

# Cumbria Adult Education



Central office use only

White copy for CAE use / Coloured copy for Centre use

Centre:	
Unique Learner Number (if known):	Student no:

Please complete all sections in block capitals and tick where appropriate

## Learner enrolment details

Title \_\_\_\_\_ Forename \_\_\_\_\_

Surname \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Home Tel \_\_\_\_\_

Work Tel \_\_\_\_\_

Mobile \_\_\_\_\_

Email address \_\_\_\_\_

Gender Male  Female  Date of Birth / /

## Ethnic origin

Please help our equal opportunities monitoring by ticking one of the following boxes:

Bangladeshi	<input type="checkbox"/>	Mixed:	
Black African	<input type="checkbox"/>	Other (Black)	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	Other (White)	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Indian	<input type="checkbox"/>	White (Eire)	<input type="checkbox"/>
Other Asian	<input type="checkbox"/>	White (British)	<input type="checkbox"/>
		White/Asian	<input type="checkbox"/>
		White/Black African	<input type="checkbox"/>
		White/Black Caribbean	<input type="checkbox"/>
		Other mixed background	<input type="checkbox"/>
		Other	<input type="checkbox"/>

Please state: \_\_\_\_\_

## Previous course information

Have you attended a structured learning course within the last three years? Y  N

## Country of residence

UK  EC

If not permanently resident in UK or EC for last 3 years, which country have you lived in? Please state: \_\_\_\_\_

## Qualifications already held

Please indicate the level of your **highest qualification**.  
If you require more information, your Centre Manager has the full SFA list of qualifications and their levels, and they will be happy to advise you.  
We suggest Level 2 for the School Certificate and Level 3 for Matriculation (the SFA does not specify these on its list).

Please tick the relevant box

No formal qualifications	<input type="checkbox"/>
GCSE/O Level grades at D-G or fewer than 5 at A-C	Level 1 <input type="checkbox"/>
GCSE/O Level (5 or more grades at A-C)	Level 2 <input type="checkbox"/>
A Level (1 subject)	Level 2 <input type="checkbox"/>
A Level (2 or more subjects)	Level 3 <input type="checkbox"/>
First degree	Level 4 <input type="checkbox"/>
Higher degree	Level 5 <input type="checkbox"/>
Other qualification, level not known	<input type="checkbox"/>

## Disability

I have a disability  I have a learning disability

I have no disability  I have a serious health issue

If you have a disability you may be offered further support. Do you wish to discuss your needs with a member of staff?  
Y  N

## Concessions

If you are claiming a concessionary fee, which of the following applies to you?

I am enrolling on a FREE Literacy or Numeracy course

16-18 year olds: in full-time education

not in full-time education

Over 60 not in full-time employment

**I am in receipt of:**

Income related ESA	<input type="checkbox"/>
Job Seekers Allowance	<input type="checkbox"/>
Income Support	<input type="checkbox"/>
Pension Guarantee Credit	<input type="checkbox"/>
Housing/Council Tax Benefit	<input type="checkbox"/>
Working Tax Credit (subject to threshold)	<input type="checkbox"/>
Unwaged dependant of those listed above	<input type="checkbox"/>

## Course details and fees

Course code	Course title	Autumn fee	Receipt no	Spring fee	Receipt no	Summer fee	Receipt no

## Declaration and privacy statement

Learner's declaration: I confirm that the above details are correct. Signed \_\_\_\_\_ Date / /

**How we use your personal information:** The personal information you provide is passed to the Chief Executive of Skills Funding and, where required, the Young People's Learning Agency for England (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).

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

## For office use only

Proof of benefit seen. Please tick the relevant box.

Evidence provided: TC602  Pension credit  Rail card/bus pass

Birth certificate  Other \_\_\_\_\_

Who paid the fees? Student  Employer  Other

## Centre staff declaration

I confirm the above details are correct and have seen evidence of the learner's status.

Signed \_\_\_\_\_ Date / /