

Enrolment & Learning Agreement 2023/24



European Union
European Social Fund
Investing in jobs and skills

This activity is
part-financed by
the European
Union through the
European Social Fund
(ESF)

VISION
West Nottinghamshire
College

Unique learner number:

Mr Mrs Ms Miss Other

Legal Surname Sex: Male Female

Legal Forename(s):

Any previous official Surnames or names changed by Deed Poll:
.....

Date of birth:

Age: Age as of 31/08/2023

National Insurance no.

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Home address:

Postcode:

How long have you lived at this address?

Previous postcode if you have moved within the past two years:
.....

Telephone:

Mobile:

Email:

Emergency contact name:

Relationship to learner:

Telephone:

Please tick which of the following apply (one or more may apply):

- No household member is in employment, and the household includes one or more dependent children.
- No household member is in employment and the household does not include any dependent children.
- Learner lives in a single adult household with dependent children.
- None of these statements apply.
- I confirm that I wish to withhold this information.

Learner signature

Signed: Date:

Are you affected by any disabilities or learning difficulties? (Please tick any that are applicable)

- | | |
|---|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Autism spectrum disorder 14 |
| <input type="checkbox"/> Visual impairment 04 | <input type="checkbox"/> Asperger's syndrome 15 |
| <input type="checkbox"/> Hearing impairment 05 | <input type="checkbox"/> Temporary disability after illness or accident 16 |
| <input type="checkbox"/> Disability affecting mobility 06 | <input type="checkbox"/> Speech, language and communication needs 17 |
| <input type="checkbox"/> Profound complex disabilities 07 | <input type="checkbox"/> Other physical disabilities 93 |
| <input type="checkbox"/> Social and emotional difficulties 08 | <input type="checkbox"/> Medical condition e.g. epilepsy, asthma, diabetes 95 |
| <input type="checkbox"/> Mental health difficulty 09 | <input type="checkbox"/> Other learning difficulties 96 |
| <input type="checkbox"/> Moderate learning difficulty 10 | <input type="checkbox"/> Other disabilities 97 |
| <input type="checkbox"/> Severe learning difficulty 11 | Are you a wheelchair user?
Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <input type="checkbox"/> Dyslexia 12 | Do you have an EHCP
Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <input type="checkbox"/> Dyscalculia 13 | |

What is your ethnic origin?

- | | | | |
|---|-----------------------------|---------------------------------------|-----------------------------|
| English/Welsh/Scottish/
Northern Irish/British | 31 <input type="checkbox"/> | Pakistani | 40 <input type="checkbox"/> |
| Irish | 32 <input type="checkbox"/> | Bangladeshi | 41 <input type="checkbox"/> |
| Gypsy or Irish traveller | 33 <input type="checkbox"/> | Chinese | 42 <input type="checkbox"/> |
| Any other White background | 34 <input type="checkbox"/> | Any other Asian background | 43 <input type="checkbox"/> |
| White and Black Caribbean | 35 <input type="checkbox"/> | African | 44 <input type="checkbox"/> |
| White and Black African | 36 <input type="checkbox"/> | Caribbean | 45 <input type="checkbox"/> |
| White and Asian | 37 <input type="checkbox"/> | Any other Black/
African/Caribbean | 46 <input type="checkbox"/> |
| Any other mixed/multiple ethnic background | 38 <input type="checkbox"/> | Arab | 47 <input type="checkbox"/> |
| Indian | 39 <input type="checkbox"/> | Any other ethnic group | 98 <input type="checkbox"/> |

Have you been resident in the UK for the last 3 years?

Yes No

If no

Have you obtained settled status under then EU Settlement Scheme

Yes No

What is your nationality?

I am a non EEA citizen with permission from the UK government to live in the UK Yes No

Employment details

Company name:

Address:

Workplace postcode:

Telephone:

No. of hours worked per week:

Length of employment Up to 3 4-6 7-12 12+
(months)

Prior attainment:

What is the highest qualification level you have? (Please tick)

- No Qualifications**
- Entry Level** - Word Power/Number Power
- Level 1** - GCSE/O Level grades D-G or 1-3 (or fewer than 5 at grades A-C or 4-9), GNVQ Foundation, CSE below grade 1, NVQ 1
- Level 2** - Vocational and technical qualifications at level 2 (not on the legal entitlement list) Functional skills at level 2, ESOL (skills for life)
- Full Level 2** - 5 or more GCSE/O Level grades A-C or 4-9, 5 or more CSE Grade 1, NVQ 2, GNVQ Intermediate, 1st Diploma, 1 A-level
- Level 3** - Vocational and technical qualifications at level 3 (not on the legal entitlement list) Core Maths
- Full Level 3** - 2 or more A Levels, 4 or more AS Levels, NVQ 3, AVCE, National Diploma or Certificate
- Level 4** - HNC, CMS, NVQ 4
- Level 5** - HND, First Degree, Foundation Degree
- Level 6** - Bachelors Degree, Award/Certificate/Diploma Level 6
- Level 7/8** - Doctorates, Masters Degree, Award/Certificate/Diploma Level 7

GCSE grades obtained:

Maths English

Do you have any unspent criminal convictions or charges pending?
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Enrolment & Learning Agreement 2023/24 (Learner responsive)



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VISION
West Nottinghamshire College

Course details

Course code:

Qualification aim:

Delivery postcode:

Title:

Start date: End date:

Course fees	Total planned learning hours

Course details

Course code:

Qualification aim:

Delivery postcode:

Title:

Start date: End date:

Course fees	Total planned learning hours

Course details

Course code:

Qualification aim:

Delivery postcode:

Title:

Start date: End date:

Course fees	Total planned learning hours

Tutor name:

Course details

Course code:

Qualification aim:

Delivery postcode:

Title:

Start date: End date:

Course fees	Total planned learning hours

Remitted fees section (Please tick relevant box)

Pre Level 2 progression (aged 19-23 at 31st Aug 2023) First full Level 2 (aged 19-23 at 31st Aug 2023)

First full Level 3 (aged 19-23 at 31st Aug 2023) Level 3 free courses for jobs (qual specific)

Benefit status? (Please tick all that apply)

JSA Council Tax Benefit** Incapacity Benefit** Universal Credit** Are you retired

Income Support** ESA Housing Benefit** Employed on a low wage*

I confirm that I am NOT in receipt of any benefits

*Earning less than £20,319 annual gross salary and must provide a wage slip within 3 months of start date.

**Can be employed but take-home pay (disregarding UC payments and other benefits) is less than £617 a month (learner is sole adult in their benefit claim) or £988 a month (joint benefit claim).

Are you unwaged/unemployed? If so, for how long (in months)?

0-5 6-11 12-23

24-35 36+

Learner signature:

.....

I confirm that I am unemployed and want to enter employment, but need skills training in order to do so.

Fee payment section:

Fees paid in full Instalments

Employer to pay (letter required) Advanced Learner Loan

Please continue on to page 3 and ensure you have signed the form

Privacy Notice

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-ilor>

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
- 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>

Learner declaration

I understand that the college reserves the right to search learners on college premises if considered absolutely necessary to maintain safety and security. I consent to you processing the information, which I have given. If I am under 18 or sponsored by an employer or agency, I also consent to you disclosing information about my attendance and performance whilst at college.

- I understand what my course is about, how it meets my needs and what entry requirements I must have.
- I confirm that I have received advice and guidance to support my choice of course and, where applicable, received information relating to the progression routes available in terms of careers and further study.
- I understand what support is available to me and I will notify my course tutor promptly if I develop a disability or medical condition which affects my studies.
- I will attend all timetabled sessions regularly and punctually, access the VLE, and undertake

the necessary independent study. I understand that any additional study sessions or learning support may be withdrawn or suspended if I do not do so.

- I agree to wear my student ID card and lanyard at all times when on college premises, and to comply with the college's regulations and codes of conduct, which are available on the college website.
- I understand that I must inform the college of any personal changes which could affect this agreement and that I can change this agreement at any time.
- I understand that if I have declared false information, the college may take action against me to reclaim course fees and any support costs provided.
- I accept that I am ultimately responsible for the full course fees and that I am liable for the full cost of my course should I not apply, or I am refused an Advanced Learner Loan.
- I will provide the college with documentation

from any third party who has agreed to pay my course fees i.e. Employer/Student Finance England.

- If my course attracts a course fee, I confirm that I have read and understood the fees policy summary above.
- I understand how my information is used and that it may be shared with third parties for education, training, employment and well-being related purposes, including for research.
- Information regarding your course and progress will be shared with parents or guardians if you are under 18. If you reach the age of 18 during an academic year and would prefer that information is no longer shared in this way then please make your wishes known to your tutor or a member of the student services staff. If you do not make us aware then we will assume you consent to this information being shared until the end of your enrolled programme.

Please sign the learning agreement.

Learner Signature:

Date:

Vision West Nottinghamshire College Fees policy

By signing this learner agreement you agree to West Nottinghamshire College's fees and refunds policy. A summary of the policy is provided below. A full copy is available on the College website at <https://wnc.ac.uk/Documents/About-Us/Policies/college-tuition-fee-policy.pdf> or from finance, please email receivables@wnc.ac.uk for a copy.

However, you should be aware that if you fail to pay your fees in accordance with the College's fees policy, the College will implement its debt recovery procedure which may include the use of an external debt collection agency.

Withdrawals and Refund of Fees: All Students

Courses cancelled by the college: Students will be refunded in full.

Withdrawal: Student must advise the tutor/area of withdrawal. If any refund is due based on the criteria below this will be reimbursed to the original payee.

Students who withdraw from a course after the course start date, or do not attend the course on which they have enrolled, may be entitled to a refund if they have withdrawn due to a serious medical condition (medical certificate required as evidence, to be sent to the finance office).

Withdrawals and Refund of Fees - Further Education: If the College cancels your course, it will contact you and refund the full costs paid by you.

If you withdraw from the course and complete less than 50% of the course you will receive a refund of 50% of the fee, if you have completed 50% or more no refund is due.

Advanced Learner Loan Students: As with all other fee paying students, those funded through an Advanced Learner Loan are at all times personally responsible for paying their fees. Withdrawals are dealt with in line with the Advanced Learner Loan Terms and Conditions.

Instalments: You may be able to pay your course fees by instalments. For details please email [finance: receivables@wnc.ac.uk](mailto:receivables@wnc.ac.uk) with your contact details who will get back to you.