

# Enrolment form Year 20\_\_

Please return this form to: Redbridge Institute of Adult Education,  
The Gearies Centre, Gaysham Avenue, Gants Hill, Ilford, Essex IG2 6TD

Please let us know if you would like a form with bigger print

- Please fill in areas which are not shaded – using BLOCK CAPITALS
- Please sign your name in the data protection box
- If enrolling by post, fill in card details (or attach cheque) and attach any benefit papers
- If paying a reduced fee, you must present benefit papers from within last 6 months

## Personal details

Mr  Mrs  Miss  Ms  Other \_\_\_\_\_

Male  Female

Family name/surname \_\_\_\_\_

First name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Date of birth \_\_\_\_\_

Work telephone \_\_\_\_\_

Home telephone \_\_\_\_\_

Mobile/other number \_\_\_\_\_

e-mail address \_\_\_\_\_

## Family learning course enrolments only :

*Please give names of children attending*

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_

## How would you describe your ethnic origin?

- |                                                                           |                                                             |
|---------------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Asian/Asian British – Bangladeshi                | <input type="checkbox"/> Chinese                            |
| <input type="checkbox"/> Asian/Asian British – Indian                     | <input type="checkbox"/> Mixed – White and Asian            |
| <input type="checkbox"/> Asian/Asian British – Pakistani                  | <input type="checkbox"/> Mixed – White and Black African    |
| <input type="checkbox"/> Asian/Asian British – Any other Asian Background | <input type="checkbox"/> Mixed – White and Black Caribbean  |
| <input type="checkbox"/> Black/Black British – African                    | <input type="checkbox"/> Mixed – Any other Mixed Background |
| <input type="checkbox"/> Black/Black British – Caribbean                  | <input type="checkbox"/> White – British                    |
| <input type="checkbox"/> Black/Black British – Any other Black Background | <input type="checkbox"/> White – Irish                      |
|                                                                           | <input type="checkbox"/> White – Any other White Background |
|                                                                           | <input type="checkbox"/> Any other (please specify) _____   |

## Do you consider yourself to have a disability?

- Yes *Please tick all that apply*  No
- |                                                                                  |                                                                      |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Visual impairment                                       | <input type="checkbox"/> Mental health difficulty                    |
| <input type="checkbox"/> Hearing impairment                                      | <input type="checkbox"/> Temporary disability after illness/accident |
| <input type="checkbox"/> Disability affecting mobility                           | <input type="checkbox"/> Profound complex disabilities               |
| <input type="checkbox"/> Other physical disability                               | <input type="checkbox"/> Aspergers syndrome                          |
| <input type="checkbox"/> Other medical condition (eg asthma, epilepsy, diabetes) | <input type="checkbox"/> Multiple disabilities                       |
| <input type="checkbox"/> Emotional/behavioural difficulties                      | <input type="checkbox"/> Other _____                                 |
|                                                                                  | <input type="checkbox"/> Not known/decline to answer                 |

## Residency

What country do you normally live in?  
\_\_\_\_\_

Were you born in the UK?

Yes  No

Where were you born?  
\_\_\_\_\_

When did you come to the UK?  
\_\_\_\_\_

Have you lived in a EU country for the last 3 years?

Yes  No

Which countries have you lived in?  
\_\_\_\_\_

Please tick the box if you are

A Refugee \*  An Asylum Seeker \*

*\* you will need to show us evidence*

Is there any other information you need to tell us about where you live or about your residency status in the UK?  
\_\_\_\_\_  
\_\_\_\_\_

## Do you consider yourself to have a learning difficulty?

- Yes *Please tick all that apply*  No
- |                                                       |                                                         |
|-------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Moderate learning difficulty | <input type="checkbox"/> Multiple learning difficulties |
| <input type="checkbox"/> Severe learning difficulty   | <input type="checkbox"/> Other _____                    |
| <input type="checkbox"/> Dyslexia                     | <input type="checkbox"/> Not known/decline to answer    |
| <input type="checkbox"/> Dyscalculia                  |                                                         |
| <input type="checkbox"/> Autism spectrum disorder     |                                                         |

## Are you in paid employment for 16 hours a week or more?

Yes  No

For office use only

MIS Initials \_\_\_\_\_

Student Ref No. \_\_\_\_\_

ULN \_\_\_\_\_

If you are asking for a reduced/concessionary fee, please let us know your reason by ticking the relevant box. Make sure you attach evidence to your enrolment form\*

- Age 16 – 19 (qualification course only)
  - Job Seeker's Allowance
  - Council Tax Benefit (not discount)
  - Income Support
  - Employment Support Allowance
  - Pension Credit
  - Housing Benefit
  - Working Tax Credit
  - Unwaged Dependent of any of the above
- \*Evidence must be current (no more than 6 months before date of enrolment). You must let us know if your circumstances change. Our Enrolment and Fees Leaflet gives more detail.

## Learning history

Do you have any of the following UK qualifications? Please tick ALL boxes which apply

Note: It is important that you answer this question honestly. Some courses, fees or subsidised places depend on the level of qualification you already have. We may have to ask you to leave the course or ask you to pay more money if you give a false declaration on this form.

- No qualifications
- Any entry level qualification
- Any other qualification below level 1
- 1 or more GCSE / CSE – any grade or  
GNVQ foundation  
RSA certificate  
CACHE getting started  
BTEC first certificate  
NVQ Level 1  
AS Level
- Full Level 2 qualification**
  - 5 GCSEs – all at grade A\*, A, B, or C
  - NVQ Level 2 including ITQ
  - Any 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 O Levels
  - 5 CSEs – all at grade 1
- Full Level 3 qualification**
  - 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 (regulated by QAA)
- Certificate of Higher Education or Certificate of Education  
NVQ Level 4
- Higher National Diploma or Foundation Degree  
Honours Degree  
Or any higher level qualification
- Other qualifications – level not known

How did you find out about us?

- Course guide from library
- Course guide from supermarket
- Course guide from anywhere else (please tell us)
- Local press
- Word of mouth
- Other (please tell us)

# Enrolment details

## Please complete enrolment and fee information

Course No Fee Paid

Course Title

Course No Fee Paid

Course Title

Course No Fee Paid

Course Title

## Tutor completion & office use only

The following to be completed for learners enrolling on Skills for Life or ESOL classes **only**

Test	Date	Level

## Office Use Only

Receipt No. Date Initial

Qualification Code  
*if applicable*

Receipt No. Date Initial

Qualification Code  
*if applicable*

Receipt No. Date Initial

Qualification Code  
*if applicable*

## Office notes

Fact Sheet  Receipt  Letter

## Paid by

Cheque  Cash  Card

# Learning agreement & data protection act 1998

It is important that you read these consent boxes. Please ask if you need more information.

## 1 Consent is essential for enrolment to be accepted

I confirm that the information given is correct. I consent to the use of this information as outlined overleaf. I will let you know of any change in my circumstances. I confirm that I have received information about the course and I am aware that further information, advice and guidance is available. I agree to attend the whole course. I agree to take examinations & complete assignments/coursework where this is a requirement of the course.

Signature Date

## 2 Consent is optional

I give permission for the Learning & Skills Council to contact me directly regarding: surveys and research   
courses or learning opportunities

Signature Date

## 3 Consent is optional

I give permission for my Unique Learner Number (ULN) record to be shared

Signature Date

# Payments

Please do not send cash by post. Cheques should be made payable to London Borough of Redbridge and one cheque should be sent for each course. If you are paying by credit/debit card, please fill in details and give your authorisation. These details will be blanked out or destroyed after processing and will not be retained on any database. Card details will have to be given again in the event of a refund or further enrolment.

Card number

Expiry date /

Security code  
*last 3 digits on back of card*

Name on card

Valid from / *if applicable*

Issue number *if applicable*

Signature

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## Information you should read before you sign and confirm your enrolment

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### What am I signing for?

This enrolment forms part of the contract between you and Redbridge Institute. We may need to ask you for evidence of some of the information provided. Please make sure you ask for any information you need before signing your consent and applying for a place on one of our courses.

Please note that refunds are not normally granted unless the Institute is unable to provide your course.

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### How do I know if my enrolment has been accepted?

We will be able to confirm and process your enrolment if you have completed all applicable sections of the enrolment form.

We will notify you if your enrolment cannot be accepted. We will let you know if there are no places available.

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## Where can I get more information?

Our prospectus contains some general information and we try to keep our website up to date.

Our Enrolment and Fees leaflet gives more detailed information on charges and fees, how to enrol, how your course is funded and explains our refund policy. A copy of this is available in all our main centres.

We will give or send you more information, including a course fact sheet, when your enrolment is complete. Your tutor will give you an induction leaflet. If there is anything else you require, please ask our customer service assistants.

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## What will you do with the information I have provided?

Your personal and enrolment data will be processed electronically onto a database. This is governed by the Data Protection Act 1998 (see below). A paper enrolment form will be retained. This will be kept securely for six years, in accordance with audit and legislative requirements. It will then be shredded.

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## Data Protection Act 1998

Redbridge Institute collects information about all staff, students and suppliers for administrative, academic, pastoral, health & safety and marketing reasons. This includes data from this form and any other data that the Institute may obtain. Information on this form will be computerised.

### Use of Data

- Operational purposes with regard to enrolment, education, examinations and monitoring
- Statistical purposes within the Institute and its funding bodies
- Sharing analysis with schools, colleges, funding bodies, local authorities
- Contacting prospective, current and past students for research, quality and marketing purposes
- Providing references for training or employment
- Providing financial data for credit purposes

### Consent

Under the Data Protection Act 1998, we need your consent before we can use your personal data. Most of our courses are funded by the Government through the Learning & Skills Council or other Government agencies. Over 70% of the cost of each course is paid for by the Government through these agencies. This subsidy will not be paid if we do not process information about you in the format required by the Government. To process this information and obtain the subsidy on your behalf we need your consent. Please sign the form in the space provided on the enrolment form.

### Redbridge Institute may pass on information as follows:

- To funding bodies, local authorities, central government, government agencies and other official organisations as required by statute.
- To third parties acting as agents of Redbridge Institute - in the operation of Institute business only.

There are two main Government agents which require information from us as part of our funding agreements:

#### Learning & Skills Council (the LSC)

The information you provide on this form will be passed to the LSC. The LSC has provided the following statement:  
"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 the LSC will share information include the Department for Education 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 LSC or its partners. 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 what they do, may be found at <http://www.lsc.gov.uk> 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 LSC and its partners to monitor performance, improve quality and plan future provision. The LSC 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 LSC or its partners may wish to contact you from time to time about courses, or learning opportunities relevant to you." If you are happy for the LSC to contact you, please tick one or both boxes and sign in the appropriate place on the enrolment form

#### Managing Information Across Partners (MIAP)

The MIAP service is operated by the Learning and Skills Council (LSC) for learners aged 14 years and over registering for relevant post-14 qualifications. MIAP offers Learning Registration Service which generates a Unique Learner Number (ULN) against which important information regarding the learner will be securely stored such as: name, date of birth, address and nationality as well as a life long record of a learner's education and training participation and achievement. For more information visit [www.miap.gov.uk](http://www.miap.gov.uk) As a learner, you will be able to access the information held against your ULN via a website and you will also be able to give permission for other organisations (such as prospective employers or the careers service) to view your records. All organisations that will have access to the information you provide are registered under the Data Protection Act 1998. At no time will personal information be passed to organisations for marketing or sales purposes. You will not be able to opt out of having a ULN created. However, you can choose to opt out of sharing your record and details of how to do this can be found at [www.miap.gov.uk](http://www.miap.gov.uk) or by telephoning the MIAP helpdesk on 0845 6022589. You can also opt out by not signing the consent box overleaf.