

# ENROLMENT FORM

Please indicate which number can accept text messages ✓

LN02	Student ID No.	LN12	(Home)	
LN04	Surname/ Family name		(Work)	
LN05	Forename(s) (Full given name)		(Mobile)	
Known as Name			<input type="checkbox"/> Opt in to receive text messages for administration and communication purposes	
LN14	Surname at 16	Email address		
LN15	Date of birth (dd/mm/yyyy)	Opt in to receive email communication for administration and communication purposes Opt in to receive email communication for Dysgu Bro marketing and newsletters		
LN06 to LN10	Address	Emergency contact details Name: Phone:  Relationship:		
LN11	Postcode	Has this person given you consent for their information to be shared with Dysgu Bro for this purpose? Yes No		
LN16	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male Other	LN22	Unique Learning Number (ULN) if known:	
If you would like us to correspond with you in Welsh only, please tick here:				<input type="checkbox"/> Yes
Our aim is to provide courses bilingually, wherever possible. If you wish to take part in a course delivered exclusively in Welsh, please tick here:				<input type="checkbox"/> Yes
Would you like to take part in our Learner Forums/Consultations?				<input type="checkbox"/> Yes
From time to time, we may wish to take photographs/videos of classes which will be used in promotional material, including social media and websites. Please tick to show consent				<input type="checkbox"/>
LN17	Ethnicity: (Please tick only ONE box)	<input type="checkbox"/> Black African <input type="checkbox"/> Black Caribbean <input type="checkbox"/> Other Black background <input type="checkbox"/> Chinese <input type="checkbox"/> Asian-Indian <input type="checkbox"/> Asian-Pakistani <input type="checkbox"/> Asian-Bangladeshi <input type="checkbox"/> Other Asian background	<input type="checkbox"/> Arabic <input type="checkbox"/> Mixed ethnic groups - White & Asian <input type="checkbox"/> Mixed ethnic groups – White & Black Caribbean <input type="checkbox"/> Mixed ethnic groups - White & Black African <input type="checkbox"/> Other mixed or multiple ethnic groups <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> Information refused	
LN18	National identity: <input type="checkbox"/> Welsh <input type="checkbox"/> English <input type="checkbox"/> Irish <input type="checkbox"/> Scottish <input type="checkbox"/> British <input type="checkbox"/> Other - Please specify:	LP08	Domicile: If NOT in the UK, please specify country of permanent home:	
Please specify your highest qualification to date:		<input type="checkbox"/> None	<input type="checkbox"/> Level 1 (e.g. GCSE D-G)	
		<input type="checkbox"/> Level 2 (e.g. GCSE A*-C)	<input type="checkbox"/> Level 3 (e.g. AS, A level) <input type="checkbox"/> Level 4 or above (e.g. HE Cert/HND)	
LP23	Welsh fluency:	<input type="checkbox"/> Welsh speaker - Fluent	<input type="checkbox"/> Welsh speaker – Not Fluent	<input type="checkbox"/> Not a Welsh speaker
LP67	Highest Welsh language qualifications:	<input type="checkbox"/> NONE or Pre-entry level <input type="checkbox"/> Level 1 e.g. GCSE D-G	<input type="checkbox"/> Level 2 e.g. GCSE A*-C	<input type="checkbox"/> Entry level <input type="checkbox"/> Level 3 or above e.g. AS, A level
	Type:	<input type="checkbox"/> Welsh second language	<input type="checkbox"/> Welsh first language	
LP30	Do you have a disability and /or learning difficulty?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – Please indicate:	
	<input type="checkbox"/> Visual impairment	<input type="checkbox"/> Autistic spectrum disorders	<input type="checkbox"/> Physical and/or medical difficulties	
	<input type="checkbox"/> Hearing impairment	<input type="checkbox"/> Moderate learning difficulties	<input type="checkbox"/> General learning difficulties	
	<input type="checkbox"/> Multi-sensory impairment	<input type="checkbox"/> Severe learning difficulties	<input type="checkbox"/> Speech, language & communication difficulties	
	<input type="checkbox"/> SPLD - Dyslexia	<input type="checkbox"/> SPLD - Dyspraxia	<input type="checkbox"/> Profound and multiple learning difficulties	
	<input type="checkbox"/> SPLD - Dyscalculia	<input type="checkbox"/> SPLD – ADHD		
	<input type="checkbox"/> Behavioural, emotional and social difficulties	<input type="checkbox"/> Prefer not to say		

**Do you have an unseen medical condition that we need to know about?**  
 (e.g. asthma, diabetes, epilepsy, mental health difficulties)  No  Yes

If YES please specify:.....

**Would you like to be contacted regarding your disability, condition or learning difficulty?**  No  Yes

**Please notify if you need correspondence in a different format (e.g. Braille, large print):** .....

LP11	<b>Employment status:</b>	<input type="checkbox"/> Short term unemployed	<input type="checkbox"/> Other – Please specify:
	<input type="checkbox"/> Employed (excl Self employed)	<input type="checkbox"/> Long term unemployed	
	<input type="checkbox"/> Self employed	<input type="checkbox"/> Economically inactive or retired	
	<input type="checkbox"/> Full time education or training		

**If employed, are you employed by Ceredigion County Council?**  No  Yes

**How did you find out about this course/these courses:**

<input type="checkbox"/> Existing learner	<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Tutor/Staff
<input type="checkbox"/> Flyer / poster	<input type="checkbox"/> Newsletter	<input type="checkbox"/> Open Day
<input type="checkbox"/> Radio	<input type="checkbox"/> TV	<input type="checkbox"/> Brochure
<input type="checkbox"/> Social media	<input type="checkbox"/> Website	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Other – please specify: .....		<input type="checkbox"/> Email

<b>Venue:</b>	<i>Receipt and fee information - to be completed by administration staff OR by tutors, if collected in class</i>				
<b>Class No:</b>	<b>Course title</b>	<b>Start date</b>	<b>Fee type* F or C</b>	<b>Fee</b>	<b>Receipt No</b>

**If concessionary fees paid, evidence of entitlement is required**

**\*Fee type - F = Full: C = Concessionary**

**Fees paid by:**  No fees  Self  Employer  Other – Please specify:

**Do you have any unspent criminal convictions or charges pending?**  
 YES  NO

I confirm that all information on this form is correct and that I have seen the Dysgu Bro Privacy Notice and Welsh Government's Lifelong Learning Wales Record Privacy Notice.

**Student Signature** .....

**Date:**

**Evidence of concessionary entitlement has been produced**  YES  NO

If YES – Specify type produced and date(s): .....

**Valid from:**

**Expires:**

**For Tutor completion**  
 Initial Essential Skills Assessment: .....

**Tutor Signature:** .....

LP76 Please tick this box if learner has Additional Learning Needs

**Date:**



Llywodraeth Cymru  
 Welsh Government

**Data processing:** Using your personal information: The information you have provided is held on the Dysgu Bro Ceredigion database and used in the following ways: **1)** for administration and online learning purposes relating to Adult and Community Learning, **2)** for administration purposes for Welsh Government's Lifelong Learning Wales Record (LLWR) - data collected in numbered sections LN02 to LN22 and LP08 to LP76, **3)** for planning, monitoring and inspection of learning and **4)** to produce statistics in accordance with the General Data Protection Regulation 2018. Your personal data will only be processed to the extent that is necessary for the exercise of official authority vested in the controller. If you are studying towards a qualification or credit(s), your details will need to be returned to the Awarding body for accreditation purposes.

**Privacy notices** will be displayed on notices on training room walls, will be available from Dysgu Bro Ceredigion staff and also via website links published on our website and in our Learner handbook. For further information on how your information and your rights to access information we hold on you, please ask your tutor or contact the Community Education Manager. **Digital communication:** You can opt out of this arrangement at any time, by contacting staff at the Dysgu Bro office or by emailing [admin@dysgubro.org.uk](mailto:admin@dysgubro.org.uk)