

North Tyneside Council Adult Learning Alliance Enrolment Form

widening
horizons

Ways to enrol

By phone

You can enrol over the phone and we will complete the enrolment form with you.

Tel: (0191) 643 2288

In person

At one of the centres or an enrolment event listed on page 35 of the prospectus. Please bring this completed form and any fee payment or supporting evidence with you.

By post

If you can't enrol by phone or in person, send this completed form and the fee (no cash by post please) or a photocopy of any evidence supporting a reduced fee to:

North Tyneside Council
Adult Learning Alliance
Langdale Centre, Langdale Gardens
Wallsend, NE28 0HG

Please complete this form in **BLOCK LETTERS**.

Information will be treated as **confidential** and will only be used to:

- help us ensure that all your learning needs are met.
- to check your entitlement to reduced fees. We may be able to check this by using other information held by North Tyneside Council. If you do not want us to do this (or we cannot find information to confirm your eligibility) we will ask you to provide supporting evidence.
- fulfill our reporting obligations to our funders.



Surname	First Name(s)	Title	Gender <input type="checkbox"/> M <input type="checkbox"/> F	Unique Learner No.
FOR ADMIN USE ONLY				
Address				
Postcode	Date of Birth			
National Insurance Number Only complete if you are studying a qualification for work				
Connexions Office Number Only complete if you are an apprentice or on an Entry 2 Employment programme				
Education Maintenance Allowance Number Only complete if you are an apprentice or on an Entry 2 Employment programme				
Home Phone	Work Phone			
Mobile/Other				
Email				
Your Country of Origin				

If you are eligible for a reduced fee please tick below. To qualify you must provide supporting evidence with this form. See learner declaration below. See page 36 of the prospectus for a full list of eligible benefits.

- Income Based Benefit
- Working Tax Credit where household income is less than £15,276 (award notice must be provided)
- Income related Employment and Support Allowance (ESA)
- Pension Guarantee Credit
- Asylum Seekers receiving an Income Based Benefit (please phone for further advice)
- Unwaged Dependant of one of the above
- Aged 19 or over; without the equivalent of a full Level 2 and studying a full Level 2 qualification
- Aged 19-25, without the equivalent of a full Level 3 and studying a full Level 3 qualification
- Aged 19 or over; without a full Level 2 and studying a full Level 3 qualification
- Aged 16-18 accredited courses only
- An offender; serving your sentence in the community
- Priority card holder (only use if none of the above apply)

Contact
North Tyneside Council
Adult Learning Alliance
for more information

WRITE YOUR CARD NUMBER HERE

OR

- Employer paying your fees. An official letter from your employer is required

How would you describe your employment status? Please tick

- Employed/self employed Employed part-time (less than 16 hrs per week) Unwaged not in receipt of benefit
- Employee of NT Council Unwaged in receipt of benefit Other
- Retired Student

Please let us know your existing qualifications (We can help you to complete this section if you wish)

<input type="text"/>	How many GCSE or O Level passes grades A* - C	<input type="text"/>	How many AS Level passes A - E
<input type="text"/>	How many GCSE or O Level passes grades D - G	<input type="text"/>	No qualifications

Or tell us your highest qualification:

Your choice of course(s) and payment details					
Course Code	Course Title	Start Date	Day	Fee Payable	Payment Method

Do you consider yourself to have a disability or learning difficulty? Yes No **If yes, please tick to show which applies**

- Hard of hearing Deaf Partially sighted Blind Mobility problems Wheelchair user Mental ill health Learning difficulty

Other - please specify below

Will a carer be attending with you?

- Yes No

If you wish to discuss your learning needs further please ring (0191) 643 2288

Additional support and help needed to complete your learning (please read page 38 of the Adult Learning prospectus)

- Do you need help with your exam fees? (see learner declaration below) Yes No Can you hear a fire alarm? Yes No
 Do you need help with child or dependant care? (complete section below) Yes No Do you need help when there is an emergency evacuation? Yes No

If you have requested child or dependant care or are attending a Family Learning course with any children please enter their details below

Full name of any accompanying child/dependant	Any special requirement (eg. dietary)	Relationship to you	Date of birth
<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>	<div style="border: 1px solid black; height: 20px;"></div>
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Your ethnic background

- White British Pakistani - Asian or Asian British Caribbean - Black or Black British Mixed White & Asian
 White Irish Indian - Asian or Indian British Black - other Black background Mixed - other mixed background
 White (Other) Chinese Mixed White & Black African
 Bangladeshi - Asian or Asian British African - Black or Black British Mixed White & Black Caribbean
 Do you have refugee status? Yes No Are you seeking asylum? Yes No

Other - please specify below

Where did you hear about the course?

- Connexions Prospectus Press Advert Friend/Colleague/Relative Library Internet Leaflet Other

Learner declaration

- I would like to enrol for the course(s) listed. I accept the Adult Learning Alliance's policy on fees and refunds. (See prospectus pages 36-37)
- I agree to repay Learner Support Funding for child/dependant care and/or exam costs if I do not complete the course.
- I understand and accept that it may be necessary to change the venue or to close or combine classes if enrolments or attendances are low.
- I declare that the information I have provided on this form is correct and undertake to inform the Alliance of any changes in my details.

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 (the YPLA) to enable those organisations to fulfil their statutory obligations. 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 of Education, 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.gov.uk/foi.htm> or 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

Course Code	Fee Received	Receipt No.	Payment Method
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Write type of evidence seen or checked on Northgate

Enrolment Method circle one

Your signature to confirm

Enrolled by: Write your name here

Learner Entitlement Statement



North Tyneside Council

We want all learners to know that we will make the best use of all resources available so that they can expect the following from North Tyneside Council Adult Learning Alliance:

- 1 A wide choice of courses in schools, colleges, at work or in the community.
- 2 Learning in places that are easy to get to, suitable for adults, and which welcome and respect everybody.
- 3 Help to choose the right course to suit learners' needs and visions.
- 4 Individual support, if needed, throughout the course.
- 5 High-quality teaching and learning for every learner.
- 6 Help to develop the skills needed to improve and manage your own learning.
- 7 Help in deciding what to do when the course is finished.
- 8 Courses and activities that may lead to another course or job.
- 9 A simple way to complain or to report something good.