

Community Learning Enrolment Form 2019 - 20

We would really appreciate if you could complete this enrolment form. Your comments are really valued. They will be used to monitor the impact of the training being delivered to support you, ensure that everyone can access the training and that the training meets local community need. It is also necessary to collect this information so we can provide evidence to our funders. Without this evidence we would not receive continued funding support from the Greater London Authority.

Thank you.

Learner Enrolment form			
Is this a short or long course	SHORT Course <input type="checkbox"/> LONG Course <input type="checkbox"/> Family Workshop <input checked="" type="checkbox"/>		
Course Title	Easter Family Workshop: Victorian Richmond		
Learning Start Date: <i>*Mandatory</i>		Expected End Date:	Same as start date
Surname <i>*Mandatory</i>		First Name <i>*Mandatory</i>	
Date of Birth <i>*Mandatory</i>		Gender <i>*Mandatory</i>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Town/City <i>*Mandatory</i>		County	
Current Postcode <i>*Mandatory</i>		Postcode prior to Enrolment <i>*Mandatory</i>	
Email Address:			
Telephone No:		Mobile No:	
Are you a British or EU Citizen?			

Ethnicity <i>*Mandatory – tick which applies</i>							
British (31)		Irish (32)		Gypsy/Irish Traveller (33)		Any other white background (34)	
White & Black Caribbean (35)		White & Black African (36)		White & Asian (37)		Any Other Mixed/Multiple ethnic background (38)	
Indian (39)		Pakistani (40)		Bangladeshi (41)		Chinese (42)	
Any other Asian background (43)		African (44)		Caribbean (45)		Any other black/African/Caribbean background (46)	
Arab (47)		Any other ethnic group (98)					

Eligibility for Funding (<i>learner must be eligible</i>)	
<i>In order to assess your eligibility for possible funding, we need details on your residency status & length of time you have lived in the UK. Temporary absences from the UK should be ignored. If you have not been resident because you, or your parent or spouse were working temporarily abroad, you will be treated as though you have been ordinarily resident in the UK.</i>	
Are you resident in London?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been a resident in the UK/EEA/EU for at least the last 3 years prior to your start date on the course?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What is your nationality?	British Citizen <input type="checkbox"/> EEA/EU <input type="checkbox"/> Other <input type="checkbox"/>
If you have ticked 'Other' nationality, complete the rest of this section	
What was your previous country of residence	
Date of entry to UK (if not born here)	
<i>If you were not born in the UK/EU/EEA & have NOT been resident for the last 3 years, we need to confirm your entitlement to receive funding for your course. To ensure you fulfil the residency criteria we may require additional information to show you have a right of abode.</i>	

Learning Disability/Difficulty & Health Problem <i>*Mandatory</i>			
Does the learner have an LLDD & HP?	YES (<i>tick which applies in both columns below</i>)		NO
LLDD & Health Problem Categories (tick all that apply)	Primary Category (only tick one)		
Asperger Syndrome (15)	Asperger Syndrome (15)		
Autism Spectrum Disorder (14)	Autism Spectrum Disorder (14)		
Disability Affecting Mobility (6)	Disability Affecting Mobility (6)		
Dyscalculia (13)	Dyscalculia (13)		
Dyslexia (12)	Dyslexia (12)		
Emotional/Behavioural difficulties (1)	Emotional/Behavioural difficulties (1)		
Hearing Impairment (5)	Hearing Impairment (5)		
Mental Health Difficulty (9)	Mental Health Difficulty (9)		
Moderate Learning Difficulty (10)	Moderate Learning Difficulty (10)		
Multiple Disabilities (3)	Multiple Disabilities (3)		
Other Disability (97)	Other Disability (97)		
Other Learning Difficulty (96)	Other Learning Difficulty (96)		
Other Medical Condition (eg: epilepsy, Asthma, Diabetes)	Other Medical Condition (eg: epilepsy, Asthma, Diabetes)		
Other Physical Disability (93)	Other Physical Disability (93)		
Other Specific Learning Difficulty (eg: Dyspraxia)	Other Specific Learning Difficulty (eg: Dyspraxia)		
Prefer Not to Say (98)	Prefer Not to Say (98)		
Profound Complex Disabilities (7)	Profound Complex Disabilities (7)		
Severe Learning Difficulty (11)	Severe Learning Difficulty (11)		

Social & Emotional Difficulties (8)	Social & Emotional Difficulties (8)	
Speech, Language & Communication Needs (16-17 code)	Speech, Language & Communication Needs (16-17 code)	
Temporary Disability after Illness or Accident	Temporary Disability after Illness or Accident	
Visual Impairment (4)	Visual Impairment (4)	

Planned Learning Hours <i>*mandatory</i>	
Planned Learning hours 19/20	2 hours

Restricted use indicator & method of contact: <i>*mandatory</i>			
Learner agrees to be contacted about courses or learning opportunities		Learner agrees to be contacted for survey & research	
Learner is NOT to be contacted (eg: where the learner has suffered severe illness during the programme or other circumstances)		Learner is NOT to be contacted (learner has died)	
Method of contact			
Agrees to be contacted by Post		Agrees to be contacted by Telephone	Agrees to be contacted by Email

Employment <i>*Mandatory</i>				
Unemployed <input type="checkbox"/> Employed <input type="checkbox"/> Self Employed <input type="checkbox"/>				
Employment Status				
In paid employment (10)		Not in paid employment, looking for work and available to start work (11)	Not in paid employment, not looking for work and/or not available to start work (12)	Not known/ not provided (98)
Length of Unemployment				
Unemployed for less than 6 months	Unemployed for 6-11 months	Unemployed for 12-23 months	Unemployed for 24-35 months	Unemployed for over 36 months
Length of Employment				
Learner is employed for 16 hours or more per week (Pre 13/14)	Learner is employed for 0 to 10 hours per week	Learner is employed for 11 to 20 hours per week	Learner is employed for 21 to 30 hours per week	Learner is employed for 31+ hours per week

Qualifications: Note: Museum of Richmond have completed <i>*mandatory</i>										
Aim Type: Learning aim is not part of a programme	4	Learner aim reference	2	0	0	0	*	*	*	*

Funding Model	10	Delivery Location <i>(where delivery of the aim is taking place)</i>	At home/online learning
Subcontractor/Provider		Museum of Richmond	
Learning Start Date Postcode:	n/a		
Devolved area monitoring code	n/a	Devolved area monitoring code	n/a
Devolved area monitoring code	n/a	Source of Funding	116

Household Situation *mandatory

HHS1 - No household member is in employment & the household INCLUDES one or more dependent children		HHS2 - No household member is in employment & the household DOES NOT include any dependent children	
HHS3 - Learner lives in a single adult household with dependent children		Learner has withheld this information	
None of the above (HHS1, HHS2 or HHS3) applies			

Community Learning Provision Type *mandatory

01 – Personal & Community Development learning		02 – Neighbourhood learning in deprived communities	
03 – Family literacy language & numeracy		04 – Wider family learning	X
99 – None of the above			

Learner's Signature:

--

Please tick to confirm that the tutor has informed you about the Prevent Duty and about British Values. ✓

Please tick to confirm that the tutor has provided you with the Community Learning flyer ✓

This form will be given to Richmond Community Learning, 100 Falcon Road, SW11 2LH

If you have any questions or concerns with completing this enrolment form, please speak to your tutor or contact the Richmond Community Learning Team on **0208 871 7677** or email

[**hugh.dale@richmondandwandsworth.gov.uk**](mailto:hugh.dale@richmondandwandsworth.gov.uk)

Privacy Notice & GDPR

The Secretary of State for Education acting through the Education and Skills Funding Agency (ESFA), an executive agency of the Department for Education (DfE) is, for the purposes of the Data Protection Act 1998, registered as a data controller for personal data processed by the ESFA and other third parties contracted to process data for the ESFA. The Department for Education's Data Protection registration can be viewed on the Information Commissioner's website.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR).

Your information will be securely destroyed after it is no longer required for these purposes. Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with the General Data Protection Regulations Act 2018.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can agree to be contacted for other purposes by ticking any of the following boxes:

- About courses or learning opportunities.
- For surveys and research.
- By post.
- By phone
- By e-mail.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:

<https://www.gov.uk/government/publications/esfa-privacy-notice>