

# ENROLMENT FORM 2011-2012



Please complete your details in BLOCK CAPITALS in ink. Thank you.

Please note that you will only need to complete an enrolment form once in an academic year (Sept - July).

Richmond Adult Community College

## SECTION 1: PERSONAL DETAILS

Student No (if previously enrolled):

Title e.g. Mr/Mrs/Ms:	First Name:	Date of Birth:	Age on 31/8/2011:
Family Name:		Gender: Male <input type="checkbox"/>	Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
Address:			
Town:			
Postcode:	Email:		
Telephone (Day):	Evening:	Mobile:	
Country of Residence for the last 3 years:			
Nationality (as on passport):	N.I. Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Unique Learner Number (ULN): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			

**STAFF USE ONLY**

ULN evidence seen? Relationship with school  Passport  Driving licence

ID card or other form of National ID  N.I. Card  Benefits documentation  Exam certificates

Bank credit or Debit card  Other  (please specify)..... None provided

FPN not seen  FPN seen & consent provided  FPN seen & consent denied

*When you supply any personal information to RACC we have legal obligations towards you in the way we use this data. In general, any information you provide to RACC will only be used within the RACC and by its agents and service providers. Your information will be disclosed where we are obliged or permitted by law. Further information can be found on our website www.racc.ac.uk*

## SECTION 2: FOR NON EU/NON-EEA NATIONALS ONLY

**What Visa do you have?** You will need to provide evidence at the time of enrolment.

Student Visa  Tourist Visa  No Visa  Indefinite Leave to Remain

Have you been in full-time education at any time in the last 3 years? YES  NO

Are you a refugee? YES  NO

Are you an asylum seeker? YES  NO  If YES date of application.....

**STAFF USE ONLY** Evidence Attached or seen.....

## SECTION 3: FULL/CO-FUNDING INDICATOR

**A71 - Full/co-funding indicator**

01. Fully funded learning aim  02. Co-funded learning aim  99. No funding for this learning aim

You may be entitled to claim a reduced (concessionary) fee if one of the categories listed below applies to you. (Please note: evidence of entitlement to a reduced fee must be no older than 3 months and must cover the period of your course.)

Have you been referred to the College by Jobcentre Plus? YES  NO

Receiving income-based job seeker's allowance\*\*  Skills for Life (excluding ESOL)

Aged 16-18 years on 31st August 2011  Level 2 entitlement

Employment Support Allowance  Level 3 entitlement - Aged 19-24 years

Foundation Learning - Entry or L1 excluding Sfl & ESOL

**STAFF USE ONLY** Evidence Attached or seen.....

*If you are enrolling by fax, post or in person you must present your evidence at time of enrolment. We are unable to process your enrolment without this.  
\*\*You must provide evidence of the benefit you are receiving when you enrol.*

## SECTION 4: COURSES - Please enrol me on the following course(s):

Code	Course Title	Learning Start Date	Planned End Date	Tutor Signature	Fee (£)

**SECTION 5: EQUALITY & DIVERSITY**

**Ethnic Origin - I would describe myself as:** *(Please tick the appropriate box. Do not leave blank.)*

**White**

- |   |                          |                                |                          |
|---|--------------------------|--------------------------------|--------------------------|
| 31. English/Welsh/Scottish/Northern Irish/British | <input type="checkbox"/> | 33. Gypsy or Irish Traveller   | <input type="checkbox"/> |
| 32. Irish   | <input type="checkbox"/> | 34. Any other White background | <input type="checkbox"/> |

**Mixed/Multiple Ethnic Group**

- |                             |                          |  |                          |
|-----------------------------|--------------------------|--|--------------------------|
| 35. White & Black Caribbean | <input type="checkbox"/> | 37. White and Asian                            | <input type="checkbox"/> |
| 36. White & Black African   | <input type="checkbox"/> | 38. Any other Mixed/Multiple Ethnic background | <input type="checkbox"/> |

**Asian/Asian British**

- |                 |                          |                                |                          |
|-----------------|--------------------------|--------------------------------|--------------------------|
| 39. Indian      | <input type="checkbox"/> | 42. Chinese                    | <input type="checkbox"/> |
| 40. Pakistani   | <input type="checkbox"/> | 43. Any other Asian background | <input type="checkbox"/> |
| 41. Bangladeshi | <input type="checkbox"/> |                                |                          |

**Black/African/Caribbean/Black British**

- |               |                          |  |                          |
|---------------|--------------------------|--|--------------------------|
| 44. African   | <input type="checkbox"/> | 46. Any other Black/African/Caribbean background | <input type="checkbox"/> |
| 45. Caribbean | <input type="checkbox"/> |  |                          |

**Other ethnic group**

- |                            |                          |                  |                          |
|----------------------------|--------------------------|------------------|--------------------------|
| 47. Arab                   | <input type="checkbox"/> | 99. Not provided | <input type="checkbox"/> |
| 98. Any other ethnic group | <input type="checkbox"/> |                  |                          |

**Religion or Belief** *(Please tick the appropriate box.)*

- |           |                          |                   |  |
|-----------|--------------------------|-------------------|--|
| Buddhist  | <input type="checkbox"/> | Sikh              | <input type="checkbox"/>                       |
| Christian | <input type="checkbox"/> | Other             | <input type="checkbox"/> (please specify)..... |
| Hindu     | <input type="checkbox"/> | None              | <input type="checkbox"/>                       |
| Jewish    | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/>                       |
| Muslim    | <input type="checkbox"/> |                   |  |

**Transgender: Do you now present full or part time in a gender role that differs from the gender assigned to you at birth?**  
*(Please tick the appropriate box.)*

- Yes       No       Prefer not to say

**Sexual Orientation**

- Lesbian or gay       Heterosexual or straight       Bisexual       Prefer not to say

## SECTION 5 (continued): EQUALITY & DIVERSITY

This information is used to assess whether all applicants are treated equally when applying for courses and to ensure that they can fully access all the College's resources.

RACC recognises applicants may feel worried about disclosing a disability. The sooner we know if you have a disability or learning difficulty, the sooner we can discuss your support needs (e.g. extra time for exams, extra support). Any information you give us will be treated confidentially in line with the Data Protection Act 1998.

### Do you consider yourself to have a learning difficulty, disability or health problem?

YES  please fill in the section(s) below

NO  go to Section 6

#### Disability - I would describe myself as having:

Please tick the appropriate box.

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| 01. Visual impairment  | <input type="checkbox"/> | 08. Temporary disability (e.g. post-viral or accident) | <input type="checkbox"/> |
| 02. Hearing impairment                                       | <input type="checkbox"/> | 09. Profound complex disabilities                      | <input type="checkbox"/> |
| 03. Disability affecting mobility                            | <input type="checkbox"/> | 10. Aspergers Syndrome                                 | <input type="checkbox"/> |
| 04. Other physical disability                                | <input type="checkbox"/> | 90. Multiple disabilities                              | <input type="checkbox"/> |
| 05. Other medical conditions e.g. epilepsy, asthma, diabetes | <input type="checkbox"/> | 97. Other  | <input type="checkbox"/> |
| 06. Emotional/behavioural difficulties                       | <input type="checkbox"/> | 98. No disability                                      | <input type="checkbox"/> |
| 07. Mental Health Difficulty                                 | <input type="checkbox"/> |  |                          |

#### Learning Difficulties - I would describe myself as having:

Please tick the appropriate box.

- |  |                          |                                    |                          |
|--|--------------------------|------------------------------------|--------------------------|
| 01. Moderate Learning Difficulty       | <input type="checkbox"/> | 20. Autism Spectrum Disorder       | <input type="checkbox"/> |
| 02. Severe Learning Difficulty         | <input type="checkbox"/> | 90. Multiple Learning Difficulties | <input type="checkbox"/> |
| 10. Dyslexia                           | <input type="checkbox"/> | 97. Other (please specify).....    | <input type="checkbox"/> |
| 11. Dyscalculia                        | <input type="checkbox"/> | No Learning Difficulty             | <input type="checkbox"/> |
| 19. Other Specific Learning Difficulty | <input type="checkbox"/> |                                    |                          |

## SECTION 6: PRIOR ATTAINMENT LEVEL

The highest qualification I have been awarded best fits the following category: *(Please tick the appropriate box.)*

The information shown in the table below provides a guide to the overall attainment level of learners that have achieved various combinations of qualifications. The levels shown do not necessarily coincide with the level at which individual qualifications are set. For example, GCE AS Levels are at Level 3, but the level of attainment achieved by a learner who has taken AS Level qualifications depends on the number of qualifications achieved, one AS Level being needed for the learner to attain Level 1, at least two to attain full Level 2 and at least 4 to attain full Level 3.

NVQ LEVEL	Qualification Equivalent	Code in Prior Attainment	Please tick Box
Entry Level	Word Power / Number Power at entry level Certificate in Adult Literacy, Numeracy, English for Speakers of Other Languages (ESOL), Skills for Life	7, 9	<input type="checkbox"/>
Level 1	GCSE / O Level Grades (5 or more at grades D-G or fewer than 5 at grades A-C), CSE below grade 1, 1 AS level, The Foundation Diploma (equivalent to 5 GCSEs at grades D-G), Certificate in Adult Literacy, Numeracy, English for Speakers of Other Languages (ESOL), Skills for Life at level 1, NVQ Level 1, GNVQ Foundation, BEC General certificate, BEC Diploma, BTEC first certificate, City & Guilds Operative Awards, CPVE Year 1 (Technician), LCCI Elementary / First Level, PEI Elementary / First Level, RSA Elementary / first level, RSA Vocational certificate	1	<input type="checkbox"/>
Full Level 2	GCSE / O Level (5 or more at grades A-C), CSE Grade 1 (5 or more), 1 Advanced level, 2 / 3 AS levels The Higher Diploma (equivalent to 7 GCSEs at grades A* to C), GNVQ Intermediate, NVQ level 2	2	<input type="checkbox"/>
Full Level 3	A Levels (2 or more advanced level passes), 4 or more AS Levels, AVCE double award, The Advanced Diploma (equivalent to 3.5 A Levels), GNVQ advanced, NVQ level 3 QAA recognised Access to Higher Education	3	<input type="checkbox"/>
Level 4	Teaching qualifications (including PGCE), BTEC National HNC / HND, Higher Education certificate, Higher Education diploma, Foundation Degree, LCCI advanced level, First degree, NVQ level 4 Nursing (SRN), RSA advanced certificate, RSA higher diploma	4	<input type="checkbox"/>
Level 5 and above	Continuing education diploma, NVQ level 5, Masters degrees or post-graduate certificates and diplomas, Doctorates or specialist awards	5	<input type="checkbox"/>
	Other qualification:		
	level not known	97	<input type="checkbox"/>
	Not known	98	<input type="checkbox"/>
	No qualification	99	<input type="checkbox"/>
	Other - below Level 1	07	<input type="checkbox"/>

## SECTION 7: ESF INFORMATION

Please tick the appropriate box in each section.

This activity has been directly or indirectly part-financed by the European Union through European Social Fund – investing in skills and jobs.



### L37 - Employment status on first day of learning

- |  |                          |
|--|--------------------------|
| 06. Employed - full time   | <input type="checkbox"/> |
| 07. Employed - part time   | <input type="checkbox"/> |
| 08. Unemployed (through redundancy) and in receipt of JSA  | <input type="checkbox"/> |
| 09. Unemployed (through redundancy) and in receipt of ESA (WRAG)   | <input type="checkbox"/> |
| 10. Unemployed (through redundancy) and <b>not</b> in receipt of active benefits (JSA or ESA (WRAG))             | <input type="checkbox"/> |
| 11. Unemployed (for reasons other than redundancy) and in receipt of JSA   | <input type="checkbox"/> |
| 12. Unemployed (for reasons other than redundancy) and in receipt of ESA (WRAG)                                  | <input type="checkbox"/> |
| 13. Unemployed (for reasons other than redundancy) and not in receipt of active benefits (JSA or ESA (WRAG))     | <input type="checkbox"/> |
| 14. Unemployed (reasons not known/not provided) and in receipt of JSA  | <input type="checkbox"/> |
| 15. Unemployed (reasons not known/not provided) and in receipt of ESA (WRAG)                                     | <input type="checkbox"/> |
| 16. Unemployed (reasons not known/not provided) and <b>not</b> in receipt of active benefits (JSA or ESA (WRAG)) | <input type="checkbox"/> |
| 17. Economically inactive  | <input type="checkbox"/> |
| 98. Not known/not provided   | <input type="checkbox"/> |

### A66 - Employment Status on day before starting course

- |                         |                          |   |                          |
|-------------------------|--------------------------|---|--------------------------|
| 01. Employed            | <input type="checkbox"/> | 06. Economically inactive*                                      | <input type="checkbox"/> |
| 02. Full time education | <input type="checkbox"/> | 07. Aged 14-19, not in education, employment or training (NEET) | <input type="checkbox"/> |
| 03. Self employed       | <input type="checkbox"/> |   |                          |
| 04. Unemployed          | <input type="checkbox"/> |   |                          |
- \* Of working age & not employed, not self-employed & not actively seeking work, not in full-time education.

### A67 - If unemployed, length of unemployment before starting course

- |                        |                          |                    |                          |
|------------------------|--------------------------|--------------------|--------------------------|
| 01. Less than 6 months | <input type="checkbox"/> | 04. 24-35 months   | <input type="checkbox"/> |
| 02. 6-11 months        | <input type="checkbox"/> | 05. Over 36 months | <input type="checkbox"/> |
| 03. 12-23 months       | <input type="checkbox"/> | 99. Not unemployed | <input type="checkbox"/> |

### L27 - Restricted Use Indicator

- |  |                          |
|--|--------------------------|
| 1. Learner has withheld permission to be contacted   | <input type="checkbox"/> |
| 2. Learner is not to be contacted, for example where a learner has died, or suffered severe illness during the programme | <input type="checkbox"/> |
| 3. Learner has only withheld permission to be contacted about courses or learning opportunities                          | <input type="checkbox"/> |
| 4. Learner has only withheld permission to be contacted for survey and research  | <input type="checkbox"/> |
| 9. No additional restriction on the use of this learner record   | <input type="checkbox"/> |

### L52 - Restricted use contact method

- |  |                          |
|--|--------------------------|
| 1. Learner has withheld permission to be contacted by post                     | <input type="checkbox"/> |
| 2. Learner has withheld permission to be contacted by telephone                | <input type="checkbox"/> |
| 3. Learner has withheld permission to be contacted by email                    | <input type="checkbox"/> |
| 4. Learner has withheld permission to be contacted by post and telephone       | <input type="checkbox"/> |
| 5. Learner has withheld permission to be contacted by post and email           | <input type="checkbox"/> |
| 6. Learner has withheld permission to be contacted by telephone and email      | <input type="checkbox"/> |
| 7. Learner has withheld permission to be contacted by post, telephone or email | <input type="checkbox"/> |
| 9. Learner has not indicated a contact method restriction                      | <input type="checkbox"/> |

## SECTION 8: HOW DID YOU FIND OUT ABOUT THE COLLEGE?

Please tick the appropriate box/boxes.

Local Paper Ad <input type="checkbox"/>	College Website <input type="checkbox"/>	Information, Advice & Guidance Team <input type="checkbox"/>	Directory of Course Provision (Skills Funding Agency) <input type="checkbox"/>
Floodlight <input type="checkbox"/>	Email Campaign <input type="checkbox"/>	Current/Past Student <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>
Hotcourses <input type="checkbox"/>	Magazine Ad <input type="checkbox"/>	Local School <input type="checkbox"/>	.....
Leaflet at Fair <input type="checkbox"/>	Billboard Poster <input type="checkbox"/>	Job Centre Plus <input type="checkbox"/>	.....
Outdoor Banner <input type="checkbox"/>	Library <input type="checkbox"/>		
Friend/Relative <input type="checkbox"/>	Door Drop Leaflet <input type="checkbox"/>		

## SECTION 9: PAYMENT OF FEES

**I am paying by:** Cash  Cheque  Invoice  Debit Card  Credit Card

**Source of fee payment:**

Employer Paid

Learner Pays, Recovers from Employer

Learner Pays

No Fees to Pay

### A19 - Employer Role

1. Learner is employed and released by the employer to study a vocational learning aim relevant to that employment
2. Learner is employed and studying a vocational learning aim relevant to that employment. The employer has not released the learner to attend.
9. None of the above

## SECTION 10: PLEASE READ CAREFULLY

**TRANSFERS:** If your course is cancelled you can transfer to an alternative course instead of claiming a refund. Transfers for any other reason must be requested by filling in an Application For Transfer form at reception. Transfers incur a £10.00 handling charge per course. If a transfer is agreed, any price differences must be paid before the transfer is completed.

**CREDITS:** Credits are available in the case of serious illness (when supported by a medical certificate) or other agreed circumstances. A £10.00 handling charge will be payable. Credits are valid for 2 years and are not transferable.

*You may be entitled to claim a reduced (concessionary) fee if you claim certain benefits/allowances. (Please note: evidence of entitlement to a reduced fee must be no older than 3 months and must cover the period of your course.) If you are enrolling by fax, post or in person you must present your evidence at time of enrolment. We are unable to process your enrolment without this. You must produce the full award certificate at the time of enrolment. You must provide evidence of the benefit you are receiving when you enrol.*

### Health and Safety

*Activities within some of our courses require the use of appropriate protective clothing and/or equipment. For your own safety, clothing and/or equipment must be worn and/or used as specified by your tutor at the start of each course and as it progresses. If you choose not to follow the recommendations by your tutor or as stated on the course outline and at your course induction, you may be asked to leave the class.*

**Privacy Notice:** The information you supply will be used by the Chief Executive of Skills Funding, to issue you with a Unique Learners Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at [www.learningrecordsservice.org.uk/privacynotice](http://www.learningrecordsservice.org.uk/privacynotice)

I declare that, to the best of my knowledge, the information I have given in this form is true and correct.

Signature..... Date.....

Staff Signature..... Date.....

**RACC**  
Richmond Adult Community College

**STAFF NOTES**

