# Text  Description automatically generated with medium confidence HSDC 2021/22 Part-time Enrolment Form & Learning Agreement

*For office use only* Student Reference No:

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| **Student Information** |
| Title:  | Surname/Family Name:  |
| First Name(s) in full: |  |
| Preferred name:  | Previous name (if applicable):  |
| Address:   |
|   | Postcode:  |
| If you’ve changed address within the last 3 years, please provide previous Postcode:  |
| Date of Birth (dd/mm/yyyy):  | Age: |  | Legal Sex: Male [ ]  Female [ ]  i.e. stated on passport/ birth certificate |
| Gender: Male [ ]  Female [ ]  Other [ ] (Please specify) |
| Home Tel No:  | Mobile No:  |
| Email address:  |
| For Professional Institute Courses e.g. CIPS, CIMA, CMI etc. please provide your Institute Membership No.: | National Insurance Number:  |
| **Please indicate your ethnic group:** please tick ONE box |
| White [ ] English/Welsh/Scottish/Northern Irish/British[ ] Irish[ ] Gypsy or Irish Traveller[ ] Any Other White Background  | **Asian/Asian British**[ ] Indian[ ] Pakistani [ ] Bangladeshi[ ] Chinese[ ] Any other Asian background**Other Ethnic Group**[ ] Arab [ ] Any other ethnic group | **Mixed/Multiple ethnic groups**[ ] White and Black Caribbean[ ] White and Black African[ ] White and Asian [ ] Any other Mixed/multiple ethnic background **Black/African/Caribbean/Blac British**[ ] African[ ] Caribbean [ ] Any other Black/African/Caribbean background  |
| **Have you lived outside the United Kingdom during the last 3 years?** **Yes** [ ]  **No** [ ]  |
| If **yes** please:- | give date of entry/return into the UK (dd/mm/yyyy):  | **Staff Use – please ensure this is signed to indicate that residency has been established if learner has ticked ‘Yes’ above.****Document seen:**Staff Signature:Date: |
| inform us where you have lived during this time:  |
| indicate your current Visa status | [ ] Spouse or child of a UK Citizen [ ] Granted leave to enter/remain in the UK [ ] Asylum Seeker / Refugee status / Humanitarian protection [ ]  Section 67 of the Immigration Act 2016 Leave [ ] Calais leave to remain[ ] EU Settled Status[ ] Afghan locally engaged staff under intimidation |

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| EEA Nationals with pre-settled/settled status as indicated by **EU Settlement Code:** |   |
| **Emergency Contact Details** |
| Emergency contact name:  | Relationship:  |
| Mobile telephone no:  | Home telephone no:  |

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| **Please tick which of the following statements apply - please tick all that apply, if no option is indicated the starred \* option will be selected** |
| [ ] 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.[ ] I live in a single adult household with dependent children.[ ] None of these statements apply.[ ] \* I confirm that I wish to withhold this information. |
| **Prior Attainment/Highest Previous Qualifications –** The government subsidises your course, through the Educations & Skills Funding Agency (ESFA) and is particularly interested to know the **level of your highest qualification** before you started the course in order to monitor government targets of improving people’s qualifications. **Please tick ONE box** |
| [ ] Not known[ ] Entry Level (*Basic Entry Level, E)*[ ] Qualifications below Level 1 (Pre-entry)[ ] Level 1 (5GCSEs D-G/3-1; 1 AS Level; GNVQ Foundation; BTEC First Certificate)[ ] Level 2 not defined as a full level 2[ ] Full Level 2 (5 GCSEs A\*-C/9-4; NVQ2; 2 or 3 AS Levels; GNVQ Intermediate; BTEC First Diploma)[ ] Level 3 not defined as a full level 3 | [ ] Full Level 3 (4 AS Level; 2 A2/A Level; NVQ3; BTEC Diploma/Extended Diploma/Access to HE)[ ] Level 4 (Certificate of Higher Education; HNC)[ ] Level 5 (Foundation Degree; HND)[ ] Level 6 (Bachelor’s Degree; Graduate qualification)[ ] Level 7 or above (Master’s Degree; Postgraduate qualification; Doctorate)[ ] Other qualification: level not known.[ ] No qualifications |
| **Disability, Learning Difficulty and or Health Problem – please tick all that apply, if no option is indicated the starred \* option will be selected** |
| Do you consider that you have a learning difficulty, disability or health problem? Yes [ ]  \*No[ ]  Other [ ]  *Please specify:*  |
| [ ] Allergy[ ] Asperger’s Syndrome[ ] Asthma[ ] Autism Spectrum Condition[ ] Cystic Fibrosis[ ] Diabetes[ ] Disability Affecting Mobility [ ] Dyscalculia[ ] Dyslexia  | [ ] Epilepsy[ ] Hearing Impairment [ ] Diagnosed mental health condition [ ] Moderate Learning Difficulty [ ] Physical Disability [ ] Other Specific Learning Difficulty e.g. Dyspraxia[ ] Profound/Complex Disabilities [ ] Severe Learning Difficulty  | [ ] Social, Emotional & Behavioural Difficulties[ ] Speech, Language and Communication needs[ ] Temporary Disability after Illness or accident[ ] Visual Impairment-excluding glasses/contact lenses[ ] Prefer not to say[ ] Are you a wheelchair user? |
| If you have ticked more than one of the above, please state which disability, learning difficulty and/or health problem impacts most on your learning |  |
| If you have a support need and would benefit from a confidential interview, please tick this box [ ]  |
| Do you have an EHCP **Yes** [ ]  |
| Do you have any unspent criminal convictions (excluding minor motoring offences)? **Yes**[ ]  **No** [ ] *If yes, a meeting may be arranged to discuss your record as part of our safeguarding arrangements. Failure to disclose this information may result in exclusion from college.* |
| Are you or have you been a Looked-After Child (LAC)/Care Leaver as defined in the Children Act 1989 as one who is or has been in the care of, or provided with accommodation by, an English local authority **Yes** [ ]  **No** [ ]  **Prefer not to say** [ ]  |
| **Course Information**  |
| **Course Code** |  | **Day** |  | **Start Date** |  | **Tuition fee £** |  |
| **Course Title** |  | **Time** |  | **End Date** |  | **Assess fee £** |  |
| **Campus/Venue/ Postcode of Study** |  | **Total to pay £** |  |
| **Course Code** |  | **Day** |  | **Start Date** |  | **Tuition fee £** |  |
| **Course Title** |  | **Time** |  | **End Date** |  | **Assess fee £** |  |
| **Campus/Venue/ Postcode of Study** |  | **Total to pay £** |  |
| **Leading to the following Qualification Aim** **(Only for ESOL & Functional Skills)**  |
| **Office use only** | **BKSB E1** | **BKSB E2** | **BKSB E3** | **BKSB L1** | **BKSB L2** | **Start Date** | **Expected End Date** | **Total GLH** |
| Unregulated ESOL |  |  |  |  |  |  |  |  |
| Speaking & Listening |  |  |  |  |  |  |  |  |
| Reading |  |  |  |  |  |  |  |  |
| Writing |  |  |  |  |  |  |  |  |
| Functional Skills English |  |  |  |  |  |  |  |  |
| Functional Skills Maths |  |  |  |  |  |  |  |  |
| English Unit(s) |  |  |  |  |  |  |  |  |
| Maths Unit(s) |  |  |  |  |  |  |  |  |
| **Course fees and payment - Please select one option below**You may be eligible for a fee reduction. Fee reduction is not available for Level 3+ and full cost courses indicated by a **‘SC’ or ‘HC’** code |
| [ ]  | 1. Aged under 19 on 31/8/21 or aged under 24 on 31/8/21 if you have an EHCP (Education & Health Care Plan)
 |
|[ ]  1. Aged 19+ on 31/8/21, have not reached GCSE grade C/4 or above and enrolling on a GCSE/Functional Skills English/maths course to do so.
 |
|[ ]  1. Aged 19-23 at the start of the course, studying Entry/Level 1 course in order to meet the entry criteria to enrol on a Level 2 course which would result in achieving my first full Level 2 qualification prior to the age of 24.
 |
|[ ]  1. Aged 19-23 at the start of the course, studying my first full Level 2 funded qualification.
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|[ ]  1. Aged 19-23 at the start of the course, studying my first full Level 3 funded qualification.
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| [ ]  | 1. Aged 19+ at the start of the course, studying an Entry, Level 1 or Level 2 qualification and in receipt of Jobseekers Allowance (JSA) -evidence will be required.
 | **Evidence seen for statements 6 - 9****Staff Signature****Student to sign to indicate unemployed status/low-income status or earning under £345/£552month:**Student Signature: |
|[ ]  1. Aged 19+ at the start of the course, studying an Entry, Level 1 or Level 2 qual & in receipt of Employment Support Allowance (ESA)- evidence will be required.
 |  |
|[ ]  1. Aged 19+ at the start of the course, studying an Entry, Level 1 or Level 2 qualification, earning less than £345/month (individual) or £552/month (household) and in receipt of a relevant state benefit/Universal Credit-**evidence will be required.**
 |  |
|[ ]  1. Aged 19+ at the start of the course, studying an Entry, Level 1 or Level 2 qualification and earning less that £17,374.50 annual gross salary- **evidence will be required.**
 |  |
|[ ]  1. National Skills Fund – Level 3 Adult Offer (only available for a select number of Level 3 courses)
 |
|[ ]  1. Paying in full – please make cheques payable to Havant & South Downs College
 |
|[ ]  1. Applying for a 19+ Advanced Learning Loan [www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan) - Only available for **Level 3+ Further Education courses including Access to HE**. The loan must be in place by the start date of the course.
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|[ ]  1. Taking out a college instalment Plan if tuition fee is over £600.00.
 |
|[ ]  1. Applying for a Higher Education Tuition Fee Loan – Only available for Higher Education courses [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance) from Student Finance England.
 |
|[ ]  1. Receiving Employer Assistance – I have attached an official order/authorisation from my employer and request that you invoice my employer – please complete the details below.
 |
| Company name  | Contact name  |
| Telephone number  | Email  |
| **Sector-based Work Academy Programme (SWAP)**  |  Evidence seen of the student’s SWAP referral notification issued by JCP [ ]  |
| **Employment Information -** The government requires the college to collect information about students’ employment status to monitor the effect of learning programmes on employment. I**f no option is indicated the starred \* option will be selected** |
| 1. On the first day of this course, what is your employment status? (Please tick one)
 | 1. If you are unemployed, how long have you been unemployed (please tick one)
 | 1. If unemployed, please tick one of the following.
 |
|  | 0 – 10 hours | 11 – 20 hours | 21 – 30 hours | 31+hours |  |  |
|  |  |  |  |  | [ ] \* Less than 6 months[ ] 6-11 months[ ] 12-23 months[ ] 24-35 months[ ] 36 months or over | [ ] In receipt of JSA \*[ ] In receipt of ESA [ ] In receipt of Universal  Credit[ ] In receipt of another State Benefit |
| Paid employmentSelf employed | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  | [ ] [ ]  |  |  |
| [ ] Not in paid employment & looking for work \*[ ] Not in paid employment & not looking for work[ ] In full-time education or training [ ] Redundant/Retired |  |  |

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| **Student finance declaration**  |
| * I understand that if I leave my course early, if I have taken out an Advanced Learner Loan, a Higher Education Loan or an Instalment Plan, I will be required to pay the balance of my course fees immediately to the college**in line with the College fees policy**, which states If withdrawal is before the midpoint of the course, liability will be for 50% of the fee, not the full amount.
* If your benefit status changes prior to the start of the course, please notify HSDC Finance Department.
* Students are entitled to fee reductions in accordance with policy/criteria as shown on the College website, and as required by the Skills Funding Agency in its agreement with the College. Current proof of benefit must be produced at the time of booking or supplied within five working days of booking. If the proof of benefit is not supplied within that time, the booking will be cancelled. Please be aware that you may be asked to produce such proof again when the course commences.
* I agree to pay all tuition, exam and course related fees as necessary.
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| **Privacy Statement – 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) 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.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 wellbeing purposes, including research. We retain ILR learner data for 3 years for operational purposes and 66 years for 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-ilr>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. In these cases, it is part of our statutory duties and we do not need your consent.Where sharing is not part of our statutory duties, you can give your consent to be contacted by other third parties about:[ ] courses or learning opportunities, or [ ] for surveys and research by:[ ] post [ ] phone [ ] e-mail Please tick relevant boxes to give your consent.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 ESFA Privacy Notice (<https://www.gov.uk/government/publications/esfa-privacy-notice>)If you would like to get in touch with us, you can contact the DfE in the following ways:* Using our online contact form at <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, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

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](https://www.ico.org.uk/) Date last updated: 13 May 2021 |

* I agree to visual images being used for marketing purposes. **Yes** [ ]  **No** [ ]
* This is an agreement between you and HSDC, please read it carefully. Should you require a copy, please tick this box**.** [ ]
* I give permission to the College for the use of any Intellectual Property (documents generated during your studies). **Yes** [ ]  **No** [ ]

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| **Agreement/Signature:**  |
| I agree that initial assessment and guidance concerning the course has been provided, this included information about the course, its entry requirements, the implications of the choice of course, its suitability and the support which is available to students. I agree that I have read this document and the information given on this application is correct to the best of my knowledge. I agree that this information can be used to process my data for any purposes connected with my studies or my health and safety whilst on the premises or for any other contractual requirements and in particular to the disclosure of all the data on this form or otherwise collected about me to the ESFA for the purposes noted above in the Privacy Statement.  |
| Student Signature  | Date  |

**Once completed please return the form to:** Adultlearning@hsdc.ac.uk

HSDC, The MIS Enrolment Team, South Downs Campus, College Road, Waterlooville, PO7 8AA

