

HSDC 2022/23 Part-time Enrolment Form & Learning Agreement

Student Information				For office use only		Student Reference No:	
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 <input type="checkbox"/> Female <input type="checkbox"/> i.e. stated on passport/ birth certificate			
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> (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 <input type="checkbox"/> English/Welsh/Scottish / Northern Irish/British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any Other White Background		Other Ethnic Group <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group Black/African/Caribbean/Blac British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black/African/Caribbean background		Asian/Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background		Mixed/Multiple ethnic groups <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other Mixed/multiple ethnic background	
Have you lived outside the United Kingdom during the last 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/>							
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 <input type="checkbox"/> Spouse or child of a UK Citizen <input type="checkbox"/> Granted leave to enter/remain in the UK <input type="checkbox"/> Asylum Seeker / Refugee status / Humanitarian protection <input type="checkbox"/> Section 67 of the Immigration Act 2016 Leave <input type="checkbox"/> Calais leave to remain <input type="checkbox"/> EU Settled Status <input type="checkbox"/> British Nationals evacuated from Afghanistan under Operation Pitting or by UK Government before 06/01/22 <input type="checkbox"/> Ukraine Family Scheme/Sponsorship Scheme						
EEA Nationals with pre-settled/settled status as indicated by EU Settlement Code and living in the EEA or UK during the previous 3 years prior to the course start date.							
Emergency Contact Details							
Emergency contact name:				Relationship:			
Mobile telephone no:				Home telephone no:			
Please tick which of the following statements apply - please tick all that apply, if no option is indicated the starred * option will be selected							
<input type="checkbox"/> 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.							

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**

- | | |
|---|--|
| <input type="checkbox"/> Not known | <input type="checkbox"/> Full Level 3 (4 AS Level; 2 A2/A Level; NVQ3; BTEC Diploma/Extended Diploma/Access to HE) |
| <input type="checkbox"/> Entry Level (<i>Basic Entry Level, E</i>) | <input type="checkbox"/> Level 4 (Certificate of Higher Education; HNC) |
| <input type="checkbox"/> Qualifications below Level 1 (Pre-entry) | <input type="checkbox"/> Level 5 (Foundation Degree; HND) |
| <input type="checkbox"/> Level 1 (5GCSEs D-G/3-1; 1 AS Level; GNVQ Foundation; BTEC First Certificate) | <input type="checkbox"/> Level 6 (Bachelor's Degree; Graduate qualification) |
| <input type="checkbox"/> Level 2 not defined as a full level 2 | <input type="checkbox"/> Level 7 or above (Master's Degree; Postgraduate qualification; Doctorate) |
| <input type="checkbox"/> Full Level 2 (5 GCSEs A*-C/9-4; NVQ2; 2 or 3 AS Levels; GNVQ Intermediate; BTEC First Diploma) | <input type="checkbox"/> Other qualification: level not known. |
| <input type="checkbox"/> Level 3 not defined as a full level 3 | <input type="checkbox"/> 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:

- | | | |
|--|--|---|
| <input type="checkbox"/> Allergy | <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Social, Emotional & Behavioural Difficulties |
| <input type="checkbox"/> Asperger's Syndrome | <input type="checkbox"/> Hearing Impairment | <input type="checkbox"/> Speech, Language and Communication needs |
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Diagnosed mental health condition | <input type="checkbox"/> Temporary Disability after Illness or accident |
| <input type="checkbox"/> Autism Spectrum Condition | <input type="checkbox"/> Moderate Learning Difficulty | <input type="checkbox"/> Visual Impairment-excluding glasses/contact lenses |
| <input type="checkbox"/> Cystic Fibrosis | <input type="checkbox"/> Physical Disability | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Diabetes | <input type="checkbox"/> Other Specific Learning Difficulty e.g. Dyspraxia | <input type="checkbox"/> Are you a wheelchair user? |
| <input type="checkbox"/> Disability Affecting Mobility | <input type="checkbox"/> Profound/Complex Disabilities | |
| <input type="checkbox"/> Dyscalculia | <input type="checkbox"/> Severe Learning Difficulty | |
| <input type="checkbox"/> Dyslexia | | |

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
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

<input type="checkbox"/>	1. Aged under 19 on 31/8/22 or aged under 24 on 31/8/22 if you have an EHCP (Education & Health Care Plan)	
<input type="checkbox"/>	2. Aged 19+ on 31/8/22, have not reached GCSE grade C/4 or above and enrolling on a GCSE/Functional Skills English/maths course to do so.	
<input type="checkbox"/>	3. 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.	
<input type="checkbox"/>	4. Aged 19-23 at the start of the course, studying my first full Level 2 funded qualification.	
<input type="checkbox"/>	5. Aged 19-23 at the start of the course, studying my first full Level 3 funded qualification.	
<input type="checkbox"/>	6. 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:
<input type="checkbox"/>	7. 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.	
<input type="checkbox"/>	8. 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 and wants to be employed. evidence will be required.	
<input type="checkbox"/>	9. Aged 19+ at the start of the course, studying an Entry, Level 1 or Level 2 qualification and earning less than £18,525.00 annual gross salary- evidence will be required.	
<input type="checkbox"/>	10. Level 3 Free Courses for Jobs Offer (only available for a select number of Level 3 courses)	
<input type="checkbox"/>	11. Paying in full – please make cheques payable to Havant & South Downs College	
<input type="checkbox"/>	12. Applying for a 19+ Advanced Learning Loan 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.	
<input type="checkbox"/>	13. Taking out a college instalment Plan if tuition fee is over £600.00.	
<input type="checkbox"/>	14. Employer paying – 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. If 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)					2. If you are unemployed, how long have you been unemployed (please tick one)	3. If unemployed, please tick one of the following.
	0 – 10 hours	11 – 20	21 – 30	31+ hours	<input type="checkbox"/> * Less than 6 months	<input type="checkbox"/> In receipt of JSA
Paid employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 6-11 months	<input type="checkbox"/> In receipt of ESA
Self employed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 12-23 months	<input type="checkbox"/> In receipt of Universal Credit
<input type="checkbox"/> Not in paid employment & looking for work					<input type="checkbox"/> 24-35 months	<input type="checkbox"/> In receipt of another State Benefit
<input type="checkbox"/> Not in paid employment & not looking for work					<input type="checkbox"/> 36 months or over	
<input type="checkbox"/> In full-time education or training						
<input type="checkbox"/> Redundant/Retired						

Student finance declaration

- I understand that if I leave my course early and I've 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** <https://www.hsdac.ac.uk/governance-and-management/policies/>
- 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. Current proof of benefit must be produced at the time of booking or within 5 working days of booking, if not provided 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.

Privacy Statement – how we use your personal information

Date last updated: 12 January 2022

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 well-being 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.

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 or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

- Using our online contact form <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>
- 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 - 0303 123 1113 or <https://www.ico.org.uk>

- 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** ☐
- I give permission to the College to contact me about college events/education/training opportunities **Post** ☐ **Phone** ☐ **Email** ☐
- Please be aware that college network accounts are permanently deleted, and thus students will not be able to access their work or data 90 days after completing their studies at HSDC. This is reduced to 14 days if the student is withdrawn early from their studies for whatever reason

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. You agree to the college providing you with access to various software packages, subscriptions, and cloud-based services for the duration of your studies with HSDC. 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

