

Enrolment Form

2022 - 2023



THE
TRAFFORD
COLLEGE
GROUP

Adult 19+ Years (Not HE)

Learner Reference Number (College to complete)

This form is to be completed by the learner in **BLOCK CAPITALS**, writing in **BLACK INK**

1 Personal Details

ULN (Unique Learner Number) if known:

Surname:

First name(s):

Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Other (please state):

Legal Sex: ☐ Male ☐ Female

National Insurance Number:

Date of Birth:

Nationality:

Are you a TCG staff member? ☐ Yes ☐ No

Age as of 31st August 2022:

Office use only: Proof of identification must be shown at enrolment. Please tick and confirm evidence seen.

☐ Passport (2) ☐ Driving Licence (3) ☐ Bank/Credit/Debit Card (7) ☐ Other: Provide details

2 Equal Opportunities Monitoring

Ethnicity: Please tick the category closest to your ethnic background:

White

- ☐ English/Welsh/Scottish/Northern Irish/British (31)
☐ Irish (32)
☐ Gypsy or Irish Traveller (33)
☐ Any Other White background (34)

Mixed/Multiple Ethnic Group

- ☐ White and Black Caribbean (35)
☐ White and Black African (36)
☐ White and Asian (37)
☐ Any Other Mixed/Multiple ethnic background (38)

Asian/Asian British

- ☐ Indian (39)
☐ Pakistani (40)
☐ Bangladeshi (41)
☐ Chinese (42)
☐ Any Other Asian background (43)

Black/African/Caribbean/Black British

- ☐ African (44)
☐ Caribbean (45)
☐ Any Other Black/African/Caribbean background (46)

Other Ethnic Group

- ☐ Arab (47)
☐ Any Other ethnic group (98)

Religion, Faith or Belief: Please indicate your religion, faith or belief:

- ☐ Christian ☐ Hindu ☐ Jewish ☐ Other ☐ Prefer not to say
☐ Muslim ☐ Buddhist ☐ Sikh ☐ No faith or religion

Sexual Orientation: Please indicate your sexual orientation:

- ☐ Heterosexual ☐ Gay/Lesbian ☐ Bisexual
☐ Other ☐ Prefer not to say

Gender Identity: What Gender do you currently identify yourself as:

- ☐ Male ☐ Female ☐ Non-binary ☐ Other
☐ Prefer not to say

3 Residency/Address Details

Have you been ordinarily living in the UK/EFA for the last 3 years? ☐ Yes ☐ No **If no, please ask for further advice at fee assessment**

If no, please enter the country you have previously lived in:

Home address

Line 1:

Line 2:

Town:

County:

Postcode:

Mobile Tel.:

Home Tel.:

Email:

Are you on a visa? Yes ☐ No ☐ If yes: Visa type:

Expiry date:

4 Emergency Contact (Person to contact in an emergency)

Emergency Contact Name:

Emergency Contact No.:

Relationship with contact e.g. parent, friend:

5 Support Needs

Do you have a learning difficulty or disability?

☐ Yes

☐ No

If **Yes**, Please tick appropriate box/es below

☐ Vision impairment (4)
(Do not tick if a general glasses wearer)

☐ Severe learning difficulty (11)

☐ Other physical disability (93)

☐ Hearing impairment (5)

☐ Dyslexia (12)

☐ Other specific learning difficulty (94)
(e.g. dyspraxia)

☐ Disability affecting mobility (6)

☐ Dyscalculia (13)

☐ Other medical condition (95)
(e.g. epilepsy, asthma, diabetes)

☐ Profound complex disabilities (7)

☐ Autism spectrum disorder (14)

☐ Other learning difficulty (96)

☐ Social and emotional difficulties (8)

☐ Asperger's syndrome (15)

☐ Other disability (97)

☐ Mental health difficulty (9)

☐ Temporary disability after illness (16)
(e.g. post-viral or accident)

☐ Prefer not to say (98)

☐ Moderate learning difficulty (10)

☐ Speech, Language and Communication Needs (17)

If more than one of the above apply please state your primary difficulty/disability:

Have you previously had access arrangements for exams?

☐ Yes

☐ No

Do you have an Education Health Care Plan?

☐ Yes

☐ No

Would you like someone to contact you about additional support?

☐ Yes

☐ No

6 Household Situation

☐ I live in a household where no one is employed and there are dependent children (including yourself). **HHS01**

☐ I live in a household where no one is employed and there are no dependent children. **HHS02**

☐ I live in a single adult household with dependent children (including yourself). **HHS03**

☐ None of the above apply. **HHS99**

☐ I do not wish to give this information. **HHS98**

7 Previous Education and Qualifications

What was the last educational institution you attended?

What year did you leave?

What are your highest grades for the following GCSE subjects?

GCSE English

GCSE Mathematics

What is the highest qualification you have achieved? (Tick the first box that applies to you)

Level	Qualifications (Students aged 19+)	Tick
Level 7+	Masters Degrees, Postgraduate Certificates and Diplomas, Doctorates, Award, Certificate, Diploma Level 7+	<input type="checkbox"/>
Level 6	Bachelor's Degrees, Graduate Certificates and Diplomas, Award, Certificate, Diploma Level 6	<input type="checkbox"/>
Level 5	HND, Foundation Degree, Award, Certificate, Diploma Level 5	<input type="checkbox"/>
Level 4	NVQ Level 4, HNC, Award, Certificate, Diploma Level 4	<input type="checkbox"/>
Full Level 3	NVQ Level 3, 2 or more A Levels, 4 or more AS Levels, Certificate, Diploma Level 3, Access to HE	<input type="checkbox"/>
Level 3	Award of other short qualifications at Level 3, Core maths, technical qualifications as part of a T Level	<input type="checkbox"/>
Full Level 2	NVQ Level 2, 5 or more GCSE/O Levels at A*-C or 4-9, 2 or 3 AS Levels, 1 A Level, Cert/Diploma at Level 2	<input type="checkbox"/>
Level 2	Functional Skills, Certificate in Adult Literacy, Numeracy or ESOL at Level 2, Award or other short qualification at Level 2	<input type="checkbox"/>
Level 1	NVQ Level 1, GCSE/O Level Grades D-G or fewer than 5 A*-C, 1 AS Level, Award/Cert/Diploma at Level 1, Functional Skills at Level 1, Certificate in Adult Literacy, Numeracy, ESOL at Level 1	<input type="checkbox"/>
Entry	Award/Certificate at Entry Level, Certificate in Adult Literacy, Numeracy, ESOL or Functional Skills at Entry Level	<input type="checkbox"/>
None	No Previous Qualifications	<input type="checkbox"/>

Office use only

☐ PLR Checked

8 Employment Status

Employed: If you are working please tick one of the options from each column:

A:

- ☐ I am Self Employed
☐ I work for an Employer
☐ I am an Apprentice

B: I work for:

- ☐ 0 to 10 hours each week
☐ 11 to 20 hours each week
☐ 21 to 30 hours each week
☐ 31 hours or more each week

C: I have been working for my current employer for

- ☐ less than 3 months
☐ 4 to 6 months
☐ 7 to 12 months
☐ over 12 months

Unemployed: If you are not working please tick the statement that best describes you: (as at today)

- ☐ I am not employed and have been looking for work for: ☐ Less than 6 months ☐ 6-11 months ☐ 12-23 months ☐ 24-35 months
☐ More than 36 months
☐ I am not employed and not looking for work.

9 Declaration

Criminal Convictions

The College recognises it has a Duty of Care to staff and learners and reserves the right not to enrol a person where there is evidence that they could be a threat or danger to others. Declaring a conviction will not necessarily prevent you from being offered a place at Trafford College Group but failure to disclose something which we later become aware of could result in disciplinary action or your enrolment being cancelled. You must disclose all unspent convictions of any offence. You do not have to tell us about any convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974), or about any cautions, reprimands or final warnings. For further advice about whether convictions are unspent please contact the NACRO helpline on: 0300 123 1999 or their website: www.nacro.org.uk

Do you have any current (unspent) criminal convictions? ☐ Yes ☐ No

Do you have any relevant criminal convictions? ☐ Yes ☐ No

('Relevant' means offences against a person, whether of violent or sexual nature and convictions involving unlawful supplying or possession of controlled drugs or substances).

Do you have any criminal charges awaiting trial? ☐ Yes ☐ No

Terms and Conditions

Completion of this enrolment form and your learning agreement confirm your agreement to the College's Terms and conditions. Full terms and conditions are available at enrolment, in your Learner Handbook, and on the College website:

Data Protection - How the College Uses your Personal Information

The information you provide will be used by Trafford College Group for a number of reasons including to fulfil our learning agreement with you and for our public task to deliver education. Full details of how your information is used and shared is available in our Privacy Notice: <https://trafford.ac.uk/corporate-information/data-protection-information-requests/>

We use photographs and videos of our learners to support independent learning, for example if a class is recorded, and to promote our work with our communities, and require your consent for this purpose:

I agree to photos and/or film being taken of me and used for marketing purposes:

☐ Yes ☐ No

In addition, we may wish to send you marketing information about the courses we provide. If you agree to be contacted please opt in below:

I agree to receiving marketing information from the College by:

☐ Post ☐ Phone ☐ Email ☐ Mobile (SMS)

I agree to be contacted about events and promotions from the College by:

☐ Post ☐ Phone ☐ Email ☐ Mobile (SMS)

ILR Privacy Notice 2022 to 2023 version 1 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**. You can also call their helpline on 0303 123 1113

or visit <https://www.ico.org.uk>

GMCA privacy notice information: <https://tcg.ac.uk/privacy/notice-2022/>

Student Declaration

I declare that the information given on this form is correct to the best of my knowledge. I agree that I have received adequate information, advice and guidance about my proposed programme of study including:

- Entry requirements, The structure of the programme, The type of learning and assessment involved
- Work Experience (if included), Visits and residentials that are part of the course, Any costs involved
- Information and availability of financial assistance

I agree to the terms and conditions and understand my responsibilities as a student.

I am aware of the College's policies relating to the charging and payment of fees and agree to be bound by them.

I am aware that I must inform the College of any change in my circumstances affecting my eligibility for financial support/personal details.

I understand that the information provided as part of the enrolment process will only be used for purposes set out above and my consent is conditional upon the College complying with its duties and obligations under current Data Protection legislation.

GMCA

GREATER
MANCHESTER
COMBINED
AUTHORITY



10 Course Enrolments (office use only)

11 Fee Assessment

It is imperative this section of the form is reviewed and completed.
Without full completion you may be liable for full course fees.
 (To be completed jointly by student and enrolling member of staff)

Please tick one of the following options for <u>each</u> enrolment	Funding Code from course label	Course code	Course code	Course code
This is an Entry Level or Level 1 course (excluding ESOL) and that I require this to progress on to my first full Level 2 qualification.	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I confirm I am 19-23.				
I confirm I am 19+ and I am unemployed and looking for work*				
I confirm I am 24+ on a low wage**				
This is a Full Level 2 course.	2F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I confirm I am 19-23 and do not already hold a full level 2 qualification.				
This is a Level 2 course (that isn't a full Level 2).	2N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I confirm I am 19+ and already hold a full level 2 and I am unemployed and looking for work*				
I confirm I am 19+ and already hold a full level 2 and I am employed on a low wage**				
This is a Full Level 3 course.	3F	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I confirm I am 19-23 and do not already hold a full level 3 qualification.				
This is a Level 3 course - Free Courses for Jobs Offer .	3C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I confirm I am 19+ and don't already hold a full Level 3 qualification.				
I confirm I am 19+, already hold a full Level 3 qualification and I am unemployed and looking for work*				
I confirm I am 19+, already hold a full Level 3 qualification and I am on a low wage**				
This is a Level 3 course - Level 3 Local Adult Offer .	3A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I confirm I am 19+ and live in Greater Manchester.				
This is a GCSE/FUNCTIONAL SKILLS MATHS or ENGLISH course.	E/M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I wish to claim tuition fee waiver and confirm that I do not have GCSE Maths or English at Grade C/4 or above.				
This is an ESOL course.	ES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I confirm I am 19+ and I am unemployed and looking for work*				
I confirm I am 19+ and I am employed on a low wage**				
This is a 'no discount' course.	N	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I confirm I am aware that no remission is available for this course and full fees will be paid.				
This course is available for an Advanced Learner Loan.	L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I confirm I will/have discussed options and will access an advanced learner loan to cover the cost of this course.				
This is a 'Community' course.	C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I confirm I am aware there may be course fees for the course and the enrolling staff member will inform me of this position.				
I confirm that all the information on this form is correct. I understand that if I have declared false information, Trafford College Group may take action against me to reclaim fees and any supporting costs provided.				
* If you have declared you are unemployed you must complete ALL the questions below.				
UNEMPLOYED ON STATE BENEFIT				
I can confirm:				
I am unemployed or earn less than £494 a month (as a sole adult in my benefits claim) or £782 a month (joint benefit claim with my partner).				
I am in receipt of an eligible State Benefit dated within 3 months of my course start date.				
I want to be employed/progress onto more sustainable employment.				
The course undertaken is directly relevant to my employment prospects and the local labour market needs.				
I can confirm the state benefit I receive is:				
ENROLLING STAFF MEMBER: I can confirm I have seen the state benefit evidence. Benefit seen			Signed	
** If you have declared you are employed on a low wage you must complete ALL the questions below.				
LOW WAGE				
I can confirm:				
I am on a low wage, earning less than £20,888 annual gross salary.				
I am on a low wage and have provided dated evidence within 3 months of my course start date.				
ENROLLING STAFF MEMBER: I can confirm I have seen the low wage evidence. Tick either: Payslips <input type="checkbox"/> or, Contract of Employment <input type="checkbox"/>			Signed	

12 Signature By signing this form I agree to the information provided.

Learner Signature:

Date:

Staff Signature:

Print Name:

Date: