

Higher Education Undergraduate Pre-Enrolment and Post Enrolment Information for compliance with Competition and Markets Authority and Office of Fair Trading best practice guidelines

In order to progress an enrolment onto a Higher Education Programme at Dudley College of Technology or the Black Country & Marches Institute of Technology students must supply critical information requested by funding bodies in order for the application to be completed.

On the supply of this information a number of validation checks will be completed before the application is processed, this includes the confirmation of residency status, household situation and funding/fee waiver exemptions. All information is treated in accordance with the College's [Privacy Statement](#) and the General Data Protection Act 1998 and GDPR 2018.



Education & Skills
Funding Agency



Web form version: 20/21 v1-0



2020/21 Learning Agreement

Learner ID

Unique Learner Number (ULN)

Please complete all fields on this enrolment form. For assistance call 01384 363363 or email learner.services@dudleycol.ac.uk

Protecting your privacy and personal data

Dudley College of Technology is committed to protecting your privacy and personal data. The data captured on this form will be used to create a student record and will be passed on to agencies of the Department for Education. If you are aged under 18 routine information relating to your performance and progress will be passed on to your parent(s)/guardian. For more information on what data we collect, how we use it, and your rights under data protection law please visit dudleycol.ac.uk/privacy.

Consent

- ☐ I give consent to pass on additional information to my parent(s)/guardian.
- ☐ I would like to receive information from time to time on college events or courses.

Personal Details

Title First Forename(s) Surname Known as

Previous Surname Legal Gender Male ☐ Female ☐

Date of birth / / Age on 31 August 2020 National Insurance Number

Ethnicity

<input type="checkbox"/> English / Welsh / Scottish / Northern Irish / British	<input type="checkbox"/> Any Other Mixed / multiple ethnic background	<input type="checkbox"/> Any other Black / African / Caribbean background
<input type="checkbox"/> Irish	<input type="checkbox"/> White and Asian	<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 Asian 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

Home address

Postcode Years at Current Address

Term time address (if different)

Postcode

Tel No Mobile Email

Do you hold any criminal convictions? Yes ☐ No ☐ Are you a care leaver? Yes ☐ No ☐

Emergency Contacts, Parent/Guardian information (please complete both)

Name Tel Email Parent/Guardian?

			□
			□

SPECIMEN

Learning Difficulties and Health Problems (please tick all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Visual impairment | <input type="checkbox"/> Severe learning difficulty | <input type="checkbox"/> Other physical disability |
| <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Other specific learning difficulty |
| <input type="checkbox"/> Disability affecting mobility | <input type="checkbox"/> Dyscalculia | <input type="checkbox"/> Other medical condition (example
epilepsy, asthma, diabetes) |
| <input type="checkbox"/> Profound complex disabilities | <input type="checkbox"/> Autistic spectrum | <input type="checkbox"/> Other disability |
| <input type="checkbox"/> Social and emotional difficulties | <input type="checkbox"/> Asperger's syndrome | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Mental health difficulty | <input type="checkbox"/> Temporary disability after illness | |
| <input type="checkbox"/> Moderate learning difficulty | <input type="checkbox"/> Speech, language &
communication needs | |

Where Other,
please state _____Do you have an EHCP? Yes ☐ No ☐Do you require additional support with your studies because of any of the above? Yes ☐ No ☐**Previous Education and qualifications**

Last school/college attended _____

Highest Level of Qualification Achieved

<input type="checkbox"/> Entry Level	<input type="checkbox"/> Full Level 2	<input type="checkbox"/> Level 5	<input type="checkbox"/> Other qualification, level not known
<input type="checkbox"/> Other qual below Level 1	<input type="checkbox"/> Full Level 3	<input type="checkbox"/> Level 6	<input type="checkbox"/> No qualifications
<input type="checkbox"/> Level 1	<input type="checkbox"/> Level 4	<input type="checkbox"/> Level 7 and above	

Prior Qualifications: Please enter details of any previous qualifications/courses completed
(Please add highest qualifications first, if you have no previous qualifications please write '**none**')
Qualification

Awarding Body

Grade/Level

Date Awarded

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Achieved 4-9 / A-C in GCSE English

Grade

Achieved at School?

☐ Yes☐ No

Achieved 4-9 / A-C in GCSE Maths

Grade

Achieved at School?

☐ Yes☐ No**Funding Eligibility**

Which country do you permanently live in:

What is your Nationality:

Date of arrival in the UK/EU (if not from birth)	<input type="text"/> / <input type="text"/> / <input type="text"/>
Are you registered as an asylum seeker?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'yes' then enter Asylum Seeker Ref Number:	<input type="text"/>
Have you been resident in the UK/other EU country for the last 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<input type="checkbox"/>	I am studying an Entry/Level 1 qualification in a new subject, do not have any Level 2 or Level 3 qualifications, and I intend to use this qualification to progress to a full Level 2 or a full Level 3 qualification. I am aged 19-23 years old.
<input type="checkbox"/>	I am studying my first full Level 2 qualification , and I declare that I do not already have a qualification of full level 2 or above. I am aged 19-23 years old.
<input type="checkbox"/>	I am studying my first full Level 3 , and I declare that I do not already have a qualification of full level 3 or above. I am aged 19-23 years old.

Your programmes

College Staff: add barcode label here

Additional options; Please add to additional course form

Course Fees (College use only)

No fees to pay, fee remission reason: _____ Fees to pay, payment method: _____

Fee remission evidence checked by

Document Reference

Date on Document

 / /

How We Use Your Personal Information

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 used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

European Social Fund (ESF): Learning activity may be funded in full or part by the European Social Fund.

☐ 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>

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Record, please refer to:

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West Midlands Combined Authority (WMCA) Privacy Notice: Adult Education Budget Privacy Notice for the Purpose of Data Collection: The West Midlands Combined Authority (WMCA) is responsible for commissioning and funding adult education budget provision for learners within the West Midlands. The WMCA may use your personal information in the delivery of this work. For more information on how the WMCA use your data please visit:

<https://www.wmca.org.uk/media/3148/aeb-privacy-notice-2019-20.pdf>

Refunds: The full terms and conditions of the college's refund policy are available for your inspection prior to signing this form. Full refunds will only be available if the college has cancelled the course, you withdraw before the first class or if the wrong fee has been charged.

Learner Declaration

I declare that the information I have disclosed is true and accurate to the best of my knowledge. I agree to abide by Dudley College's Code of Conduct. I have been informed through initial information, advice and guidance and understand the entry requirements for my course, the guided learning hours, the nature and suitability of the course, the costs involved and the learning outcomes. I understand I am responsible for amounts due, understand the fees, charging and refund policy & how to contact the college support & advice services. I agree to inform Dudley College of any relevant change of personal circumstances or change of course.

Learner Signature

Date

Staff Signature

On completion of enrolment students receive a **Learning Agreement** – this is the basis of the formal contractual relationship between both parties (“The College” and “The Learner”).

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By e-mail. ☐

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By submitting this form, I am digitally signing a learning agreement with Dudley College of Technology

Learner Signature

Digital Signature ID

Agreement created by online web service and signed by Dudley College of Technology on

Form Version

All details regarding the rescinding of this agreement are outlined in the

[College Refund Policy](#)

- Course information includes:
- Course title
- Entry requirements/ both academic and non-academic
- Core modules for the course and an indication of likely optional modules for the year of study.
- Information about the composition of the course and how it will be delivered, and the balance between the various elements including the expected contact hours. The type of contact will be described i.e.: face-to-face Tutor led sessions, seminars, workshops, online sessions or blended learning a combination of face-to-face and online, work placements, self-study, dissertations, written assignments and practical assessments.
- The overall methods of assessment will be described including any examinations that must be successfully achieved with the minimum pass mark where appropriate.
- Location of study including primary site at which delivery will take place.
- Duration of the course.
- Who the awarding body for the programme of study is and whether the course is regulated by a statutory professional body. Where the body who is awarding the degree is different to the provider this will be explicitly stated.

In all matters Dudley College of Technology is committed to ensuring all students and prospective students do not experience any barriers to their application/ enrolment and there is an intention to form a binding and enforceable agreement between the HE provider (Dudley College of Technology) and the student.