



Enrolment Form and Learning Agreement - 25/26

YOUR DETAILS

Title		Forename		Surname	
Known As		Legal Sex		Prev. Surname	
Date of Birth		E-mail Address			
Address					
Postcode		NI Number			
Mobile		Telephone (day)			

EMERGENCY CONTACT

Name		Phone Number	
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RESIDENCY ELIGIBILITY

Do you usually live in England? (Ordinarily resident)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What is your nationality according to your passport?		
If you are not a British citizen, will have to check your Residency Status for funding eligibility.		
If you have an eVisa Share Code, please provide here.		

ACADEMIC HISTORY

Please indicate the highest qualification you have achieved

<input type="checkbox"/> Entry Level	<input type="checkbox"/> Level 5 (e.g. Foundation Degree)
<input type="checkbox"/> Level 1 (e.g. GCSE grades D-G/1-3)	<input type="checkbox"/> Level 6 (e.g. Bachelor's Degree)
<input type="checkbox"/> Level 2 (e.g. Functional skills at level 2, ESOL (skills for life))	<input type="checkbox"/> Level 7+ (Masters Degree, Postgraduate Certificate/Diplomas)
<input type="checkbox"/> Full Level 2 (e.g. 5 GCSE grades A*-C/4-9 or O Levels)	<input type="checkbox"/> Other Qualification - Level not Known
<input type="checkbox"/> Level 3	<input type="checkbox"/> Not Known
<input type="checkbox"/> Full Level 3 (e.g. 2 A, 4 AS levels or National Diploma)	<input type="checkbox"/> No Qualifications
<input type="checkbox"/> Level 4 (e.g. Certificate of Higher Education)	

Previous Qualification in Maths

<input type="checkbox"/> I do not hold any formal MATHS qualifications.	<input type="checkbox"/> I hold a formal MATHS qualification - please give details below: e.g. GCSE Maths grade D
Qualification held:	

Previous Qualification in English

<input type="checkbox"/> I do not hold any formal qualifications in ENGLISH.	<input type="checkbox"/> I hold a formal qualification in ENGLISH - please give details below: e.g. GCSE English Language grade D
Qualification held:	

COURSES		
Code		Title
- Y8OX02FSO		Qualifi Level 2 Diploma in Business Beginners in Cyber Security
Start Date	End date	Level/Unit
04/09/2025	04/03/2026	Level 2
Code		Title
Start Date	End date	Level/Unit
Code		Title
Start Date	End date	Level/Unit
Code		Title
Start Date	End date	Level/Unit
Code		Title
Start Date	End date	Level/Unit
Tutor/Assessor Signature Not required for Community learning Courses		Date

SIGN UP FOR BUCKINGHAMSHIRE ADULT LEARNING UPDATES AND INFORMATION			
Don't miss out – let us keep you up to date. Get news and information about Buckinghamshire Adult Learning, details of new courses, offers and upcoming events sent straight to your inbox. If you select Post we will also send you our annual course brochure once a year. I want to be contacted by:			
<input type="checkbox"/> Post	<input type="checkbox"/> Email	<input type="checkbox"/> Telephone	<input type="checkbox"/> Text
These options may be pre-ticked to indicate where you have given consent before. Please amend as appropriate.			
If you don't tick, you will be opted out and will not receive any notices or information about Buckinghamshire Adult Learning.			

ETHNICITY			
Buckinghamshire Council has an Equal Opportunities Policy. We aim to ensure that unfair discrimination does not take place and that all students are catered for equally. To help the Council monitor the effectiveness of the policy, please complete this questionnaire by ticking the appropriate box.			
<input type="checkbox"/> English / Welsh / Scottish / Northern Irish / British	<input type="checkbox"/> Irish	<input type="checkbox"/> Gypsy or Irish Traveller	<input type="checkbox"/> Any Other White background
<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> White and Black African	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Any Other Mixed / multiple ethnic background
<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Chinese
<input type="checkbox"/> Any other Asian background	<input type="checkbox"/> African	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Any other Black / African / Caribbean background
<input type="checkbox"/> Arab	<input type="checkbox"/> Any other ethnic group		

DISABILITY OR LEARNING DIFFICULTY

☐ I have a learning difficulty and/or disability
 ☐ I do not have a learning difficulty and/or disability
 ☐ I prefer not to say

If you answered yes above please tell us all considerations that you have, and if you have specified more than one please indicate which is the primary need by using a 1 or P rather than a tick

<input type="checkbox"/> Dyslexia	<input type="checkbox"/> Dyscalculia	<input type="checkbox"/> Other specific learning difficulty (e.g. Dyspraxia)
<input type="checkbox"/> Moderate learning difficulty	<input type="checkbox"/> Severe learning difficulty	<input type="checkbox"/> Other learning difficulty
<input type="checkbox"/> Asperger's syndrome	<input type="checkbox"/> Autism spectrum disorder	<input type="checkbox"/> Social and emotional difficulties
<input type="checkbox"/> Mental health difficulty		
<input type="checkbox"/> Visual impairment	<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Speech, Language and Communication Needs
<input type="checkbox"/> Profound complex disabilities	<input type="checkbox"/> Disability affecting mobility	<input type="checkbox"/> Other physical disability
<input type="checkbox"/> Temporary disability after illness (for example post-viral) or accident	<input type="checkbox"/> Other disability	<input type="checkbox"/> Other medical condition (for example epilepsy, asthma, diabetes)
<input type="checkbox"/> Prefer not to say		

☐ I would like to be contacted by the learning support team (if you have not already discussed your support needs)

EMPLOYMENT HISTORY

Your current employment status:- Are you:

Not in paid employment		In paid employment	
<input type="checkbox"/> Looking for work and available to start work		<input type="checkbox"/> Employed	<input type="checkbox"/> Self employed
<input type="checkbox"/> Not looking for work and/or not available to start work/retired		How many hours per week do you work?	
How long have you been out of paid employment?		<input type="checkbox"/> 0 to 10 hours	<input type="checkbox"/> 11 to 20 hours
<input type="checkbox"/> Less than 6 months	<input type="checkbox"/> For 6-11 months	<input type="checkbox"/> 21 to 30 hours	<input type="checkbox"/> 31+ hours
<input type="checkbox"/> For 12-23 months	<input type="checkbox"/> For 24-35 months	How long have you been in paid employment?	
<input type="checkbox"/> For 36 months or more		<input type="checkbox"/> 0-3 months	<input type="checkbox"/> 4-6 months
Are you claiming any state benefit?		<input type="checkbox"/> 7-12 months	<input type="checkbox"/> More than 12 months
<input type="checkbox"/> Universal Credit (UC)	<input type="checkbox"/> Job Seekers Allowance (JSA)		
<input type="checkbox"/> Employment and Support Allowance (ESA) Any Group	<input type="checkbox"/> Any other State benefit		

DATA CONSENT AND PRIVACY NOTICE

Bucks Adult Learning Data consent

I agree that Buckinghamshire Adult Learning can process my personal information and share it if required with: partners and organisations working with Buckinghamshire Adult Learning (e.g. to deliver joint projects); training providers; employers and educational institutions in order to try and secure educational, employment/training opportunities or to help me progress with my career. I understand that Buckinghamshire Adult Learning will retain copies of my work as evidence of achievement for funding purposes on my learner record. I understand that Buckinghamshire Adult Learning will not share my personal information with anyone else other than those listed above unless they have good reason to believe that: safeguarding issues are involved; I or others are at imminent risk of serious harm; I require urgent medical treatment; the court has requested data; the Police have submitted a request as allowed by data protection legislation or where terrorism is a concern. I understand that I have the right to withdraw/amend my consent at any time. More information about how we use your personal data can be found here www.adultlearningbc.ac.uk/policies/privacy-policy/

DfE Privacy Notice - How We Use Your Personal Information

This privacy notice is issued on behalf of the Secretary of State for the Department of Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of UK GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992). The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research. We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr> ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training. For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>)

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

- Using our online contact form https://form.education.gov.uk/service/Contact_the_Department_for_Education
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to: Data Protection Officer, Department for Education (B2.28), 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>



Funded by
UK Government

DECLARATION AND LEARNING AGREEMENT

I certify that all the information is true and accurate to the best of my knowledge. Unless otherwise stated, I am ordinarily resident in England. I have received sufficient information on the choice of course(s) and am satisfied that the course(s) listed above meet(s) my requirements. I understand that I am also signing up to the future progression of this learning programme, or subsequent transfers, as deemed academically appropriate to achieve my learning goals. These changes will constitute part of this learning agreement. I agree to adhere to the expectations of Buckinghamshire Adult Learning as described in the Students' Charter, which can be found at: <https://www.adultlearningbc.ac.uk/policies/>. I have read and understand the Bucks Adult Learning data consent and DfE Privacy Notice above.

Learner Signature	Date
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Official use to be completed by BAL

<input type="checkbox"/>	English or Maths qualifications (including Functional Skills ESOL)
<input type="checkbox"/>	Unemployment / Learner on benefits - DSLF form must be completed and evidence seen
	<ul style="list-style-type: none">Learner is in receipt of Universal Credit or other means tested State benefit and earning less than £892 sole claim and £1437 Joint claim - DLSF form req.
<input type="checkbox"/>	Earnings threshold eligibility - Salary less than £25000 inc. unemployed not on benefits - DSLF form required
<input type="checkbox"/>	Co-funded – Local Flexibility (including ESOL Entry / Pre-Entry)
<input type="checkbox"/>	Tailored Learning – Family Learning / Outreach / Some LPD / Non-reg courses
<input type="checkbox"/>	Non-Funded / Full fee / No government contribution / Any other funding stream e.g. BNO
<input type="checkbox"/>	First full level 2 / Level 3

DSLF Form Completed (if required)	<input type="checkbox"/>
Residency Form Completed (if required)	<input type="checkbox"/>

Enrolled by: Md Tanim	Signed:	Date:
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