

2018-19 ENROLMENT FORM

WMC – The Camden College
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Registered Charity Number: 312803



SECTION 1. PERSONAL DETAILS

My existing Learner Number is:

Title: Mr Mrs Ms Miss other

Date of Birth: (dd/mm/yyyy) Gender: Male Female

First name:

Family name:

Contact Details

Contact Number:

Email address:

Address 1 (Building name and number):

Address 2 (Street/road name):

Address 3:

Address 4 (Town):

Postcode:

Landline:

Emergency contact details

Emergency Name:

Emergency Number:

Relationship to you:

SECTION 2. RESIDENTIAL STATUS

Are you a UK resident?

Yes No

Have you lived in the UK/EU/EEA for the last three years?

Yes No Please state which country:

Date of entry to the UK: (dd/mm/yyyy)

SECTION 3. EMPLOYMENT DETAILS

Your employment status before enrolling on your course.

If Employed

Are you in paid employment? (10) Are you self-employed?

How many hours do you work?

Up to 10 hours per week (5) 11 - 20 hours per week (6)
 21 - 30 hours per week (7) 31 or more hours per week (8)

If Unemployed / Retired

Are you unemployed and looking for work? (11) Are you unemployed / retired and not looking for work? (12)

Length of unemployment:

Less than 6 months 6-11 months 12-23 months 24-35 months 36 months or more

Are you claiming any of these benefits?

Jobseekers Allowance (1) Employment & Support Allowance (Work Related Activity Group) (2) Universal Credit (4)

Other (3) Specify

Not Claiming any Benefits

My National Insurance Number is:

(you must provide this if you have said you are claiming benefits)

SECTION 4. DIVERSITY MONITORING

Please tick the option that best describes your ethnic background

White

- White British (31)
 White East European (101)
 White West European (100)
 Welsh (104)
 Irish (32)
 Gypsy or Irish traveller (33)
 White Other

Asian/Asian British

- Indian (39)
 Pakistani (40)
 Bangladeshi (41)
 Chinese (42)
 Other Asian background (43)

Black/Black British

- African (44)
 Caribbean (45)
 Somalian (102)
 Any other Black background (46)

Mixed Ethnic Groups

- White and Black Caribbean (35)
 White and Black African (36)
 White and Asian (37)
 Any other Mixed (38)

Other Ethnic Group

- Arab (47)
 Any other Ethnic Group (98)
 Prefer not to Say (103)

SECTION 5. DISABILITY, LEARNING DIFFICULTY AND OR HEALTH PROBLEMS

We want to give you all the support you may need on your course. If you need any help with this section please ask.

Do you consider yourself to have a learning difficulty, disability and or any health problems?

- Yes (01)
 No (02)

If you've ticked **Yes** please tick each box below that applies

Disability/Learning Difficulties

- Visual impairment (04)
 Hearing impairment (05)
 Disability affecting mobility (06)
 Profound complex disabilities (07)
 Social and emotional difficulties (08)
 Mental health difficulty (09)
 Temporary disability after illness (for example post-viral) or accident (16)
 Speech, language and communication needs (17)
 Other physical disability (93)
 Other disability (97)

Please describe

- Moderate learning difficulty (10)
 Severe learning difficulty (11)
 Dyscalculia (13)
 Autism spectrum disorder (14)
 Other specific learning difficulty (e.g. Dyspraxia) (94)

Please describe

Health Problems

- Other medical condition (for example epilepsy, asthma, diabetes) (95)
 Prefer not to say (98)

If you have selected more than one Disability/Learning Difficulty/Health Problems – which would you consider is your primary Learning Difficulty or Disability or Health Problem related to the course(s) you are enrolling on?

SECTION 6. ADDITIONAL SUPPORT

Do you require any additional support that will help with your learning?

- Yes** Please tick the support required.
 You will need to complete a separate form for eligibility
 Additional Learning Support
 Additional Disability Support
 No go to section 7

SECTION 7. HIGHEST QUALIFICATION DETAILS

Level	Qualification equivalent	Level	Qualification equivalent
<input type="checkbox"/> Entry Level	QCF Award or Certificate at Entry level (09)	<input type="checkbox"/> Level 4	Certificate HE (10)
<input type="checkbox"/> Below Level 1	Other Qualification below Level 1 (07)	<input type="checkbox"/> Level 5	Foundation Degree / Diploma HE (11)
<input type="checkbox"/> Level 1	GCSE or O level, fewer than 5 grades A to C / Grades D to G; QCF at Level 1 (01)	<input type="checkbox"/> Level 6	BA / BSc Degree (12)
<input type="checkbox"/> Full Level 2	GCSE or O Level, 5 or more grades at A to C; 1 A Level, 2 or 3 AS Levels; QCF Cert. or Diploma at Level 2 (02)	<input type="checkbox"/> Level 7	Master / Doctorate / Postgraduate professional qualification (13)
<input type="checkbox"/> Full Level 3	2 or more A Levels; 4 or more AS Levels; Access to HE; QCF Certificate at Level 3 (03)	<input type="checkbox"/> Other (97)	
		<input type="checkbox"/> No Qualification (99)	

SECTION 8. HOUSEHOLD SITUATION

Please tick which best describes your household situation

- I wish to withhold this information
 No member of the household in which I live (including myself) is employed
 The household that I live in includes only one adult (aged 18 or over)
 There are one or more dependent children (aged 0-17 years or 18-24 years in full time education or inactive) in the household
 None of these statements applies

SECTION 9. HOW DID YOU HEAR ABOUT YOUR COURSE(S) TO ENROL TODAY (tick all that apply)

COLLEGE

- WMC Course Guide
 WMC Email
 WMC Text Message
 Get into Learning
 WMC Open Day / Event

WEB/DIGITAL

- WMC Website
 Search Engine (Google / Bing / Yahoo etc)
 Social Media (Facebook / Twitter / Instagram / Pinterest)
 External E-Newsletter
 Hotcourses Website
 Other Website – Please state

PRINT ADVERTISING

- Newspaper Advert
 Parent Newsletter / Guide
 Education Magazine

- Advert in Other Newspaper / Magazine – Please state

OUTDOOR ADVERTISING

- Tube Advert / Ticket Gateway
 Bus Advert
 Poster / Billboard

OTHER

- From Learner / Friend / Other
 WMC Guide / Leaflet Through Door
 Community Centre/Library
 Jobs / Benefit Office
 Other – Please state

SECTION 10. COURSE DETAILS

Course Code	Course Title	Start Date	Advisor's Initials

SECTION 11. COURSE FEES, REDUCTIONS AND CONCESSIONS DETAILS

Who is paying any fees due?

- I am paying
 My employer is paying – You must attach a signed letter from your employer on headed paper confirming this

Aged 19+ at 31 August 2018

- I am aged 19+ and wish to study an English or Maths course and I **do not** have a GCSE grade A*-C in that subject (09)
 I am aged 19+ and have a Freedom Pass
 I am aged 19+ and in receipt of JSA / ESA (WRAG) / Universal credit and need help to move into work/progress in work/remove barrier to work (up to Level 2)
 I am aged 19+, unemployed and claiming other benefits. I believe this course is directly related to improving my employment prospects (up to Level 2)
 I am aged 19-23 and wish to study a qualification based course toward my **first** full Level 2 qualification (22)
 I am aged 19-23 and wish to study my **first** full Level 3 qualification (23)
 I am in receipt of low wages of less than £15,737

Aged 18 at 31 August 2018

- I am studying full time at another school/college – Please state which college

If you are studying full time elsewhere you may have to pay fees depending on your circumstances

- I have GCSE English A*-C
 I do not have GCSE English A*-C
 I have GCSE Maths A*-C
 I do not have GCSE Maths A*-C

I have a GCSE equivalent qualification – Please state qualification and grade

SECTION 12. DATA PROTECTION AND PRIVACY STATEMENTS

How We Use Your Personal Information

The College will use your details to contact you with important information about your course.

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

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 data protection legislation.

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.

Contacting you for marketing and other purposes

WMC-The Camden College wants to keep in touch with you so that you can receive marketing emails about new courses, news and events.

Please tick an option below:

Yes please, I would like to receive information

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

RUI 01 About courses or learning opportunities.

RUI 02 For surveys and research.

PMC 01 By post.

PMC 02 By phone.

PMC 03 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> or view our privacy notice online: <https://www.wmcollege.ac.uk/working-mens-college-london/your-privacy/>

LEARNING AGREEMENT AND DECLARATIONS

I have read the prospectus including the conditions of enrolment in the prospectus and understand if I need further information or advice I can contact Learner Services.

I have read the Data Protection / Privacy Statements in section 12.

I agree to WMC processing personal data as in this form, or which WMC may validly obtain from me or other people whilst I am a learner, and I agree to the processing of such data for purposes connected with my studies, health & safety whilst on the premises, the claiming of funding, College marketing or other legitimate reasons.

I understand the college accepts no responsibility for safekeeping of learner property, including bicycles, in or around college premises. I understand I must inform the college of any change in my personal details or financial circumstances regarding entitlement to reduced fees.

I agree to abide by WMC's current & future rules & policies, including the conditions of enrolment, refund and transfer policies and WMC's courtesy code – as mentioned or available in the learner handbook, course guide, Learner Services, notices, learner newsletters or information and requests from WMC teachers/staff. I agree to wear my ID card whilst at the college.

I have received appropriate advice & guidance to help me find the right course. I have also had basic information about the course aims, and timetable.

I understand I will receive further advice & information in the induction process, and that additional learning support may be available.

I understand that the college may need to share information about any disability or learning difficulty I may have with my tutor, to help me with my learning.

I am aware that my course may be part-funded by the European Social Fund.

I certify the information I have provided on this form is correct:

Learner Signature

Date (dd/mm/yyyy)

Please complete this enrolment form in full, sign above, and return it to us in person to WMC Learner Services.

OFFICE USE ONLY

I confirm I have seen evidence to satisfy me that the learner is entitled to public funding

Staff Signature

Date (dd/mm/yyyy)

Print Name

I confirm I have seen evidence to satisfy me that the learner is entitled to the Concession Fee, if applicable

Evidence Provided (section 11: fee waivers)

Reference Number

Evidence Provided (section 2: residence and eligibility)

Reference Number

Quality Checked by

Date (dd/mm/yyyy)

Print Name