4 digits of ID document number	Proof of 3-year residency	Pre-settled/settled status	Other – please specify
I confirm that I have seen the relevant evidence to support the above claim.		Signature	Date
			Staff Name

## SECTION 6 – COURSES & FEES

Course No	Title	Start Date	For MAE use only			
			Fee	Receipt	CIS	Initials

How did you hear about the course?

<input type="checkbox"/>	Website	<input type="checkbox"/>	Leaflet	<input type="checkbox"/>	Word of Mouth	<input type="checkbox"/>	Directory	<input type="checkbox"/>	Facebook	<input type="checkbox"/>	
<input type="checkbox"/>	Press	<input type="checkbox"/>	Email	<input type="checkbox"/>	MAE Staff	<input type="checkbox"/>	Twitter	<input type="checkbox"/>	Instagram	<input type="checkbox"/>	Social Prescribing
Other (please specify)											
Referred from	<input type="checkbox"/>	JCP	<input type="checkbox"/>	REED	<input type="checkbox"/>	50+ Programme	<input type="checkbox"/>	Other (please specify)			

**Payment Details (only to be completed if you are paying a fee)**

<input type="checkbox"/>	Fee paid in full on enrolment
<input type="checkbox"/>	Fee to be paid by standing order – first instalment to be made at time of enrolment
<input type="checkbox"/>	Fee to be paid by invoice – letter of authority required

### Concession Claimed

<input type="checkbox"/>	Universal Credit	<input type="checkbox"/>	Skills Training Funding
<input type="checkbox"/>	Jobseekers Allowance	<input type="checkbox"/>	Employment & Support Allowance
<input type="checkbox"/>	Low wage (£20,319 or below)	<input type="checkbox"/>	Means Tested Benefit
<input type="checkbox"/>	Digital Entitlement	<input type="checkbox"/>	Skills for Life Literacy or Numeracy
<input type="checkbox"/>	First Level 2	<input type="checkbox"/>	First Level 3
<input type="checkbox"/>	Unwaged Dependant of person in receipt of means tested benefit	<input type="checkbox"/>	Other, please specify
<input type="checkbox"/>	Invalidity, Disability, LA, PIP, Incapacity, ICA	<input type="checkbox"/>	Aged 60+ and not employed for more than 16 hours per week
<input type="checkbox"/>	Zero Fee (to be approved by Data and Funding Manager)	<input type="checkbox"/>	Non-Funded (Hong Kong (BNO))
<input type="checkbox"/>	Zero Fee – E-Learning Courses	<input type="checkbox"/>	Zero Fee – Free Community Learning/Multiply

## SECTION 7 – PRIVACY STATEMENTS

**MAE is funded by the Education and Skills Funding Agency (ESFA) and the Department for Education (DfE). To enrol on one of our courses you are agreeing to share your details with the above agencies. You will not be able to enrol on one of our courses unless you agree to this data sharing. Please see the relevant privacy notices below:**

### Learning Record Service

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notices>

**Medway Adult Education** will collect and process your personal data under GDPR Article 6e (Public Task) in order for us to carry out our public task of providing education and training.

Contact details will not be used for marketing or survey purposes without your consent, which can be withdrawn at any time.

**However, we will use your contact information to contact you in order to carry out our duties to you, for example to notify you of a change of course date, and to obtain data where legally required such as destination surveys.** For more information on how Medway Council uses your data please visit

[medway.gov.uk/info/200217/freedom\\_of\\_information/347/data\\_protection](https://www.medway.gov.uk/info/200217/freedom_of_information/347/data_protection)

You can **agree** to be contacted by Medway Adult Education for other purposes than those stated by ticking any of the following boxes.

- ☐ About courses or learning opportunities  
☐ For surveys and research  
☐ By post    ☐ By phone    ☐ By email

If you would like to change your consent about being contacted for these marketing purposes, please inform a member of staff at Medway Adult Education.

#### Education and Skills Funding Agency

This privacy notice is issued by the Education and Skills Funding Agency (ESFA) 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 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 to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA 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

[https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact%20the%20Department%20for%20Education)

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>

### SECTION 8 – LEARNER AGREEMENT

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. If fees are due for the course I agree to pay the fees for the whole course including outstanding instalments if I withdraw. I understand that refunds are only given when a class is cancelled. I am aware of the fees and charging policy. I agree to Medway Adult Education processing the information in accordance with Data Protection legislation, and I will inform Medway Adult Education if any of the details identified in the above change in any way.

Learner Signature:

Date:

Staff Signature:

Date:

Staff Name: