  

ESF COMMUNITY GRANTS PROGRAMME

LEARNER ENROLMENT FORM

|  |  |  |  |
| --- | --- | --- | --- |
| Learner Name |  | Grant Recipient Name | Gaydio Brighton Ltd TA The Gaydio Academy |
| Course Advisor | Alex Baker | Start Date: | 5th November 2020 |

PART 1: LEARNER DETAILS

|  |
| --- |
| Learner Details |
| Family Name: |  | Sex (Male or Female) |
| Forenames: |  |
| Address: | House No./Name & Street: |  |
|  | Suburb/Village: |  |
|  | Town/City and county: |  |
|  | Postcode prior to enrolment if different from current postcode  |  | Post Code:  |  |
| National Insurance No |   | Year of Birth |  |
| Contact Details (at least contact number must be provided)  | Home Tel No: |  |
| Work Tel No: |  |
| Mobile Tel No: |  |
| Email Address  |  |
| Emergency Contact Details: | Name: |  |
| Relationship: |  |
| Contact No: |  |

|  |
| --- |
| Support Requirements |
| All learners need to complete parts A, B and C below. If you do not require support, please also indicate this below. |
| A. Do you consider yourself to have a long-term disability, learning difficulties, or have other support needs which may be a barrier to you successfully completing your programme: [please tick [✓] one] (1) Yes 🞎 ( 2) No 🞎 Do you require support during your course/programme of learning? (1) Yes 🞎 ( 2) No 🞎  |
| B. Please tick any box that applies to you |
| 🞎 Visual impairment (does not include wearing glasses)🞎 Hearing impairment (e.g. may need a hearing aid or communication support) 🞎 Disability affecting mobility (e.g. wheelchair user) 🞎 Other physical disability (e.g. cerebral palsy) 🞎 Other medical condition  | 🞎 Emotional/behaviour difficulties 🞎 Mental health difficulty (e.g. depression) 🞎 Temporary disability after illness/accident (e.g. broken leg) 🞎 Profound/complex disabilities 🞎 Asperger’s Syndrome 🞎 Multiple disabilities 🞎 Other – please specify: 🞎 None |
| C. Learning Support |
| 🞎 Moderate learning difficulties🞎 Severe learning difficulties 🞎 Dyslexia 🞎 Dyscalculia  | 🞎 Other specific learning difficulty 🞎 Autism Spectrum Disorder 🞎 Multiple learning difficulties 🞎 Other 🞎 None |

|  |
| --- |
| Marketing: How did you hear about London Learning Consortium (LLC)/ Gaydio Academy? |
| Newspaper 🞎  | JCP 🞎 | Advert 🞎  | Friend 🞎  |
| Website 🞎  | Television 🞎  | Other 🞎 Please state |

|  |
| --- |
| Right to Work  |
| Have you been resident in the UK for 3 years? | Yes | No | If No, what was your previous country of residence  | 🞎 British Citizen🞎 EU & EEA (see List below)🞎 Other, Please State   |
|  |  |
| What is your nationality?  | Date of entry to UK [if not born here] | \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ |
| If ‘other’, what type of visa/leave to remain in the UK do you have (e.g. asylum seeker, refugee, or visa type: student, visitor, dependant, etc)?  |
| Name and location of last school attended: | Dates Attended: |

|  |  |  |  |
| --- | --- | --- | --- |
| Passport number: |   | Country of issue:  | Expiry date: |
| Birth certificate Number  |  |  Borough / District issued: |
| ID card number  |  | Date Issued: |  | Expiry date: |  |
| Visa number: |  | Date Issued: |  | Visa Expiry date: |  |

|  |
| --- |
| Personal Identity (Please tick what best describes you). |
| Asian 🞎 (39) Indian 🞎 (40) Pakistani 🞎 (41) Bangladeshi 🞎 (42) Chinese 🞎 (43) any other Asian Background Black/African/Caribbean/Black British🞎 (44) African 🞎 (45) Caribbean 🞎 (46) Any other Black background 🞎 (47) Arab  | Mixed🞎 (35) Mixed - White and Black Caribbean 🞎 (36) Mixed White Black African 🞎 (37) Mixed – White Asian 🞎 (38) Mixed - any other Mixed multiple background 🞎 (98) Any other Ethnic Group  White🞎 (31) English/Welsh/Scots/Northern Irish/British 🞎 (32) Irish 🞎 (33) Gypsy or Irish Traveller 🞎 (34) Any other White background  |

|  |
| --- |
| Employment Status and monitoring |
| What is your Employment Status? (10) In paid employment, or Self-employed 🞎 NB *You would not be eligible for this programme.*(11) Not in paid employment and looking for work, claiming 🞎 Please select either* Job Seekers Allowance (JSA) 🞎
* (04) Universal Credit 🞎

(12) Economically Inactive, not in paid employment and not looking for work 🞎Benefit Claimed:* No Benefit Claimed 🞎
* Full Time Student (02) 🞎
* Employment support allowance (ESA) 🞎
* Incapacity Benefit (IB) 🞎
* Income Support (IS) claimants 🞎
* Universal Credit claimants (WRAG) 🞎
* Carer’s Allowance 🞎
* 16-19 NEET (not in education, employment or training 🞎
 |
| Length Unemployed or Economically Inactive | (01) unemployed for less than 6 months 🞎 (02) unemployed for 6-11 months 🞎 (03) unemployed for 12-23 months 🞎 (04) unemployed for 24-35 months 🞎(05) unemployed for over 36 months 🞎 |

|  |
| --- |
| Priority Sector  |
| Please tick all Boxes that apply |
| Lone Parent |  | Migrant / Refugee |  |
| Carer |  | Homeless |  |
| Ex-Offender |  |  |

|  |
| --- |
| Household Situation - Please tick which of the following statements:  |
| * 1. No member of the household in which I live (including myself) is employed – one or more dependent children
 |
| * 2. No member of the household in which I live (including myself) is employed – No dependent children
 |
| * 3. I am a single adult with one or more dependent children (aged 0-17 years or 18-24 years if full time student or inactive) in the household
 |
| * 99. None of these statements apply
 |

|  |
| --- |
| Safeguarding Children, Young People and Vulnerable Adults |
| LLC are keen to support all learners to help them succeed. For some careers you will need to declare all criminal convictions including those that are spent. Doing this will not necessarily stop you being offered a place on a course. If you have disclosed a previous conviction, your adviser will discuss the next steps and your options.I have a criminal conviction and need to make a disclosure and have attached the information in a separate envelope. Yes ❑ No ❑ |

|  |
| --- |
| Pre-Entry Information, Advice and Guidance / Initial Assessment: |
| I confirm that I have received Pre-Entry Information, Advice and Guidance, and that the following areas have been covered with me:The Choice of the Learning Programme ❒ Yes ¨/ No ¨Entry requirements for each Learning Aim within the Learning Programme ❒ Yes ¨/ No ¨An Initial Assessment of the suitability of the Learning Programme ❒ Yes ¨/ No ¨Discussion around what I can do to further develop my skills ❒ Yes ¨/ No ¨Support available to me ❒ Yes ¨/ No ¨The nature and procedures involved in the process of Advice and Guidance ❒ Yes ¨/ No ¨\* Recognition of prior Learning (RPL) and Accreditation of Prior Learning ❒ Yes ¨/ No ¨\*NoteRecognition of prior learning (RPL) is an assessment method. It considers whether a learner meets the requirements for a unit or qualification through existing knowledge, understanding or skills and does not need to develop them through additional learning.  APEL is the process for assessing, recognising and/or awarding credit from learning that has been achieved through experience and/or training that has not been formally assessed. Where credits are given, they should be given for learning, not for experience alone.Your tutor/assessor will discuss this in more detail with you as part of the development of your individual learning plan |
|   |
| PLR checked (LLC to complete) |  |

To be completed by Gaydio

|  |  |
| --- | --- |
| Advisor completing form | Alex Baker |
| Advisor signature |  |

PART2: COURSE DETAILS

|  |
| --- |
|  Course Delivery details |
| Advisor Name  | Alex Baker |
| Venue | Remote Learning |
| Delivery postcode | BN1 1EA |

|  |
| --- |
| COURSE DETAILS/LEARNING DELIVERY - to be completed BY GAYDIO ACADEMY (PLEASE ATTACH cOURSE DELIVERY DETAILS TO ENROLMENT FORM SHOULD FURTHER LEARNING AIM CODE NEED TO BE ENTERED). |
| Learning aim Code: | ZESF0001  | GLH: | 3 |
| Course Name: | Participant assessment, planning & support (PAPS)  |
| Start Date: | November 5th 2020 | Planned End Date: | January 31st 2021 |
| Learning aim Code: | Z0003509Z0003486 | GLH: | 27 hours |
| Course Name: | Gaydio Work Club |
| Start Date: | November 5th 2020 | Planned End Date: | January 31st 2021 |

|  |
| --- |
| Prior Attainment |
| The ESFA monitors learners’ attainment levels. Please tick the highest level that you have attained. |
| Entry Level (e.g. Entry Level Functional Skills English and Maths or ESOL Entry level) |  | Level 5 (e.g. Foundation Degree) |  |
| Other qualifications below Level 1 (e.g. one module of a Level 1 qualification) |  | Level 6 (e.g. Degree with Honours) |  |
| Level 1 (e.g. Functional Skills Level 1 English or Maths, ESOL Level 1) |  | Level 7 and above (e.g. master’s degree) |  |
| Full level 2 (e.g. 5 or more grade A-C GCSE or O level, or Level 2 Certificate in Childcare) |  | Other qualification, level not known \*\*\*\*  |  |
| Full level 3 (e.g. 2 or more A Levels, 4 or more AS Levels, or Level 3 Diploma in Childcare) |  | No qualifications |  |
| Level 4 (e.g. Certificate of Higher Education) |  |  |  |

|  |
| --- |
| Please now state the name of the qualification and the date you achieved it – (we will also pick this up from your Personal Record on the Personal Learner Record Service database): |

PART 3: PRIVACY NOTICE and LEARNER AGREEMENT AND DECLARATION

PRIVACY NOTICE

 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 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.

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

❒ About courses or learning opportunities Yes ¨/ No ¨ ❒For surveys and research Yes ¨/ No ¨

Preferred contact method:

❒ By post. Yes ¨/ No ¨

❒ By phone. Yes ¨/ No ¨

❒ By e-mail. Yes ¨/ No ¨

❒ SMS Yes ¨/ No ¨

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](https://www.gov.uk/government/publications/esfa-privacy-notice%20)

LRS

The information you supply is used by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN) and to create your Personal Learning Record, as part of the functions of the DfE. For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notices>

Marketing & Publicity

I give my permission for images taken by the London learning Consortium (LLC)/ The Gaydio Academy (Gaydio Brighton Ltd), which include me, to be used for promotional purposes. I give my permission for the LLC/ The Gaydio Academy (Gaydio Brighton Ltd) to follow me on Twitter and request to be my friend on Facebook.

|  |  |
| --- | --- |
| By ticking this box, you will be giving permission.  |  |
| Learner Signature and date: |  |

Learner Learning Agreement and Declaration

# C:\Users\sargentp.SLLC\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\9DPY7FDK\CWP-ESF-Logo3.jpg

# I have been made aware that the European Social Fund part-funds my programme of training and support received through the ESF Community Grants Programme.

# I understand that:

# The Grants Recipient (The Gaydio Academy) will respond to reference requests from employers.

# LLC/The Grants Recipient (The Gaydio Academy) will supply attendance, progress and achievement data to third parties, who have paid fees on my behalf.

# I will inform LLC/The Grants Recipient (The Gaydio Academy) of any change of information during my programme of learning and support.

# I agree to abide by the LLC/The Grants Recipient (The Gaydio Academy) Policies & Procedures and follow all rules.

# I have received advice and guidance on my choice of learning and support programme to assess my suitability in accordance with LLC/The Grants Recipient (The Gaydio Academy) procedures.

# I have been informed by my Grants Recipient (The Gaydio Academy) that London Learning Consortium (LLC) is the awarding agent for the learning learning/ support I am receiving

# I am aware that LLC/The Grants Recipient (The Gaydio Academy) will share data with OFSTED and awarding bodies and that they will store their data on computer

# Declaration

# I certify that the information I have given is accurate and no material information has been omitted. I agree to abide by London Learning Consortium’s/ESF/The Grants Recipient (The Gaydio Academy) rules, regulations, policies and procedures, and I have read and understood the information above.

# By signing the Enrolment Form and Learning Agreement I confirm the contents are true and accurate. I understand that declaring false information may lead to prosecution.

|  |  |
| --- | --- |
| Learners Signature: | Date: |

GRANT RECIPIENT (GAYDIO ACADEMY) DECLARATION

I am satisfied that the learner has met the entry requirements for the programme of study and support and evidence has been seen (where applicable) and that the learner is enrolling on an appropriate programme of activity.

Evidence of Residency/Address seen

|  |  |
| --- | --- |
| Eligibility Confirmed and supporting document seen  | Yes / No  |
| Type of evidence provided EG Utility bill, bank account/credit card statement, tenancy agreement, council tax bill:  |

Evidence of Nationality seen

|  |  |
| --- | --- |
| Eligibility Confirmed and supporting document seen  | Yes / No  |
| Type of evidence provided i.e. birth certificate, passport, visa |

Evidence of Unemployment seen

|  |  |
| --- | --- |
| Eligibility Confirmed and supporting document seen | Yes / No  |
| Type of evidence provided i.e. bank statement, JCP letter dated within three months |

|  |  |
| --- | --- |
| Confirmation of Economically Inactive  | Yes / No  |
| Learner Self-Declaration completed  | Yes / No  |
| Third Party/Family Self-Declaration completed | Yes / No  |
| Please specify reasons  |

Evidence checked and completed with learner

|  |  |
| --- | --- |
| PLR (to be completed by LLC for Grant Recipients delivering Non-Regulated Activities only) | Yes ¨/ No ¨ |
| Initial Assessment | Yes ¨/ No ¨ |
| Individual Learning Plan and IAG (Advice and Guidance) | Yes ¨/ No ¨ |
| Confirmation of European Social Funding | Yes ¨/ No ¨ |



Advisor Name Alex Baker

Advisor Signature

Date 06/11/2020