



Learner Responsive and Full-Cost Enrolment & Learning Agreement 2022/23

Your enrolment is confirmed when this box is received.
RECEIPT

STUDENT CODE
ENTERED

This form must not be used for Apprenticeship or other Employer Responsive provision

Section 1: Personal Details (Mandatory)

Please complete this form in BLOCK CAPITALS. The form should be completed FULLY and then SIGNED ON THE FINAL PAGE.

Date of Birth DD / MM / YY Female Male
National Insurance No.
Title First Name(s)
Family Name/Surname
Address

 *Postcode
Telephone (home)
Telephone (mobile)
Email
Emergency Contact (name)
Relationship to you
Emergency Contact (telephone)
Previous address if less than 3 years at current address
 Postcode

Unique Learner Number (ULN)

PLEASE COMPLETE FULLY

Nationality

Home Country (where you have lived for last 3 years)

If you are undertaking a course at level 4 or higher, please choose your highest achieved level of qualification from the list provided at the back of this application form.

Residence

1. Have you been ordinarily resident in the UK or British Overseas Territories or Crown Dependencies, for at least the last three years on the first day of learning? Yes No

2. If NO to question 1 please enter your date of entry into the UK DD / MM / YY

3. If you are an EU/EEA citizen, have you applied for Settled Status? (If yes, you may be asked for proof of the granting of settled status or your application status) Yes No

4. If you have applied for, or been granted Settled Status please write your share code here:

5. Was your main purpose for entering the UK to receive full-time education? Yes No

Do you have any spent or unspent criminal convictions, any outstanding court proceedings, or are you on any offenders register? If you declare that you have a conviction, you will be contacted for further information. This information will help us assess any potential risks to yourself or others at College. Having a criminal record will not necessarily prevent you studying at College but will depend on the nature of the course and the circumstances of the offence. If you do not disclose a conviction then this can result in disciplinary action or being asked to leave the College.

South Gloucestershire & Stroud College reserves the right to request documentary evidence to support the information you have supplied. This is to ensure that you are charged the correct course fee and are not overcharged. We may ask you for this at any time during your studies.

Section 2: Ethnic Origins (Mandatory)

Please tick one box

Participation is voluntary and information supplied will be used only for statistical purposes and will be treated as confidential. Please tick box to which you think you belong.

<input type="checkbox"/> 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	<input type="checkbox"/> Mixed/Multiple Ethnic Group <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> White & Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed/multiple ethnic background	<input type="checkbox"/> 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	<input type="checkbox"/> Black/African/Caribbean/Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black/African/Caribbean background	<input type="checkbox"/> Other Ethnic Group <input type="checkbox"/> Arab <input type="checkbox"/> Any other Ethnic group
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Is English your first language? Yes No If no, what is your first language?

Section 3: Learning Difficulties, Disabilities & Health Problems (Mandatory)

Do you consider yourself to have either/or a Learning Difficulty, Disability and/or Health Problem that the College should be aware of and/or may need to support. (Please note if you do not declare this at enrolment we may not be able to support you.) Yes No

Do you/ will you have an Educational Health Care Plan (EHCP) when you come to college Yes No

Vision impairment Hearing impairment Disability affecting mobility Profound complex disabilities
 Social and emotional difficulties Mental health difficulty Moderate learning difficulty Severe learning difficulty Dyslexia
 Dyscalculia Autism spectrum disorder Asperger's syndrome Temporary disability after illness (for example post-viral) or accident Speech, language and communication
 Other physical disability Other specific learning difficulty (e.g. Dyspraxia) please state: Other learning difficulty Other disability
 Other medical condition (for example epilepsy, asthma, diabetes) please state: Not provided Prefer not to say

I may need help with reading, writing, maths or coursework

Do you have any additional learning need which may need support in order for you to complete this course? If yes, please tick the box

Please be aware that one of our specialist support staff may contact you to further discuss your support requirements

Section 4: Prior Achievement (Mandatory)

Please tick one box

Please indicate your highest known level of qualification prior to starting this course:

<input type="checkbox"/> Entry Level	<input type="checkbox"/> Not known	<input type="checkbox"/> No Qualifications	<input type="checkbox"/> Other Qualifications Level Unknown	
<input type="checkbox"/> NVQ1, L1 Literacy or Numeracy	<input type="checkbox"/> Full Level 2 (NVQ2, 5 GCSE grades A*-C or grades 9 - 4, QCF L2 Diploma)	<input type="checkbox"/> Full Level 3 (NVQ3, 4 AS Levels, 2 A Levels, QCF L3 Diploma)	<input type="checkbox"/> Level 2 (not full level 2)	<input type="checkbox"/> Level 3 (not full level 3)
<input type="checkbox"/> Level 4 (HNC, QCF Level 4)	<input type="checkbox"/> Level 5 (HND, Foundation Degrees, QCF Level 5)	<input type="checkbox"/> Level 6 (First Degree, QCF L6 qualification)	<input type="checkbox"/> Level 7 & above (Masters/ Doctorate Degrees, QCF L7 qualification)	

Section 5: Your Employment Status (Mandatory) What will your employment status be on the day before you start your course?

Please complete by ticking all boxes which apply to you

EMPLOYMENT STATUS:

In paid employment

Not in paid employment, looking for work and available to start work

Not in paid employment, not looking for work/ or not available to start work (including retired)

Not known

EMPLOYED:

Employed (for 31+ hours per week)

Employed 21-30 hours per week

Employed 11-20 hours per week

Employed 0-10 hours per week

Self-Employed

LENGTH OF TIME EMPLOYED:

Up to 3 months

For 4 - 6 months

For 7 -12 months

For more than 12 months

UNEMPLOYED:

Learner is in receipt of Job Seekers Allowance (JSA)

Learner is in receipt of Universal Credit

Learner is in receipt of Employment Support Allowance (All categories)

Learner is in receipt of other state benefits

LENGTH OF TIME UNEMPLOYED:

For less than 6 months

For 6 - 11 months

For 12 - 23 months

For 24 - 35 months

For 36 months or more

Section 6: Employment Status of your Household (Mandatory)

Please tick any of the statements that apply (one or more):

No household member is in employment and the household contains one or more dependent children <input type="checkbox"/>	None of these statements apply <input type="checkbox"/>
No household member is in employment and the household does not include any dependent children <input type="checkbox"/>	I confirm that I wish to withhold this information <input type="checkbox"/>
I am the single adult living in my household with dependent children <input type="checkbox"/>	

Section 7: Course(s) for which you would like to enrol (Mandatory)

Course Title: Course Code: Learning Aim Ref:

Fee: Venue: Day: Start Date: End Date:

I am not employed, and I am not currently seeking a job. I am taking this course to help me to re-engage with learning and/ or take steps to get a job sometime in the future. (DAM025) <input type="checkbox"/>	I am currently unemployed and I am actively seeking employment. I am taking this course to help me to get a job in the near future. (DAM028) <input type="checkbox"/>	I am currently employed, and I am taking this course to help me gain promotion at my current employer, or to gain a better job. (DAM029) <input type="checkbox"/>
I am taking a qualification at level 3 (or higher) to help me to gain progression in my chosen career, or to get a better job, or to retrain for a different career. (DAM030) <input type="checkbox"/>	I am taking this qualification for my own personal development, or to gain access to higher education. (DAM031) <input type="checkbox"/>	

Course Title: Course Code: Learning Aim Ref:

Fee: Venue: Day: Start Date: End Date:

I am not employed, and I am not currently seeking a job. I am taking this course to help me to re-engage with learning and/ or take steps to get a job sometime in the future. (DAM025) <input type="checkbox"/>	I am currently unemployed and I am actively seeking employment. I am taking this course to help me to get a job in the near future. (DAM028) <input type="checkbox"/>	I am currently employed, and I am taking this course to help me gain promotion at my current employer, or to gain a better job. (DAM029) <input type="checkbox"/>
I am taking a qualification at level 3 (or higher) to help me to gain progression in my chosen career, or to get a better job, or to retrain for a different career. (DAM030) <input type="checkbox"/>	I am taking this qualification for my own personal development, or to gain access to higher education. (DAM031) <input type="checkbox"/>	

Course Title: Course Code: Learning Aim Ref:

Fee: Venue: Day: Start Date: End Date:

I am not employed, and I am not currently seeking a job. I am taking this course to help me to re-engage with learning and/ or take steps to get a job sometime in the future. (DAM025) <input type="checkbox"/>	I am currently unemployed and I am actively seeking employment. I am taking this course to help me to get a job in the near future. (DAM028) <input type="checkbox"/>	I am currently employed, and I am taking this course to help me gain promotion at my current employer, or to gain a better job. (DAM029) <input type="checkbox"/>
I am taking a qualification at level 3 (or higher) to help me to gain progression in my chosen career, or to get a better job, or to retrain for a different career. (DAM030) <input type="checkbox"/>	I am taking this qualification for my own personal development, or to gain access to higher education. (DAM031) <input type="checkbox"/>	

Section 8: Employer/Sponsor/Volunteer at:

Section 7: Employer/Sponsor - please complete if your employer/sponsor is paying your fees

Please tick this box if your Employer or Sponsor is paying your fees. You must attach a letter of authority or purchase order from your Employer/Sponsor stating that they will pay your fees.

Name of Employer	<input type="text"/>
Employer's Address	<input type="text"/>
Employer's Postcode	<input type="text"/>
Employer's Telephone Number	<input type="text"/>
Employer's Email Address	<input type="text"/>
Contact Name (at Employer)	<input type="text"/>
Number of Employees	<input type="text"/>

Section 9: Paying Your Fees And Financial Support Information (Mandatory)

Please note: Your place on any course cannot be confirmed until payment has been made.

You must pay in full or make arrangements to pay all fees due at the time of enrolment. Fees can be paid by cheque (made payable to South Gloucestershire and Stroud College), cash (only in person at one of our campuses) or by credit/debit card either in person at one of our campuses or by calling 0117 9092271. In some cases, financial support may be available and/or fees may be waived in full or partly depending on circumstances. Most information can be found at www.sgscol.ac.uk/mms

Please tick one of the following:

- I intend to pay in full
- I intend to pay in full however wish to discuss payment plan options if available
- I am being sponsored to study this course (Please ensure you complete section 8)
- I am in financial hardship and require information, advice and guidance on financial support options that might be available to me. Please be aware you will still be liable for all fees unless notified otherwise
- I am a resident in the West of England Combined Authority (WECA) area and ask SGS College to inform me of any WECA specific flexibilities in respect of fee waivers and/or exemptions.

In certain circumstances fees may be waived. Please tick one of the boxes below if you feel you meet one of the categories:

- I am under 19 on the 31st of August 2021 and therefore I will not be paying tuition fees (please note you may still have other fees to pay)
- I am between 19 and 23 on the first day of learning, studying a full Level 3 qualification (defined within the ESFA legal entitlement) and I do not already hold a full Level 3. Therefore I am not paying fees. You will need to complete a Level 3 entitlement form. See above website link or visit the Money Management Service Team
- I am between 19 and 23 on the first day of learning, studying a full Level 2 qualification (defined within the ESFA legal entitlement) and I do not already hold a full Level 2. Therefore I am not paying fees. You will need to complete a full Level 2 entitlement form. See above website link or visit the Money Management Service Team
- I am not paying fees because I am in receipt of one of the following and wish to enrol on a qualification that is available for ESFA fee remission. I will provide evidence of this claim (dated within the last 3 months) along with my National Insurance Number at the time of enrolment.
 - Job Seekers Allowance including national insurance credits only
 - Employment Support Allowance and am in the work-related activity group
 - Universal Credit and earn less than £345 a month (individual claims) or £552 a month (household claims) and am determined by Job Centre Plus (JCP) as being in the all work-related requirement groups, work preparation group or work-focussed interview group
- I am unemployed and in receipt of other state benefits, earn less than £345 a month (individual claims) or £552 (household claims) and want to use the course(s) I am enrolling on help me gain employment
- I am not paying fees because I am employed with a total gross annual salary less than £18,525 per annum (or if you live in the West of England Combined Authority £19,305 per annum) I will provide evidence of my wages (dated within the last 3 months) along with my National Insurance Number at the time of enrolment

Refunds and Cancellations – please note: Once a student enrolls onto or starts a course then fails to attend or leaves, for whatever reason, all fees are still payable and no refunds apply. Refunding of a course will normally only be made if the course is cancelled by the college. Full refunds will be made if a course is cancelled at or prior to its second meeting. Students in attendance when a course is cancelled at other times will receive proportionate refunds. Please visit <http://www.sgscol.ac.uk/finance/> for access to SGS Fees and Charges Policy

Section 10: Consent to Process and Declaration (Mandatory)

I confirm that I have received information and advice about my choice of learning programme through the prospectus and/or from College staff. Because of this information and advice I can state that:

- I understand the entry requirements of my chosen learning programme.
- The learning programme suits my needs.
- I am aware of the financial costs of my course.
- I know what support and advice is available to me, and also what financial support is available.

I agree to abide by the College regulations, and to inform the College in writing of the following:

- Any medical condition which may affect my performance on the learning programme or in other College activities.
- Any change of circumstances that may affect my fee status.

I confirm that all the information on this form is correct. I understand that if I have declared false information the provider may take action against me to reclaim the tuition fees and any support costs provided.

ILR Privacy Notice 2022 to 2023 version 1 January 2022
Privacy Notice

Training providers should ensure that all learners have seen this privacy notice as part of their enrolment process.

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>

Data Protection Act 1998

The personal information you have provided will be providing educational and related services. The information may be disclosed to specific third parties such as the Learning Partnership West and examination boards if relevant.

SOUTH GLOUCESTERSHIRE AND STROUD COLLEGE
LEARNER IT CODE OF CONDUCT 2022-2023

South Gloucestershire & Stroud College expects all learners to use the computer network and software resources provided responsibly. All members of the College must comply with the "IT Acceptable Use – Users" Policy and are subject to the following conditions of use. Failure to adhere to this code of conduct may invoke the Enabling Positive Behaviour and Disciplinary Policy and Procedure.

- You must accept and comply with the "IT Acceptable Use – Users" Policy.
- You must not try to use any computer without permission or try to alter or delete work belonging to other people.
- If you think someone else knows your password you should change it immediately.
- College IT facilities are provided for college business or course-related activity only, not for personal use.
- You must not store or introduce any computer games, personal music or movies on any college computer or network space.
- You must not tamper with IT equipment, delete software, or carry out any activity that may prevent others from using the equipment.
- Food and drink are not allowed near computers or other IT equipment.
- When using the Internet you must not enter sites or send e-mails that contain any abusive, sexist, pornographic or unlawful material (see the Social Media Code of Conduct). All Internet access is logged and monitored.
- You must not try to install or download any software that has not been provided by the College.
- You must not make any use of the Internet that would bring the name of the College into disrepute.
- The College accepts no responsibility for problems caused by loss of service or for damage to files and data. It is your responsibility to ensure essential files are backed up onto USB Flash drive(s) for example.
- In using information from the Internet or creating web pages you must make sure you do not break copyright law or plagiarise the work of others.
- Under the terms of the Data Protection Act you must not store any information about any living person without agreement from the College Data Protection Officer.
- You should not put any unlawful information onto any system.

You must follow any local IT guidelines around the College, e.g. about printing or file management as explained by College staff.

If you do not understand any of these conditions please ask a member of staff for advice and guidance.

Data Protection Act 2018 and GDPR

SGS College takes its responsibilities as a data controller very seriously and is wholly committed to only using the personal data we hold for legitimate educational purposes and to keep you informed, in accordance with the law. The College's privacy notice is intended to provide information about how we collect, process and store your personal data. It also explains how we might share your data with third parties and explains your rights in relation to how we use your data. Please read it carefully at www.sgscol.ac.uk/privacy statement

If you have questions regarding your personal data or its use, please contact us.

Keeping in Touch

We would like to send you targeted information about future courses and services, which may be of interest to you. To opt in to receive these marketing communications, please tick the box:

So SGS College can effectively manage these communications, please confirm how you wish to be contacted (you can choose more than one option):

- Telephone Email Post SMS (Text message)

Please note, aside from this, if there is an issue with your enrolment, payment or the course running, the College may need to contact you.

By signing this form you agree that you understand the content of the course/s that you have applied for and that where necessary you have sought advice and guidance as to its suitability for you.

Signed (Learner) Date

Signed (Learning Provider) Date

By signing this form you accept the fee, our payment terms and that SGS may pass your details to third party companies to chase any outstanding fees and charges."

- How did you find out about the course?
- | | | | | | |
|---------------------------|--------------------------|------------------|--------------------------|------------------------|--------------------------|
| Facebook | <input type="checkbox"/> | Radio KISS FM | <input type="checkbox"/> | Careers Event | <input type="checkbox"/> |
| Twitter | <input type="checkbox"/> | Radio HEART FM | <input type="checkbox"/> | SGS College Open Event | <input type="checkbox"/> |
| SGS College Website | <input type="checkbox"/> | Newspaper Advert | <input type="checkbox"/> | Direct Mail Flyer | <input type="checkbox"/> |
| Other Website | <input type="checkbox"/> | Billboard Poster | <input type="checkbox"/> | Prospectus | <input type="checkbox"/> |
| SGS Electronic Newsletter | <input type="checkbox"/> | Text Message | <input type="checkbox"/> | Word of Mouth | <input type="checkbox"/> |

- How easily did you find the information you were seeking?
- | | | | | | |
|--------|--------------------------|--------------------------------|--------------------------|------------------|--------------------------|
| Easily | <input type="checkbox"/> | It took a little bit of effort | <input type="checkbox"/> | It was difficult | <input type="checkbox"/> |
|--------|--------------------------|--------------------------------|--------------------------|------------------|--------------------------|

How could we help make information easier for you to find in future?

This activity may have been part financed through the European Social Fund.



ESF supports activities to extend employment opportunities and develop a skilled workforce.

Adult application form progression questions:

Statement: SGS College is always keen to support its learners to progress following their learning programme. This progression can take a number of routes; perhaps you would like to continue your studies at a higher level or in a different subject; or perhaps employment is your priority goal. Whatever you want to do in the future to progress, it would really help us if you give us your views on what you want to do in the future.

1. What is your main reason for enrolling on your chosen learning course?

Choose from the following:

I would like to continue my studies at SGS College in the same subject area as the course I have enrolled to study, but at a higher level.

I would like to continue studying at SGS College in a different subject area.

I would like to continue studying at another educational provider (e.g. University etc)

My main goal is to gain employment after I finish my SGS College learning course.

I have not yet made up my mind as to what to do next, or I have another progression goal in mind which is not included in the choices above
(if you wish to please let us know what your plans are in the comments box below:

Thank you for answering these questions, they will help us to continue to provide learner support services and to offer an excellent programme of courses designed to help learners progress.

SEND YOUR COMPLETED FORM TO:

South Gloucestershire and Stroud College, Filton Campus, Filton Avenue, Bristol, BS34 7AT or
South Gloucestershire and Stroud College, Stroud Campus, Stroud, Gloucestershire, GL5 4AH

Tel: 0800 0567 253