# Northamptonshire Adult Learning Service

Enrolment Form and Learning Agreement 2022 / 2023

[www.northamptonshire.gov.uk/aduItIearning](http://www.northamptonshire.gov.uk/aduItIearning) [adultlearning@northnorthants.gov.uk](mailto:adultlearning@northnorthants.gov.uk) 01604367119

The information provided in this form will be used by Northamptonshire Adult Learning Service (NALS) to process your enrolment, deliver the course and arrange funding for your course through the Education and Skills Funding Agency. In addition this information will be used to monitor service and contract

Please complete all sections using **CAPITAL LETTERS**

**1. Personal Details**

Title: (Mr / Mrs / Miss / Ms / Other) First name

Address

Home phone number

Gender Surname

Postcode Mobile number

Male

Female

Date of Birth (DD/MM/YYYY) National Insurance Number

I confirm I am 19 or over Email

NALS and the ESFA 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 For surveys and research

If you indicated above that you are happy to be contacted, please tell us below how you would like to be contacted:

By post By phone By Email By Text Message

**2. Equality and Diversity**

Visual impairment Hearing impairment

Disability affecting mobility Other physical disability

Other medical condition e.g. Epilepsy, Asthma. Diabetes

Other disability *Please specify:*

Profound complex disabilities Asperger’s syndrome Moderate learning difficulty Dyslexia

**3. Learner Support**

Mental Health difficulty e.g. depression, anxiety. Stress

Severe learning difficulty Dyscalculia

Autism spectrum disorder

Other specific learning difficulty

Temporary disability illness or accident

If you require additional personal support to participate in your course, please notify your tutor and outline below what support you may need.

**4. Ethnicity, Nationality and First Language**

White - British White - Irish

White - Other Any Other

Nationality

Mixed - White Black Caribbean Mixed - White Black African Mixed - White Asian

**5. Residential Status and Eligibility Self-Declaration**

Mixed - Other

Indian Pakistani

Bangladeshi Chinese

First Language

Other Asian

Black African / British Black Caribbean / British Black Other

A UK national or other person with right of abode and lived in the EEA (including the UK) for at least the last 3 years

An EEA national in the UK with either pre-settled or settled status under the EU Settlement Scheme and lived in the EEA (including the UK) for at least the last 3 years

If none of the above applies, please describe your immigration

## 6. Existing Qualifications

Entry Level (Diploma, certificate, basic skills, ESOL)

Level 1 (GCSE D-G, Level 1 Functional Skills or NVQ)

Level 2 (5 GCSEs or O-Levels A-C, Level 2 Functional Skills or NVQ)

Level 3 (A-Level, AS Level, Level 3 NVQ Award, Diploma, certificate)

Level 4 (HNC, CertHE, Level 4 NVQ Award, Diploma, certificate)

Level 5 (Foundation Degree, HND, DipHE, Level S Award, Diploma)

Level 6 (Bachelor's Degree, Graduate Diploma, Degree Apprenticeship)

Level 7 (Master's Degree, PGCE, Postgraduate Award, Diploma, certificate)

Do you have Math’s GCSE level 2 at Grade C (4) or above? No Yes

Do you have English GCSE level 2 at Grade C (4) or above? No Yes

### If you are 19+ and do not have GCSE A-C in math’s or English, you are entitled to free Functional Skills courses run by the Adult Learning Service. For more information, please e-mail [englishandmaths@northnorthants.gov.uk](mailto:englishandmaths@northnorthants.gov.uk) or contact us on 01604 367119.

**7. Employment Status** (Please select one employment status and one length of time)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Employment Status |  | Employed for up to 10 hours per week |  | Self-employed for up to 10 hours per week | Length of Time |  | Up to 3 months |
|  | Employed for 11 to 20 hours per week |  | Self-employed for 11 to 20 hours per week |  | 7 to 12 months |
|  | Employed for 21 to 30 hours per week |  | Self-employed for 21 to 30 hours per week |  | to 2 years |
|  | Employed for 30 or more hours per week |  | Self-employed for 30 or more hours per week |  | to 3 years |
|  | Not employed, looking for work and available to start |  | Not employed, not looking for work or not able to start |  | More than 3 years |

**9. Learner Declaration**

I agree to comply with all health and safety requirements and that the Adult Learning Service or Multiply Delivery Partner reserves the right to deny access if I fail to comply.

I understand and accept that the Adult Learning Service or Multiply Delivery Partner may have to change, close, or combine classes if a class is not available.

I understand that the Multiply Delivery Partner has received Grant funding from NNC to offer this course, and therefore is contractually required to share this information to be enrolled on the course.

### I confirm that the details on this form are correct, and I will inform the Adult Learning Service staff and/or the Multiply Delivery Partner if any details change.

Signed by Learner Date

**10. Multiply Delivery Partner Information**

|  |  |
| --- | --- |
| Delivery Partner Name |  |
| Course Code / Name |  |
| Course Total Hours |  |
| Tutor |  |
| Learning Aim | Z00 |
| Intervention number |  |

Is the learner a care leaver or ever been in care? No Yes

I confirm I have provided the learner with IAG and learning outcomes of the course.

I confirm that the leaner understands we are the delivery partner on behalf of the Multiple Grant provided to NNC

I confirm the learner has met the eligibility criteria of the Multiply provision.

I confirm that the information provided in this form is correct and will update NNC if any details change.

Signed by Provider Date

**11. Learn2b**

A picture containing text, clipart

Description automatically generatedNNC’s Learn2B program offers a range of courses, free of charge, specifically designed for people who may be experiencing mental health distress. If this is of interest to you, please tick the box to have one of our Learn2 B team contact you.

**12. National Careers Service**

Adult Learning work in partnership with The National Careers Service to promote and support your choices about the next stage of your education, employment, self-employment or training. By ticking this box you confirm you would like to be contacted by our team who will let you know how to access impartial careers advice and guidance with qualified careers advisors.

**13. Privacy Notice - How we use your personal information**

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 may be used for education, training, employment, and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you to carry out research and evaluation to inform the effectiveness of training. Your information may also be shared with other third parties for the above purposes, but only where the law allows it, and the sharing is in compliance with data protection legislation.

Your information will be securely destroyed in accordance with the ESFA’s retention and disposal schedule after it is no longer required for these purposes.

The full ESFA Privacy Notice including information about your rights, 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](http://www.gov.uk/government/publications/esfa-privacy-notice)

The Northamptonshire Adult Learning Service - privacy notice: [www.northnorthants.gov.uk/service-privacy-notices/adult-learning-privacy-notice](http://www.northnorthants.gov.uk/service-privacy-notices/adult-learning-privacy-notice)

If you have concerns about our use of your personal information, you can make a complaint to the Data Protection Officer at: Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD.