

Community Learning and Adult Skills funding (Adult Education Budget) Enrolment Form 2021-22 academic year

This is not an application form – please complete all boxes in black ink

This activity is supported by Southampton City Council and the Education and Skills Funding Agency. The information you provide will show how the funding is being used.



Activity details

Funding stream CL AS

Provider

Activity title

Start date Planned end date

Personal details (Please complete clearly in CAPITALS)

First name(s) Surname

Date of birth (in the format DD/MM/YYYY) (must be on or before 31 Aug 2002)

Address

Postcode

Title Mr Miss Ms Mrs Dr Other Sex M F

Email

Contact no.

National Insurance number (required for Adult Skills funding)

Ethnicity (Please tick below)

White	Mixed	Asian or Asian British
<input type="checkbox"/> British (English / Welsh / Scottish / Northern Irish)	<input type="checkbox"/> White & Black Caribbean	<input type="checkbox"/> Indian
<input type="checkbox"/> Irish	<input type="checkbox"/> White & Black African	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Gypsy or Irish Traveller	<input type="checkbox"/> White & Asian	<input type="checkbox"/> Bangladeshi
<input type="checkbox"/> Other white	<input type="checkbox"/> Other mixed / multiple ethnicity	<input type="checkbox"/> Chinese
		<input type="checkbox"/> Other Asian
Black or Black British	Other ethnic group	
<input type="checkbox"/> African	<input type="checkbox"/> Arab	
<input type="checkbox"/> Caribbean	<input type="checkbox"/> Other ethnic group	
<input type="checkbox"/> Other Black / African / Caribbean		<input type="checkbox"/> Prefer not to say

Learning difficulties / health problem

Do you consider yourself to have a learning difficulty and/or health problem?

Yes **No (If yes, please tick below)**

<input type="checkbox"/>	Visual impairment	<input type="checkbox"/>	Autism spectrum disorder
<input type="checkbox"/>	Hearing impairment	<input type="checkbox"/>	Asperger's syndrome
<input type="checkbox"/>	Disability affecting mobility	<input type="checkbox"/>	Temporary disability after illness or accident (e.g. post viral)
<input type="checkbox"/>	Profound complex disabilities	<input type="checkbox"/>	Speech, language and communication needs
<input type="checkbox"/>	Social and emotional difficulties	<input type="checkbox"/>	Other physical disability
<input type="checkbox"/>	Mental health difficulty	<input type="checkbox"/>	Other specific learning difficulty (e.g. Dyspraxia)
<input type="checkbox"/>	Moderate learning difficulty	<input type="checkbox"/>	Other medical condition (e.g. epilepsy, asthma, diabetes)
<input type="checkbox"/>	Severe learning difficulty	<input type="checkbox"/>	Other learning difficulty
<input type="checkbox"/>	Dyslexia	<input type="checkbox"/>	Other disability
<input type="checkbox"/>	Dyscalculia	<input type="checkbox"/>	Prefer not to say
If you have ticked more than one box, which one affects your learning most?			

Prior attainment - what is the highest level qualification you currently have? (Please tick below)

<input type="checkbox"/>	None: No formal qualifications
<input type="checkbox"/>	Entry level: Entry level certificates / ESOL Skills for Life (at Entry level) / Functional skills (at Entry level)
<input type="checkbox"/>	Qualification(s) below level 1
<input type="checkbox"/>	Level 1: NVQ level 1 / GCSEs or O levels – 5 or more grades D-G, or less than 5 grades A-C
<input type="checkbox"/>	Level 2: Functional skills and ESOL at level 2 / Vocational and technical qualifications at level 2
<input type="checkbox"/>	Full level 2: NVQ level 2 / GCSEs or O levels – 5 or more grade A*-C / GCSE – 5 or more grade 4 or above / 2 or 3 AS levels / one A level
<input type="checkbox"/>	Level 3: Vocational and technical qualifications at level 3
<input type="checkbox"/>	Full level 3: NVQ level 3 / 2 or more A levels / GNVQ Advanced Diploma / other level 3 qualification(s)
<input type="checkbox"/>	Level 4: QCF level 4 / HNC / Certificate of Higher Education
<input type="checkbox"/>	Level 5: QCF level 5 / HND / Foundation degree
<input type="checkbox"/>	Level 6: QCF level 6 / Bachelor degree / Graduate certificate / Graduate diploma
<input type="checkbox"/>	Level 7 and above: QCF level 7 and above / Masters degree / Postgraduate certificate / Postgraduate diploma / Doctorate
<input type="checkbox"/>	Qualification level not known

What are you currently doing? (Please tick below)

<input type="checkbox"/>	Not working – looking for work	<input type="checkbox"/>	Voluntary work - looking for work
<input type="checkbox"/>	Not working – not looking for paid work	<input type="checkbox"/>	Voluntary work - not looking for work
<input type="checkbox"/>	Working full time	<input type="checkbox"/>	In full time education
<input type="checkbox"/>	Working part time	<input type="checkbox"/>	Retired
<input type="checkbox"/>	Self-employed	<input type="checkbox"/>	I have been made redundant (only for Adult Skills funding)

Residency (This information is needed to confirm your eligibility for funding)

Where have you been resident for the last 3 years?	
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What is your nationality? (Please tick ONE below)

<input type="checkbox"/>	UK national or other person with right of abode
<input type="checkbox"/>	EEA national with pre-settled or settled status under the EU settlement scheme
<input type="checkbox"/>	Other non UK national (which country are you a national of?)

Your training provider will tell you if we need any more information from you.
Eligibility for funding is outlined on the next page of this form and in the ESFA's Funding Rules

Now turn to the next page

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 for 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. 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:	Yes you can contact me	No thanks
Courses or learning opportunities		
Surveys and research		
By post		
By telephone		
By email		

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>

Some of the data we ask for is for analysis by Southampton City Council only. If your course is not fundable, we may still securely retain the information on this form, on protected IT systems and in locked storage. Your data will be destroyed once we have met our contractual obligations to the ESFA. To request a copy of any information that we hold about you, or for further information and advice, you can contact the council's Data Protection Officer by email on information@southampton.gov.uk

Learner declaration

Have you already done this activity at the same level since 1 August 2021? Yes No

If 'yes', please talk to your provider as they may not be able to claim funding from Southampton City Council.

Please sign below to confirm that you have read the privacy notice, and you are happy for the council to use your information as stated above.

I confirm that all the information on this form is correct. I am aware of the provider's fee remission policy, and I have been informed that this activity is part funded by the European Social Fund (ESF). I understand that if I have declared false information the provider may take action against me to reclaim tuition fees and other costs.

Signed Date

Southampton City Council has a Learner Handbook which tells you what you can expect from your learning, and what is expected of you. Please ensure your tutor has given you a copy of this.

Provider declaration

I confirm that the learner meets the funding criteria as detailed in the ESFA funded adult education budget (AEB): funding rules 2021 to 2022 Yes No

If the learner's responses on page 2 do not confirm eligibility, please give more information here including any evidence seen where required

I confirm that this form is complete and the information is correct.

Name Position

Organisation

Signature Date

Now turn to the next page