

Cumbria Adult Education

Enrolment and Learning Agreement 2013/14

To be completed by Centre /CAE Staff White copy - CAE / Yellow copy - Centre / Pink copy - Learner



Centre	
Unique Learner Number (if known)	Student no.

Please complete all sections in block capitals and tick where appropriate

Your details

Title Forename(s)

Surname

Address

Postcode Mobile Tel

Daytime Tel Evening Tel

Email Address

Gender Male ☐ Female ☐ Date of Birth

Age on 31 Aug 13 Age on day before course

Ethnic origin

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

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

Please state:

Nationality

Your nationality (e.g. British/Polish/Chinese)

If you are not a British Citizen, date of entry to UK

If you have not lived in the UK continually for the past three years please list the countries in which you have resided

Have you been living in the UK for the past three years? Yes ☐ No ☐

Highest previous qualification

Please indicate your highest level of qualification to date.

No previous qualifications	None	<input type="checkbox"/>	BTEC First Certificate/Diploma	Level 2	<input type="checkbox"/>
Entry level	Entry	<input type="checkbox"/>	A-Level (2 or more subjects)	Level 3	<input type="checkbox"/>
Other qualifications at below Level 1	Entry	<input type="checkbox"/>	BTEC National Certificate	Level 3	<input type="checkbox"/>
GCSE/O Level (grades D–G or fewer than 5 at A–C)	Level 1	<input type="checkbox"/>	NVQ L3	Level 3	<input type="checkbox"/>
NVQ L1	Level 1	<input type="checkbox"/>	NVQ L4	Level 4	<input type="checkbox"/>
GCSE/O Level (5 or more grades at A–C)	Level 2	<input type="checkbox"/>	HNC & HND	Level 5	<input type="checkbox"/>
AS Levels (2 or more subjects)	Level 2	<input type="checkbox"/>	Foundation Degree/NVQL5	Level 5	<input type="checkbox"/>
A-Level (1 subject)	Level 2	<input type="checkbox"/>	Degree and above	Level 6+	<input type="checkbox"/>
NVQ L2	Level 2	<input type="checkbox"/>			

Do you have GCSE/O Level (Grade A-C) in: Maths Y ☐ N ☐ English Y ☐ N ☐

Status

Please indicate your status on the day before starting (tick box)

Employed - Full-time ☐ Part-time ☐ Self-employed ☐ Full-time education ☐ Volunteer ☐ Retired ☐ Other (not in employment) ☐

Unemployed ☐ Length of Unemployment – Under 6 mths ☐ 6-11 mths ☐ 12-23 mths ☐ 24-35 mths ☐ 36+ mths ☐

Disability

Do you consider yourself to have a disability? Yes ☐ No ☐ If you have a learning difficulty or disability then you may be offered further support.

Do you consider yourself to have a learning difficulty? Yes ☐ No ☐ Do you need to discuss your needs with a member of staff? Yes ☐ No ☐

Please give further details of your Learning Difficulty/Disability

Course details and fees

Course code	Course Title and Level	Autumn fee	Receipt no.	Spring fee	Receipt no.	Summer fee	Receipt no.

Signatures

Learner

I confirm that all of the personal information on this form is correct and I declare that I have correctly identified my highest prior qualification and, where applicable, the concession for which I am eligible. I fulfil the residency regulations for the Skills Funding Agency in England. I understand that if I have declared false information the provider may take action against me to reclaim the tuition fees and any support costs provided. I have read the Learning Agreement on the back of this form.

Learner signature Date

Provider/Centre

I confirm that I supported the learner where possible in completion of this document. I have seen or requested evidence to support the concession and residency criteria where applicable.

Provider signature Date

Concessions

You are only eligible for a concession if, on an accredited course, you fit categories 1 - 7 or; on a community or leisure learning course, you fit into categories 5 – 9. Select 10 if you are funding your course through a 24+ Advanced Learning Loan. If you are unsure if the course is a first full Level 2 or 3 then please speak with your tutor/centre.

1 GCSE or Functional Maths or English	<input type="checkbox"/>	6 Job Seekers Allowance (JSA)	<input type="checkbox"/>
2 16-18 learner	<input type="checkbox"/>	7 Unemployed, seeking employment, on other benefit(s)	<input type="checkbox"/>
3 19-23 First Level 2 (where highest prior qualification is less than Level 2)	<input type="checkbox"/>	8 Over 60 not in full-time employment	<input type="checkbox"/>
4 19-23 learner first full Level 3 (where highest prior qualification is less than Level 3)	<input type="checkbox"/>	9 Other income related benefit (housing, council tax, pension credit)	<input type="checkbox"/>
5 Work Related Employment Support Allowance (ESA)	<input type="checkbox"/>	10 24+ Loan	<input type="checkbox"/>

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Sharing Your Data

Please read the Sharing Your Data Section of the Learning Agreement on the back of this form before you complete this section

☐ 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.

☐ Tick this box if you do not wish to share your ULN or PLR with Partners

Learning Agreement (Cumbria Adult Education Copy)

Welcome to Cumbria Adult Education

We would like to welcome you to your course with Cumbria Adult Education (CAE) and wish you every success in achieving your learning aims. We hope that you find your learning experience rewarding and fulfilling. CAE welcomes learners from all backgrounds and abilities and our staff will give you the opportunities to develop your learning and skills. Please take a moment to read through this agreement as it outlines what you can expect from us as a training provider.

What the candidates can expect from CAE and their tutor:

- Your tutor will identify your learning needs by carrying out an initial assessment.
- Your tutor will help you professionally develop through building a learning plan to recognise and record knowledge you already have and that which you gain on the course.
- Your tutor will help you professionally develop by identifying areas where further development is needed.
- Your tutor will help you professionally develop by delivering appropriate teaching.
- Your tutor will guide you throughout the programme to produce a portfolio that meets the awarding body standards and then gain a nationally recognised qualification (accredited courses only).
- Your tutor will provide appropriate Information and Advice at the beginning, during and at the end of your learning programme.
- Your tutor will abide by CAE's Health & Safety policy and carry out the H&S induction process.
- CAE will ensure that appropriate examination, assessment and internal verification procedures are in place (accredited courses only).
- CAE will ensure that portfolios submitted to the awarding body are suitable for external moderation (accredited courses only).

Equality and diversity

CAE is committed to ensuring that all learners, staff and visitors are treated equally and, where possible, have full access to our sites and services. Please help us to achieve this by bringing to our attention any potential discrimination. If you are a disabled learner or have any specific needs, we will ensure that reasonable adjustments are made to the learning environment to ensure that you will not be placed at a disadvantage.

By disclosing your specific needs to us at the earliest opportunity, you will enable us to put in the required support. If you do not wish to disclose your needs or request that this information remains confidential, we cannot guarantee that appropriate adjustments will be made.

Terms and conditions of enrolment

In signing the agreement overleaf, I confirm that I agree to the following:

- I have received initial information and advice in preparation for my learning programme covering choice, entry requirements and suitability and I am satisfied with the process. I accept that my admission as a learner is subject to the regulations of CAE and the professional judgement of the staff relating to my level of study.
- I will ensure that the tuition fees are paid by the agreed date (usually the start date).
- CAE reserves the right to withdraw or cancel a programme whenever its viability cannot be assured. In such circumstances, every effort will be made to offer an alternative programme. However, CAE cannot guarantee that an acceptable programme will be available as part of our curriculum.

Security and safeguarding

CAE will make every effort to safeguard the personal effects of its users. However, it cannot accept liability for personal belongings. We do all we can to ensure that CAE provides a safe environment for our learners and have a number of procedures designed to ensure that learners, staff and visitors are able to learn in a safe environment.

Complaints

If you feel we have not met your expectations, then we want to hear from you. In the first instance please discuss your concerns with the person responsible for your learning. If you wish to make a formal complaint please contact Cumbria Adult Education on **01228 221349** or see our website for further information, www.cumbriaadulteducation.org.

How we use your personal information

The personal information you provide is passed to the Chief Executive of Skills Funding Agency and, where required, the Education Funding Agency (the EFA) 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.

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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 Education, the Department for Business, Innovation and Skills, Local Authorities, National Careers Service, 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 EFA, 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) and personal learner record (PLR).

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In signing the agreement overleaf, I confirm that I agree to the following:

- I have received initial information and advice in preparation for my learning programme covering choice, entry requirements and suitability and I am satisfied with the process. I accept that my admission as a learner is subject to the regulations of CAE and the professional judgement of the staff relating to my level of study.
- I will ensure that the tuition fees are paid by the agreed date (usually the start date).
- CAE reserves the right to withdraw or cancel a programme whenever its viability cannot be assured. In such circumstances, every effort will be made to offer an alternative programme. However, CAE cannot guarantee that an acceptable programme will be available as part of our curriculum.

Security and safeguarding

CAE will make every effort to safeguard the personal effects of its users. However, it cannot accept liability for personal belongings. We do all we can to ensure that CAE provides a safe environment for our learners and have a number of procedures designed to ensure that learners, staff and visitors are able to learn in a safe environment.

Complaints

If you feel we have not met your expectations, then we want to hear from you. In the first instance please discuss your concerns with the person responsible for your learning. If you wish to make a formal complaint please contact Cumbria Adult Education on **01228 221349** or see our website for further information, www.cumbriaadulteducation.org.

How we use your personal information

The personal information you provide is passed to the Chief Executive of Skills Funding Agency and, where required, the Education Funding Agency (the EFA) 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 EFA 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 EFA.

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 Education, the Department for Business, Innovation and Skills, Local Authorities, National Careers Service, 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 EFA, 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) and personal learner record (PLR).

Further information about use of and access to your information is available at Skills Funding Agency (skillsfundingagency.bis.gov.uk/foi.htm) and EFA (www.education.gov.uk/aboutdfe/executiveagencies/efa).

At no time will your personal information be passed to organisations for marketing or sales purposes.

Sharing your data

The EFA, the Chief Executive of Skills Funding Agency and their partners may wish to contact you from time to time in respect of surveys and research. This is used to monitor performance, improve quality and plan future provision. We will also use our findings to inform you about courses, or learning opportunities relevant to you.

As mentioned above the information will be shared with the Learner Records Service and will be used to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record (PLR). The ULN is used to enable collection and sharing of data within the education sector. The PLR will be a lifelong record of your learning and qualifications, which will be accessible to you, and organisations linked to your education.

Further details of how your information is processed and shared can be found at www.learningrecordsservice.org.uk/privacynotice