

Skills & Learning Enrolment Form

Bournemouth and Poole

LEARNER REF: _____

PLEASE USE BLACK/BLUE INK & BLOCK CAPITALS. PLEASE COMPLETE BOTH SIDES

PERSONAL DETAILS

First Names (in full)		Family Name		
Title (Mr/Mrs/Ms/Miss)	Sex	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of Birth
Home Address				
Post Code				
Telephone Number (Home)		Telephone Number (Work)		
Telephone Number (Mobile)		Email address		
Emergency contact (Name)		Emergency contact (Tel No.)		
I am a Linking Learner <input type="checkbox"/>		I am a Linking Volunteer <input type="checkbox"/>		Working in the Voluntary Sector <input type="checkbox"/>

COURSE CODE	COURSE TITLE	DAY	FEE PAID

DISABILITY AND ADDITIONAL SUPPORT

We want to ensure that you get the most from your Skills & Learning Bournemouth and Poole course and are pleased to offer support to assist you.

I have a medical condition or disability I have a learning difficulty

If you have indicated a medical condition, disability and/or learning difficulty, please tell us how we can best help you with your learning.

NATIONALITY

United Kingdom Other (please specify) _____

RESIDENCY

Have you been resident (settled) in the UK or an EU country for at least 3 years immediately prior to the start of your proposed course?

Yes No (Please note evidence of residency (settlement) may be required to support this declaration.)
If 'No', please answer the questions below.

Where have you lived for the last 3 years? England Wales Scotland Northern Ireland

Other (please specify) _____ Date of entry into the UK _____

What type of visa do you have in your passport? _____ When does this visa expire? _____

LANGUAGE

Is English your first language? Yes No If No what is your first language? _____

What English language qualification do you have? _____

QUALIFICATIONS & EXAMINATIONS Please indicate which best describes your current qualifications level

- | | |
|---|---|
| <input type="checkbox"/> No formal qualifications | <input type="checkbox"/> Level 3 (2 or more A Levels or equivalent) |
| <input type="checkbox"/> Entry Level | <input type="checkbox"/> Level 4 (first degree) |
| <input type="checkbox"/> Below Level 1 (other qualifications) | <input type="checkbox"/> Level 5 (post graduate qualification) |
| <input type="checkbox"/> Level 1 (GCSEs grade D or below) | <input type="checkbox"/> Other qualification, level not known |
| <input type="checkbox"/> Level 2 (5 GCSEs at grade C or above or up to 3 AS Levels) | |

PAYMENT METHOD Cheques should be made payable to Borough of Poole

Please tick <input type="checkbox"/> Cash <input type="checkbox"/> Cheques	<input type="checkbox"/> MasterCard/Visa <input type="checkbox"/> Switch/Delta
Card Holder's Name	Switch Card Issue No/Valid From Date
	CCV/CCV2 Security Code
Card No	Expiry Date Signature

Skills & Learning Enrolment Form

Bournemouth and Poole

PLEASE USE BLACK/BLUE INK & BLOCK CAPITALS. PLEASE COMPLETE BOTH SIDES

ETHNIC ORIGIN Please indicate which best describes your ethnicity?

- | | | |
|--|---|---|
| <input type="checkbox"/> English / Welsh / Scottish / Northern Irish / British | <input type="checkbox"/> White and Asian | <input type="checkbox"/> Any other Asian background |
| <input type="checkbox"/> Irish | <input type="checkbox"/> Any Other Mixed / multiple ethnic background | <input type="checkbox"/> African |
| <input type="checkbox"/> Gypsy or Irish Traveller | <input type="checkbox"/> Indian | <input type="checkbox"/> Caribbean |
| <input type="checkbox"/> Any Other White Background | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Any other Black / African / Caribbean background |
| <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Arab |
| <input type="checkbox"/> White and Black African | <input type="checkbox"/> Chinese | <input type="checkbox"/> Any other ethnic group |

HOW DID YOU HEAR ABOUT US? Please tick all that apply

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Unknown | <input type="checkbox"/> Brochure from Library etc. | <input type="checkbox"/> Contacted by Provider | <input type="checkbox"/> Hot Courses |
| <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Website | <input type="checkbox"/> Event | <input type="checkbox"/> Targeted mailing |
| <input type="checkbox"/> Enquiry | <input type="checkbox"/> Employer | <input type="checkbox"/> Existing Learner | <input type="checkbox"/> Newspaper/Magazine advert |
| <input type="checkbox"/> Brochure delivered to door | <input type="checkbox"/> School | <input type="checkbox"/> Referral from Other Provider | |

APPLICATION FOR REDUCED FEE You may be eligible for fee concessions if any of the following apply

- | | | |
|---|--|--|
| <input type="checkbox"/> I do not have a full Level 2 | <input type="checkbox"/> I have an Access to Leisure & Learning card | <input type="checkbox"/> I receive Job Seeker's Allowance (income based contribution) |
| <input type="checkbox"/> I do not have a full Level 3 | <input type="checkbox"/> I am 16-18 years of age | <input type="checkbox"/> I receive Employment and Support Allowance (WRAG) Work Related Activity Group |

You must bring your original documentary evidence with your application before a place can be confirmed.

Councils are committed to continually improving services. We recognise that we need to address the diverse needs of different people in our community. We also want to address any inequality and ensure fair access to our services. In order to do this we need to ask for and keep certain information about you (and your family). Please leave any questions that you do not wish to answer.

Guidance & Notes: It is important that you complete the form as fully as possible as failure to do so may delay your enrolment. If you require help completing this form, please contact a member of staff. Data Protection Act 1998 - The information you provide on this form will be passed to the Skills Funding Agency and, where required, the Young People's Learning Agency for England (both organisations are registered under the Data Protection Act 1998) to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009.

The information you provide may be shared with other organisations for the purpose of administration, careers and other guidance, statistics and research. This will allow the Skills Funding Agency & YPLA and its partners to monitor performance, improve quality and plan future provision.

The Skills Funding Agency administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN). Learners are required to have a ULN, if you do not have one, one will be requested for you. This will enable you to access your learner records online. No new rights to information will be available to the service as a result of having a ULN. You have the right to opt out of sharing the data on your learner record at any time. If you decide to do this then you will not be able to share your achievement data with other learning providers or employers. For more information see www.learningrecordsservice.org.uk

- I certify that the information given is correct and I agree to observe the regulations of Skills & Learning Bournemouth and Poole.
- I understand that I am required to provide documentary evidence in support of any fee reduction that I am claiming with my application.
- I undertake to inform Skills & Learning Bournemouth and Poole immediately of any change in my eligibility to receive a fee reduction.
- I am aware that any false declarations could result in penalties. Failure to inform Skills and Learning Bournemouth and Poole of accurate information may result in additional fees being charged.

Please Sign Here

Today's Date

OFFICE USE ONLY	Initials	Post	Fax	Date received
		Person	Phone	

IDENTIFICATION			
Passport	Driving Licence	ID card/other national ID	Benefits Document
Examination Certificates	Bank/credit/debit card	Other	None

We can give you help to read or understand this information Tel: 01202 262332 Text Relay: 18001 01202 62332 Email: infopal@poole.gov.uk

Please complete both sides of this enrolment form in BLOCK CAPITALS and post to:

**FREEPOST (SWB21126)
Poole BH15 3BF**

Skills & Learning Terms & Conditions

Bournemouth and Poole

ENROLMENT REGULATIONS

ADMISSION

The Skills & Learning Manager reserves the right to assess the learner's suitability to benefit from the proposed course. Completion of an enrolment form and payment does not guarantee a place on a course.

The Service reserves the right to insist upon any learner discontinuing attendance at any course or venue.

Eligibility to Attend Courses

Learners under 15 will not be permitted to attend Skills & Learning courses. Learners aged 15-16 in the final year of compulsory secondary schooling may be admitted to certain vocational courses if written permission from their Head Teacher is provided and the Skills & Learning Manager is in agreement. In these rare circumstances an individual fee would apply. This fee would be significantly higher than the published fees as the Skills & Learning Service would not be in receipt of any funding from the Skills Funding Agency. Residency rules apply to Skills Funding Agency funded courses.

Changes in Class Arrangement

Courses are arranged on a basis of estimated demand. The Skills & Learning Manager may change the syllabus, the day and time of any session and may cancel sessions where:

- Enrolment or attendance is considered inadequate.
- The course tutor is unable to continue teaching and no suitably qualified replacement tutor is available.

Where a session has to be postponed the Service will re-schedule the session and no refund of the Learner's fee will be made. Where the remainder of the course is cancelled, the Service's liability is limited to a pro-rata refund of the learner's fee.

Stationery, Textbooks, Craft Materials etc.

On most courses learners are expected to provide the textbooks, stationery and materials required for their courses. Please refer to the Course Information Sheet.

Smoking

Skills & Learning in Bournemouth & Poole conforms to the Borough's of Bournemouth and Poole Smoking Policies and the requirements of national legislation. Smoking is not permitted in or on any of our venues.

Damage to Equipment & Premises

The cost of repair of property known to have been damaged by a learner shall, on demand, be paid to the Borough of Bournemouth or Poole by the learner responsible for such damage.

Loss or Damage to Personal Property

All property, including clothing, electronic goods, bicycles and motor vehicles, brought to any Skills & Learning premises by a learner shall remain throughout, at the sole risk of the learner. Borough of Bournemouth or Poole nor the Skills & Learning service accepts any responsibility.

HOW MUCH WILL IT COST?

Course fees

Fees are exempt from VAT.

Learners should be aware that course fees, as quoted, are subject to overall review only in exceptional circumstances.

Places on courses are not transferable to any other person.

Concessionary Course Fees

Please note concessions may be available to people in the groups listed below. Before a place is confirmed you will be required to show proof of your entitlement when you enrol. If enrolling by post a copy of your evidence must be sent with your application.

There are no concessions available on some courses. Such courses are clearly identified.

Course numbers prefixed with A. Concessions may be available for anyone aged over 18 as of 31 August 2011

People who are receiving any of the following allowances:

- Job-Seekers' Allowance
- Employment Support Allowance (WRAG / Work Related Activity Group)

For more information on Job Seekers Allowance (JSA) and Employment Support Allowance (ESA) please go to www.dwp.gov.uk or www.direct.gov.uk

Learners aged 16-18 as of 31 August 2011

Entitled to free places on all course numbers prefixed A.

HELP WITH FEES

For Fees over £100 it may be possible to pay 50% of the course fee before the start of the course with the remaining 50% to be paid in two instalments. Details are available on request.

Course numbers prefixed with A

The Skills Funding Agency provide a 'Learner Support Fund' for learners who wish to take a certificated course. The funding may cover exam fees, child care, travel or material costs. You will be required to repay any money given to you from this fund if you do not complete your course, and your future funding may be affected

Courses prefixed with P

For learners aged over 18, the same concessions apply as courses prefixed with an A. There are also concessions on these courses for Access to Leisure & Learning card holders. Please see pages ? and ?? for more information.

EXAMINATION AND AWARDDING BODY REGISTRATION FEES

Examination and awarding body registration fees and administrative charges are included in the cost of the course. GCE courses have been designed to allow you to achieve either the AS only, or the A2 only. Learners wishing to take more modules than given in the course details must pay for the additional examination fees.

Learners are reminded that it is their responsibility to ensure that they are entered for the correct examination by the deadline date set.

Late entries

If a learner misses the final examination entry deadline and wishes to make a late entry the learner will be required to pay a £10 centre administration fee and the awarding body late fee.

CONDITIONS OF REFUNDS

An appropriate proportion of fees may be refunded in the following circumstances:

- A class is closed due to low attendance and/or where the numbers of learners does not justify continuation of the class.
- A Learner is unable to continue for medical reasons; a learner must supply a medical certificate or letter from their Doctor within 3 weeks of the last class attended.

Withdrawal from Courses

Learners may obtain a refund of the course fee they have paid in the following circumstances:

- **Courses which are advertised to run for 3 or more sessions**
A request is received prior to the second lesson taking place.
- **Courses which are advertised to run for less than 3 sessions**
A request is received at least 10 days before the start of the course.

Please note: **Examination fees are non-refundable**

Refund Charges

An administration charge of £10.00 will be levied for all refunds where a learner withdraws from a course.

Learners should not turn up for the first session without enrolling.

Please retain this information for reference purposes.

Please be aware that by enrolling on a course, learners are accepting all of these Terms & Conditions.

All information correct at time of printing June 2011