



White copy for LEA use / Coloured copy for Centre use

Please complete all sections in block capitals and tick where appropriate

Centre _____

Student no _____

Learner enrolment details

Title _____ Forename _____
 Surname _____
 Address _____
 Postcode _____
 Home Tel _____
 Work Tel _____
 Mobile _____
 Email address _____
 Gender Male Female Date of Birth / /

Previous course information

Have you attended a structured learning course within the last three years? Y N

Qualifications already held

Please indicate the level of your **highest qualification**.
 If you require more information, your Centre Manager has the full LSC list of qualifications and their levels, and they will be happy to advise you.
 We suggest Level 2 for the School Certificate and Level 3 for Matriculation (the LSC does not specify these on its list).

Please tick the relevant box

No formal qualifications	
GCSE/O Level grades at D-G or fewer than 5 at A-C	Level 1
GCSE/O Level (5 or more grades at A-C)	Level 2
A Level (1 subject)	Level 2
A Level (2 or more subjects)	Level 3
First degree	Level 4
Higher degree	Level 5
Other qualification, level not known	

Do you have a GCSE/O Level (grade A-C) in:
 Maths Y N English Y N

Ethnic origin

Please help our equal opportunities monitoring by ticking one of the following boxes:

Bangladeshi	<input type="checkbox"/>	Mixed:
Black African	Other (Black) <input type="checkbox"/>	White/Asian <input type="checkbox"/>
Black Caribbean	Other (White) <input type="checkbox"/>	White/Black African <input type="checkbox"/>
Chinese	Pakistani <input type="checkbox"/>	White/Black Caribbean <input type="checkbox"/>
Indian	White (Eire) <input type="checkbox"/>	Other mixed background <input type="checkbox"/>
Other Asian	White (British) <input type="checkbox"/>	Other <input type="checkbox"/>

Please state: _____

Country of residence

UK EC

If not permanently resident in UK or EC for last 3 years, which country have you lived in? Please state: _____

Disability

I have a disability I have a learning disability
 I have no disability I have a serious health issue
 If you have a disability you may be offered further support.
 Do you wish to discuss your needs with a member of staff?
 Y N

Concessions

If you are claiming a concessionary fee, which of the following applies to you?

I am enrolling on a FREE Literacy or Numeracy course

16-18 year olds: in full-time education
 not in full-time education

Over 60 not in full-time employment

I am in receipt of:

Job Seekers Allowance	Income Support
Pension Guarantee Credit	Housing/Council Tax Benefit
Working Tax Credit (subject to threshold)	
Unwaged dependant of those listed above	

Course details and fees

Course code	Course title	Autumn fee	Receipt no	Spring fee	Receipt no	Summer fee	Receipt no

Declaration and data protection

Learner's declaration: I confirm that the above details are correct. Signed _____ Date / /

Data Protection Act 1998: The information you provide on this enrolment form will be passed to the Learning and Skills Council (LSC). The LSC is responsible for funding, planning and encouraging education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which we will share information include, the Department for Children, Schools and Families, the Department for Innovation, Universities and Skills, Connexions, Local Authorities, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners. The LSC also administers the learner registration service (LRS) which will use your information to create and maintain a unique learner number (ULN). The LSC is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and the ULN and what they do, may be found at www.lsc.gov.uk/providers/Data/help/dataprotection. At no time will your personal information be passed to organisations for marketing or sales purposes.

From time to time students are approached to take part in surveys by mail and phone to enable the LSC and its partners to monitor performance, improve quality and plan future provision.

Tick box if you do not wish to be contacted by the LSC or its partners in respect of surveys/research Tick box if you do not wish to be contacted about courses or learning opportunities by post

For office use only

Proof of benefit seen. Please tick the relevant box.

Evidence provided: Form U1 Pension credit Rail card/bus pass
 TC602 Birth certificate Other
 Who paid the fees? Student Employer Other

Centre staff declaration

I confirm the above details are correct and have seen evidence of the learner's status.
 Signed _____ Date / /