

Enrolment Form Part-time courses (from May 2019)

About you											
First Name(s)						Address					
Surname											
Title (Mr/Mrs/Miss Ms...)						Postcode		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth						Telephone (home)					
Nationality						Telephone (mobile)					
Sex				Male <input type="checkbox"/> Female <input type="checkbox"/>		Email Address					
NI Number		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Emergency Contact Number					
Car Registration Number		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Emergency Contact Name					
						Emergency Contact Relationship					

Please tell us of any changes to your personal details as we use these, for example, to keep in touch with you and generate certificates

About your course															
Course Ref										Start Date	End Date	Tuition Fees	Exam Assess Fee	Other Fee	Total Fee
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Course Title															

If student's start date differs from course start date, please specify / /

Residency											
Have you always been a permanent resident in the UK or other EU country?				Yes <input type="checkbox"/> No <input type="checkbox"/>		Are there any restrictions on the length of your stay in the UK?				Yes <input type="checkbox"/> No <input type="checkbox"/>	
If No please state your date of entry into the UK/EU				<input type="text"/> / <input type="text"/> / <input type="text"/>		Are you a refugee?				Yes <input type="checkbox"/> No <input type="checkbox"/>	
						Are you an asylum seeker?				Yes <input type="checkbox"/> No <input type="checkbox"/>	

If you have not always resided in the UK/EU, we will need to see your passport and immigration documents at enrolment.

Your ethnic origin											
English/Welsh/Scottish/Northern Irish/British <input type="checkbox"/> 31		White and Black Caribbean <input type="checkbox"/> 35		Indian <input type="checkbox"/> 39		Any other Asian Background <input type="checkbox"/> 43		Arab <input type="checkbox"/> 47			
Irish <input type="checkbox"/> 32		White and Black African <input type="checkbox"/> 36		Pakistani <input type="checkbox"/> 40		African <input type="checkbox"/> 44		Nepali <input type="checkbox"/> 90			
Gypsy or Irish Traveller <input type="checkbox"/> 33		White and Asian <input type="checkbox"/> 37		Bangladeshi <input type="checkbox"/> 41		Caribbean <input type="checkbox"/> 45		Any other Ethnic group <input type="checkbox"/> 98			
Any other white Background <input type="checkbox"/> 34		Any other Mixed/ Multiple ethnic Background <input type="checkbox"/> 38		Chinese <input type="checkbox"/> 42		Any other Black/ African/Caribbean Background <input type="checkbox"/> 46					

Gender: Which of the following describes how you think of yourself?			
Female <input type="checkbox"/>	Male <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	In another way <input type="checkbox"/>
Please write in			
Sexual orientation: Please tick as appropriate			
Bi <input type="checkbox"/>	Gay man <input type="checkbox"/>	Gay woman / Lesbian <input type="checkbox"/>	
Heterosexual/straight <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	Prefer to self describe <input type="checkbox"/>	
Use this space to self describe			
Religion: Please tick as appropriate			
No religion <input type="checkbox"/>	Christian <input type="checkbox"/>	Buddhist <input type="checkbox"/>	Hindu <input type="checkbox"/>
Jewish <input type="checkbox"/>	Muslim <input type="checkbox"/>	Sikh <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>
Any other religion <input type="checkbox"/>			
Please write in			
Learning difficulties and health problems			
Do you consider yourself to have a learning difficulty or disability Yes <input type="checkbox"/> No <input type="checkbox"/>			
Please tick as many from the list below as apply			
Visual impairment <input type="checkbox"/>	4	Autism spectrum disorder <input type="checkbox"/>	14
Hearing impairment <input type="checkbox"/>	5	Asperger syndrome <input type="checkbox"/>	15
Disability affecting mobility <input type="checkbox"/>	6	Temporary disability after illness or accident <input type="checkbox"/>	16
Profound complex disabilities <input type="checkbox"/>	7	Speech, Language and Communication Needs <input type="checkbox"/>	17
Social and emotional difficulties <input type="checkbox"/>	8	Other physical disability <input type="checkbox"/>	93
Mental health difficulty <input type="checkbox"/>	9	Other specific learning difficulty (eg Dyspraxia) <input type="checkbox"/>	94
Moderate learning difficulty <input type="checkbox"/>	10	Other medical conditions (eg epilepsy, asthma, diabetes) <input type="checkbox"/>	95
Severe learning difficulty <input type="checkbox"/>	11	Other learning difficulty <input type="checkbox"/>	96
Dyslexia <input type="checkbox"/>	12	Other disability <input type="checkbox"/>	97
Dyscalculia <input type="checkbox"/>	13	Prefer not to say <input type="checkbox"/>	98
Please let your tutor know if there is any support you will need to help you study and succeed at college			
What is the highest previous qualification you have achieved?			
Entry Level eg Basic skills entry level, word power, number power <input type="checkbox"/>	9	Level 5 eg NVQ5 Foundation Degree, HND <input type="checkbox"/>	11
Other qualifications below level 1 eg pre-entry <input type="checkbox"/>	7	Level 6 eg Bachelors Degree, Graduate Certificates and Diplomas <input type="checkbox"/>	12
Level 1 eg less than 5 GCSE A-C, NVQ 1, GNVQ Foundation, Clait, basic skills <input type="checkbox"/>	1	Level 7 and above eg Doctorates, Masters Degree <input type="checkbox"/>	13
Level 2 eg 5 or more GCSE A-C, NVQ2, GNVQ Intermediate, Clait+, 1 A Level <input type="checkbox"/>	2	Other qualification, level unknown <input type="checkbox"/>	97
Level 3 eg 2 or more A Level, 4 or more AS, BTEC National, AVCE, NVQ3 <input type="checkbox"/>	3	No qualifications <input type="checkbox"/>	99
Level 4 eg NVQ4, Cert of HE, HNC <input type="checkbox"/>	10		
English and maths qualifications			
I have GCSE English at A* to C / Grade 9 to 4 Yes <input type="checkbox"/> No <input type="checkbox"/>		I have GCSE maths at A* to C / Grade 9 to 4 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
What is your current employment status?			
Employed	Self Employed	Unemployed	
Employed less than 10 hours per week <input type="checkbox"/>	Self Employed less than 10 hours per week <input type="checkbox"/>	Not in paid employment - looking for work <input type="checkbox"/>	
Employed 11-20 hours per week <input type="checkbox"/>	Self Employed 11-20 hours per week <input type="checkbox"/>	Not in paid employment - not looking for work <input type="checkbox"/>	
Employed 21-30 hours per week <input type="checkbox"/>	Self Employed 21 - 30 hours or more per week <input type="checkbox"/>		
Employed 31 hours or more per week <input type="checkbox"/>	Self Employed 31 hours or more per week <input type="checkbox"/>		
If you are unemployed how long have you been unemployed?			
Less than 6 months <input type="checkbox"/>	6-11 months <input type="checkbox"/>	12-23 months <input type="checkbox"/>	24-36 months <input type="checkbox"/> Over 36 months <input type="checkbox"/>
Please tick any of the following statements that apply to your household (one or more may apply)			
No household member is in employment and the household includes one or more dependent children			<input type="checkbox"/>
No household member is in employment and the household does not include any dependent children			<input type="checkbox"/>
I live in a single adult household with dependent children			<input type="checkbox"/>
None of these statements apply			<input type="checkbox"/>
I confirm that I wish to withhold this information			<input type="checkbox"/>

Employer to Pay

Please supply all the following details and return the form with a company purchase order if applicable. (This information will be retained in accordance with our Record of Processing Activity Log)

Note – Employers remain responsible for the fees of the named student whether he/she remains in their employment or not. Please see our website for terms and conditions.

Authorising Name	Invoice Address					
Position in Company						
Authorising Signature						
Phone Number	Postcode					
Email Address						

Data Protection and how we use your personal information

University Centre Farnborough/Farnborough College of Technology is compliant with the General Data Protection Regulations and full details on the use of your personal information is stated in the Privacy Notice on the college website, www.farn-ct.ac.uk, in paper copy at enrolment or by contacting the Data Protection Officer at registry@farn-ct.ac.uk.

This Privacy Notice details what information we collect, what we do with it and the lawful basis on which we process it. Your rights with respect to how we handle your information are also explained in this document.

Most of the personal information that the College collects and holds about you is required in order to deliver the training courses on which you have enrolled. If you do not wish to give this personal information, then the College may not be able to offer you a place on a course and may withdraw any offer already made.

The College is also required to publish the following 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). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can agree to be contacted for other purposes by ticking any of the following boxes:

- About courses or learning opportunities.
- For surveys and research.
- By post.
- By phone.
- By e-mail.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

Learning Agreement

Advice and Guidance should satisfy you in the following key areas: the implications of doing your course; the entry requirements for your course; a check to see that the course is suitable for your requirements; a check to see if you had any previous experience or qualifications that could be counted towards the course; a check to see whether you require any additional support in order to help you access and complete the course.

By signing this form, you agree with the following:

- I have read the College's Student Privacy Notice and agree that the College can process my personal data
- I have received adequate advice and guidance to choose my course
- I will abide by the College's rules and regulations, including those relating to the use of Turnitin, and pay all fees due
- I have read the College Withdrawal and Refund policy on the college website
- Information about my support needs can be shared with relevant members of staff
- If I am sponsored by an employer, the College will maintain regular contact with my employer regarding my progress
- For students under the age of 18 at the start of the course, college staff can maintain regular contact with your parents/guardians throughout the course – they have agreed to share their details with the College
- For students over 18 - I am aware that I should notify the College of any changes to my personal details and how my personal data is stored and used and my emergency contact has agreed to share their details with the College.
- I am aware that some courses for adults are jointly funded by the Education and Skills Funding Agency (ESFA) and the European Social Fund (ESF)



Student Signature		Date
Tutors: check the student's details and suitability for this course and sign		
Tutor Signature	Tutor Name and EXT No	Date (If different)
For College use only:		
Proof of ID – specify proof of ID seen – e.g. birth certificate, passport, driving licence.		
ID	Signature	