

# HAVERING ADULT COLLEGE

## STUDENT RECORD AND LEARNING AGREEMENT 2010/2011

### 1. Personal details

Mr  Mrs  Miss  Ms  (please tick)

Other (please state)

First name:

Family name/surname:

Address:

Postcode:

Home phone:

Work phone:

Mobile phone:

Email:

Male  Female

Date of Birth

In case of emergency please telephone:

Name:

Phone number:

### 2. Your ethnic origin:

Which of the following best describes your ethnic origin? (please tick box)

#### White

23 British

24 Irish

25 Other

#### Asian/Asian British

11 Bangladeshi

12 Indian

13 Pakistani

14 Other

#### Black/Black British

15 African

16 Caribbean

17 Other

18 Chinese

#### Mixed

19 White & Asian

20 White & Black African

21 White & Black Caribbean

22 Other

98 Any other

99 Not known/not provided

### 3. Do you have a disability or learning difficulty? Please tick Yes or No

Yes  No

If you have answered **Yes**, how would you describe your disability or learning difficulty? (Please tick all that apply)

#### Sensory disability:

- Sight
- Hearing

#### Physical disability:

- Wheelchair user
- Mobility impairment
- Temporary disability after illness
- Medical condition (e.g. asthma, epilepsy, diabetes)
- Profound/complex disabilities
- Multiple disabilities
- Other physical disability, please state \_\_\_\_\_

#### Mental/Emotional disability

- Emotional/behavioural difficulties
- Mental ill health
- Any other disability, please state \_\_\_\_\_

#### Learning difficulty:

- Dyslexia
- Dyscalculia
- Autistic Spectrum Disorder
- Moderate learning difficulty
- Multiple learning difficulties
- Other learning difficulty, please state \_\_\_\_\_

We may be able to offer you additional support. Would you like us to contact you in confidence to talk about this?

Yes  No

### 4. How did you find out about the course you are enrolling on?

College prospectus. If you tick this box, please state in this space where you got your copy

- |   |  |
|---|--|
| <input type="checkbox"/> Local newspaper            | <input type="checkbox"/> Hot Courses     |
| <input type="checkbox"/> Returning learner          | <input type="checkbox"/> Floodlight      |
| <input type="checkbox"/> Living Magazine            | <input type="checkbox"/> College website |
| <input type="checkbox"/> Internet search engine     | <input type="checkbox"/> Word of Mouth   |
| <input type="checkbox"/> L.B. Havering website      |  |
| <input type="checkbox"/> Other - please state _____ |  |

## 5. Are you entitled to enrol on this course?

Please tick the box that best describes your residential status

### UK Citizen

Are you a UK Citizen?

Yes  No

If NO, please answer the following questions:

Which country do you normally live in?

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If you were not born in the UK, when did you come to the UK?

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Have you lived in a European Union Country for three years or more? Yes  No

Please state which other countries you have lived in during the last 3 years

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Please tick the box if you are

A refugee  An Asylum Seeker

*You will need to show us evidence of this*

### Married to, or a Civil Partner of, a UK/EU/EEA Citizen

Have you been married or in a civil partnership for more than 1 year?

Yes  No  (if YES, please provide evidence)

## 6. Reduced Fees (Concessions)

You may be entitled to a reduced fee if you are receiving benefits. Please tick one of the boxes below and make sure that you attach evidence to this form. Evidence must not be more than 6 months old and you should let us know if your circumstances change.

Job Seekers Allowance (income based)

Income Support

Pension Credit

Council Tax Benefit

Housing Benefit

Working Tax Credit

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For further information on reduced fees, please see the advice pages in our prospectus or telephone 01708 764238.

## 7. Your learning history

We need to know about any qualifications you already have. Do you have any of the following?

Please tick all that apply:

- No qualifications (go straight to section 8)
- Any Entry level qualification
- Any other qualification below Level 1
- More than 1 GCSE/GCE/CSE
- GNVQ Foundation
- RSA Certificate
- BTEC First Certificate
- NVQ Level 1
- AS level
- Full Level 2 qualification (see below)
- Full Level 3 qualification (see below)
- Certificate of Higher Education
- Certificate of Education
- NVQ Level 4
- HND/Foundation Degree
- Honours Degree
- Higher degree (Masters or PhD)
- Other qualification (level unknown)

We also need to know if you already hold a full level 2 or level 3 qualification. If you do, please tick the relevant boxes:

### Full level 2 qualifications

- 5 or more GCSEs - all Grades A\* to C
- NVQ Level 2
- Edexcel first diploma, BTEC or ITEC first or general diploma
- Any OCR/RSA Diploma
- 2 or more AS levels
- 1 GCE A level
- Any GNVQ Intermediate
- 5 or more O Levels
- 5 or more CSEs at Grade 1
- Any City & Guilds Craft Level 2
- Any other full level 2 qualification

### Full level 3 qualifications

- 2 or more A levels
- NVQ level 3
- Edexcel/BTEC/OCR/ National Certificates and Diplomas
- RSA Stage 3 Advanced
- International Baccalaureate
- Access to HE Certificate

## 8. Do you think you might need extra help with Literacy, language or maths, while studying with the Adult College?

Yes  No  Unsure

## 9. Data Protection Statement

The information you provide will be passed to the Skills Funding Agency (the SFA). The SFA 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 1988. 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, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the SFA or its partners. The SFA also administers the learner registration service (LRS) which will use your information to create and maintain a unique learner number (ULN). The SFA 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.skillsfundingagency.com](http://www.skillsfundingagency.com) and by following the links to data protection.

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, which are aimed at enabling the FSA and its partners to monitor performance, improve quality and plan future provision.

Tick this box if you do not want to be contacted by the FSA or its partners in respect of surveys and research. The FSA values your views on the education or training which you receive and will use these to help bring about improvements for learners in England.

The FSA or its partners may wish to contact you from time to time about courses or learning opportunities relevant to you. Please tick here if you do not wish to be contacted about courses or learning opportunities by post.

## 10. For Family Learning Courses Only

Name of child

Date of Birth

School attended

## 11. Payment of fees

**For full details of payment arrangements, please see page 5 of our prospectus**

- We accept payment by cash, cheque, credit and debit card.  
(Please note there is a 1.5% surcharge on all bookings made with a credit card)
- Payment must be made in full at the time of enrolment.
- We are only able to accept payment by instalments on certain courses, where fees are in excess of £300 and the course is delivered over more than one term.
- Cash payments must be made in person at the Bower Park Centre and should not be sent by post.
- Cheques should be made payable to the London Borough of Havering.
- Please enclose a separate cheque for each course.
- If you want to pay using a card, please telephone 01708 764238 or attend a personal enrolment session. We cannot accept telephone payment for courses ending in LR
- In some circumstances, learners may not be eligible for SFA funding. This will result in those learners being charged a higher unsubsidised fee for the course.

## 12. Employment Details

Are you (please tick):

Employed Full time	<input type="checkbox"/>	Employed Part Time	<input type="checkbox"/>
Registered Unemployed (seeking work)	<input type="checkbox"/>	Unwaged (not seeking work)	<input type="checkbox"/>
Retired	<input type="checkbox"/>	Not specified	<input type="checkbox"/>

If you are unemployed, is this as a result of redundancy? Yes  No

### 13. Enrolment and fee details

Please **DO NOT** complete this page if the course you are enrolling on has a code that ends in LR. If your course code ends LR, please telephone 01708 764238 for enrolment advice.

Please complete for all courses you would like to enrol on:

1 <sup>st</sup> Course name	Fee payable £
Course code:	Fee paid (if different) £
2 <sup>nd</sup> Course name	Fee payable £
Course code:	Fee paid (if different) £
3 <sup>rd</sup> Course name	Fee payable £
Course code:	Fee paid (if different) £

Office Use Only		
Receipt No.	Date	Initial
Receipt No.	Date	Initial
Receipt No.	Date	Initial

#### Student Staff Association

All students are automatically members of the SSA upon payment of this membership fee **£2.00**

If fees paid by invoice, invoice addressed to:

Total payable by learner **£**

### 14. Student Declaration (please read and then sign this section)

I have received, where requested, information and advice on this course. The information included an outline of the syllabus, the work needed to cover it and the requirements of the examination, where appropriate. My main aim is to complete the course and to achieve the qualification.

I understand that it is my responsibility to notify the college of reasons for non-attendance and that if I fail to notify the college of my reasons for absence, after 4 consecutive absences I will be withdrawn from the course and not qualify for a refund. I also understand that the decision to be entered for external exams rests with the tutor.

The information I have included on this form is true and accurate to the best of my knowledge.

Signed \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

FOR OFFICE USE ONLY			
MIS ref. no.		LR Courses only, ID seen	
Date input		Personal, postal or phone enrolment (please state)	
SfL use only	IA result E1/E2/E3/L1/L2	Start date (SfL and late starts only)	
Benefits	Evidence seen on (date)	Type of evidence (copies attached)	
Payment by Instalments	1 <sup>st</sup> due	2 <sup>nd</sup> due	3 <sup>rd</sup> due
	1 <sup>st</sup> paid	2 <sup>nd</sup> paid	3 <sup>rd</sup> paid