

FOR OFFICE USE ONLY

REFERENCE:

SUB CONTRACTOR: (Name or stamp)

**TYRO TRAINING**  
 TRAINING | CONSULTANCY | SUPPORT



**European Union**  
 European  
 Social Fund

# 2017–2018 Student Enrolment & Learning Agreement Form

 Please complete all relevant sections of this form in **BLOCK CAPITALS & PEN** (tick where appropriate). Consult course guidelines and outlines before completing this form.
Course Title: 

## 1. Personal Details

 Title: Mrs  Miss  Ms  Mr  Dr  Rev  Sir  Prof 
Surname: Forename(s): Date of Birth:  /  / ULN No: N.I No: Correspondence Address: Post Code: Time at Current Address:  Years  MonthsTel No: Mobile: E-mail: Surname at Birth: Car Reg: 

### Emergency Contact Details

Name: Tel No: Email: Relationship: Name: Tel No: Email: Relationship: Nationality: 

For purposes other than education have you lived in England for the last 3 years?

Yes  No 

If No, for purposes other than full-time education have you lived in the European Economic Area for the last 3 years?

Yes  No Have you attended a course at Craven College before? Yes  No 

## 2. Equal Opportunities Information: (Providing this information does not in any way affect your place on a course)

Do you consider yourself to have a learning difficulty and/or disability and/or health problem? Yes  No If yes, please enter the codes from below: Primary:  Option 2:  Option 3:  Option 4:  Option 5: 

(If you wish to identify more than 5 options please speak to a member of staff)

- |                                     |   |  |
|-------------------------------------|---|--|
| 4 Visual Impairment                 | 11 Severe Learning Difficulty             | 93 Other Physical Disability                                 |
| 5 Hearing Impairment                | 12 Dyslexia                               | 94 Other Specific Learning Difficulty (e.g. Dyspraxia)       |
| 6 Disability Affecting Mobility     | 13 Dyscalculia                            | 95 Other Medical Condition (e.g. epilepsy, asthma, diabetes) |
| 7 Profound Complex Disabilities     | 14 Autism Spectrum Disorder               | 96 Other Learning Difficulty                                 |
| 8 Social and Emotional Difficulties | 15 Asperger's Syndrome                    | 97 Other Disability  |
| 9 Mental Health Difficulty          | 16 Temporary Disability                   | 98 Prefer Not to Say   |
| 10 Moderate Learning Difficulty     | 17 Speech, Language & Communication Needs |  |

Ethnic Origin (please tick below)

- |   |   |   |  |  |                                       |   |  |   |  |       |                                       |                                    |   |   |
|---|---|---|--|--|---------------------------------------|---|--|---|--|-------|---------------------------------------|------------------------------------|---|---|
| Asian /<br>Asian British                          | <input type="checkbox"/> Bangladeshi (41) | <input type="checkbox"/> Indian (39)    | <input type="checkbox"/> Pakistani (40)              | <input type="checkbox"/> Other Asian background (43) | Mixed /<br>Multiple<br>Ethnic Group   | <input type="checkbox"/> White & Asian (37) | <input type="checkbox"/> White & Black African (36)    | <input type="checkbox"/> White & Black Caribbean (35) | <input type="checkbox"/> Other Mixed background (38) | Other | <input type="checkbox"/> Chinese (42) | <input type="checkbox"/> Arab (47) | <input type="checkbox"/> Any other (98) | <input type="checkbox"/> Not Known/Prefer not to say (99) |
| Black / African /<br>Caribbean / Black<br>British | <input type="checkbox"/> African (44)     | <input type="checkbox"/> Caribbean (45) | <input type="checkbox"/> Other Black background (46) | White  | <input type="checkbox"/> British (31) | <input type="checkbox"/> Irish (32)         | <input type="checkbox"/> Gypsy or Irish Traveller (33) | <input type="checkbox"/> Other White background (34)  |  |       |                                       |                                    |   |   |

Continued...

### 3. Highest Qualification Level Currently Held

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Entry Level</b> – Word Power/Number Power (09)  | <input type="checkbox"/> <b>Full Level 3</b> – 2 or more A Levels, 4 or more AS Levels, NVQ 3, AVCE, National Diploma or Certificate (03) |
| <input type="checkbox"/> <b>Other Qualifications</b> – Below Level 1 (07)   | <input type="checkbox"/> <b>Level 4</b> – HNC, CMS, NVQ 4 (10)  |
| <input type="checkbox"/> <b>Level 1</b> – GCSE/O Level grades D–G (or fewer than 5 at grades A–C), GNVQ Foundation, CSE below grade 1, NVQ 1 (01)   | <input type="checkbox"/> <b>Level 5</b> – HND, First Degree, Foundation Degree (11)   |
| <input type="checkbox"/> <b>Full Level 2</b> – 5 or more GCSE/O Level grades A–C, 5 or more CSE Grade 1, NVQ 2, GNVQ Intermediate, 1st Diploma (02) | <input type="checkbox"/> <b>Level 6</b> – Bachelors Degree, Award/Certificate/Diploma Level 6 (12)  |
|   | <input type="checkbox"/> <b>Level 7</b> – Doctorates, Masters Degree, Award/Certificate/Diploma Level 7 (13)                              |

Previous School (full-time learners only):

Are you enrolled at any other school, college or training provider? Yes  (If yes, please speak to a member of staff) No

### 4. First Full Level 2/3 Qualifications – Entitlement to tuition fee remission

You may be eligible for a reduction in course fees if your chosen programme of study results in you achieving a recognised full Level 2/3 qualification and aged between 19 and 23. Please speak to our reception staff for further details. I understand that if I have declared false information the College may take action against me to reclaim the tuition fees and any support costs due.

I declare that I do not already have a:  Full Level 2 qualification or above  Full Level 3 qualification or above

**PLEASE ENSURE YOU HAVE COMPLETED SECTION THREE ABOVE**

### 5a. Employment Status Day Before Starting Learning

#### Employed

- In paid employment - under 16 hours per week (10)(2)
- In paid employment - 16-19 hours per week (10)(3)
- In paid employment - 20 hours or more per week (10)(4)
- Self employed (10)
- Hours worked per week:  < 16 hours  16-19 hours  > 20 hours

Date commenced current employment:

/  /

#### Not Employed

- Not in paid employment and looking for work (11)
- Not in paid employment and not looking for work (12)
- In full-time education prior to the start of the course
- Retired

Date from which you were not employed: (please complete section 5b)

/  /

### 5b. If Not Employed: How many months have you been unemployed?

- Less than 6 months (1)  6 – 11 months (2)  12 – 23 months (3)  24 – 35 months (4)  Over 36 months (5)

### 5c. Employer Details

If your employer is paying all or part of your fees please complete this section

Employer Name:

Employer Address:

Employer Email:

Employer Phone:

Tick here if your employer is releasing you to allow you to study on your course/s  (1)

### 5d. Household Situation

- |   |  |
|---|--|
| <input type="checkbox"/> No household member is in employment and the household includes one or more dependent children (1) | <input type="checkbox"/> Learner lives in a single adult household with dependent children (3) |
| <input type="checkbox"/> No household member is in employment and the household does not include any dependent children (2) | <input type="checkbox"/> Prefer not to say (98)  |
|   | <input type="checkbox"/> Not applicable (99)   |

**6a. Fee Payment Details - How are the fees being paid?**

<input type="checkbox"/> Employer	<input type="checkbox"/> Delegate	<input type="checkbox"/> Other (please specify) <input type="text"/>	<input type="checkbox"/> 24 + FE Loan (proof of acceptance letter must be attached)
-----------------------------------	-----------------------------------	--	--

**FOR OFFICE USE ONLY - Fees waived by College** 
**6b. Eligibility for Reduction in Fees**

You may be eligible for reduced fees if your course results in you achieving your first full Level 2/3 qualifications or if you receive an eligible benefit and are seeking employment.

First Full Level 2       First Full Level 3      **Please make sure you have completed Section 4 if you have ticked either of these boxes**

**Are you?**

In receipt of Job Seekers Allowance (JSA)       In receipt of Employment Support Allowance (WRAG)       Unemployed on Universal Credit and actively seeking work       Unemployed, in receipt of another benefit and actively seeking work  
(You must sign an additional declaration confirming this)

**7. Declaration of Student**
**Initial Advice and Guidance**

I confirm that as part of initial guidance, enrolment, induction and tutorial activities you:

- did identify your primary learning goals and programme of study
- met the appropriate entry requirements for this programme of study
- understood what your programme of study involved, including any fees liability and additional costs for essential equipment, awarding body fees, books and visits etc.
- were aware of the financial and/or transport support you may be entitled to
- were aware of the learning, language, and academic support which may be available to you

**Rules, Regulations and Codes of Conduct**

- I agree to conform to the rules, regulations and codes of conduct of Tyro Training. (For further information please see Tyro Training's Terms & Conditions at [www.tyrotraining.co.uk](http://www.tyrotraining.co.uk))
- I declare that, to the best of my knowledge, the information I have provided is correct and that should my circumstances change, including my eligibility for concessionary fees, I will notify Tyro Training immediately
- I agree to attend regularly and punctually all courses for which I enrol and conform to the regulations of the College
- **I also agree that I am responsible for the payment of the course fees and that the fees remain payable even if I subsequently withdraw from the course unless on medical grounds or where the reason for withdrawal is directly attributable to Tyro Training. Fees not paid in full within 60 days of the invoice date will be referred to Craven College's Debt Collection Agents. A debt recovery administration charge of 15% will be added to the outstanding debt to cover debt collection costs.\***
- If the wrong fees have been charged, I agree to pay the difference in the fees involved
- I understand that the College reserves the right to change tutors, reschedule, cancel, close or combine courses if necessary
- I agree to abide by the requirements of various Acts covering health and safety and to follow instructions issued by College staff

Any student who fails to attend an examination for which they have been entered and is unable to provide satisfactory mitigating circumstances for non-attendance, will be charged the full awarding body exam/registration fee.

The College aims to provide a quality educational service for all students. The College Charter, distributed at induction, gives details of the guidance and support you can expect from the College and the commitment expected from you as a student. Your comments on the College and its service are welcomed and will be used to improve our standards.

**College Data Processing Notice**

Craven College takes privacy seriously and will only use the personal information provided on this form for the purposes of administration of your position as a student with us. All data will be processed lawfully and in accordance with Article 6 of the GDPR. The College will occasionally share your data with third parties. For example, it may share some of your data with the Education and Skills Funding Agency (ESFA), Department of Education (DfE), Local Education Authorities (LEA), careers service, English European Social Fund (ESF), Personal Learner Record (LRS), Office for Students (OfS), and its designated debt collection agent. Further information about the use of and access to your personal data, details of organisations with whom the College shares data, information about how long we retain your data, and how to change your consent to being contacted, please visit: [www.craven-college.ac.uk/about-craven-college](http://www.craven-college.ac.uk/about-craven-college)

**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       For surveys and research       By post       By telephone       By email

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: [www.gov.uk/government/publications/esfa-privacy-notice](http://www.gov.uk/government/publications/esfa-privacy-notice)

College activity is part-financed by the European Union through the European Social Fund (ESF). ESF supports activities to extend employment opportunities and develop a skilled workforce. By completing this form I agree to undertake appropriate course assessments and I give my consent for Craven College to process data held about me in compliance with the Data Protection Legislation, and for educational purposes only. At no time will your personal information be passed to organisations for marketing or sales purposes. If I have any concerns regarding this data I may contact the College Data Protection Officer.

\* Not applicable when employer has contracted for the delivery of training

## 7. Declaration Signature

I confirm that I have been made aware of Tyro Training's 'fees and charging' policy (available on the Tyro Training website). I also agree that I am responsible for the payment of the course fees and that the fees remain payable even if I subsequently withdraw from the course unless on medical grounds (doctors certificate/letter required) or where the reason for withdrawal is directly attributable to Tyro Training.\*

By signing, you give your consent to this practice, agree to the terms and conditions overleaf and confirm the details provided are accurate.

Student Signature:

Date:

 /  / 

**PLEASE NOTE THAT FOR YOUR COMFORT AND SAFETY TYRO TRAINING OPERATES A NO SMOKING POLICY**

## FOR OFFICE USE ONLY

### Fee remission for Unemployed

Evidence seen, where relevant:

National Insurance Number:

Date of Evidence:

 /  / 

Staff Signature:

Date:

 /  / 

### ID checked

#### Identity verification (third party ID)

Passport (2)

Driving Licence (3)

ID card/other National ID (4)

National Insurance card (5)

Bank credit/debit card (7)

Cert. of Entitlement to Funding (6)

Examination results slip/certificate

Returning student known to Tyro Training

Other – specify below

Tutor Signature:

Date:

 /  / 

<b>Course Code</b>		
<b>Trainer</b>		
<b>Course Title</b>		
<b>Start Date</b>		
<b>End Date</b>		
<b>Days</b>		
<b>No. Sessions</b>		
<b>Hours Per Session</b>		
<b>Total GLH</b>		
<b>Invoice Number</b>		