

# ENROLMENT FORM

Please indicate which number can accept text messages ✓

LN02	Student ID No.	LN12	<input type="checkbox"/> (Home)									
LN04	Surname/Family name		<input type="checkbox"/> (Work)									
LN05	Forename(s) (Full given name)		<input type="checkbox"/> (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 <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y	<input type="checkbox"/> Opt in to receive email communication for administration and communication purposes		
D	D	M	M	Y	Y	Y	Y					
LN06 to LN10	Address	<input type="checkbox"/> Opt in to receive email communication for Dysgu Bro Ceredigion marketing and newsletters										
LN11	Postcode	<b>Emergency contact details</b> ☎: Name: Relationship: Has this person given you consent for their information to be shared with Dysgu Bro Ceredigion for this purpose? Yes / No										
LN16	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> 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. Please tick to show consent <input type="checkbox"/>												
LN17	<b>Ethnicity:</b> <input type="checkbox"/> White <input type="checkbox"/> Asian-Indian <input type="checkbox"/> Dual heritage - White & Asian <input type="checkbox"/> Black African <input type="checkbox"/> Asian-Pakistani <input type="checkbox"/> Dual heritage - White & Black Caribbean <input type="checkbox"/> Black Caribbean <input type="checkbox"/> Asian-Bangladeshi <input type="checkbox"/> Dual heritage - White & Black African <input type="checkbox"/> Other Black background <input type="checkbox"/> Other Asian background <input type="checkbox"/> Other dual heritage background <input type="checkbox"/> Chinese <input type="checkbox"/> Gypsy/Roma <input type="checkbox"/> Other ethnic background <input type="checkbox"/> Arabic <input type="checkbox"/> Traveller of Irish heritage <input type="checkbox"/> Information refused											
LN18	<b>National identity:</b> <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	<b>Domicile:</b> 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	<b>Welsh fluency:</b> <input type="checkbox"/> Welsh speaker - Fluent <input type="checkbox"/> Welsh speaker - Not Fluent <input type="checkbox"/> Not a Welsh speaker											
LP67	<b>Highest Welsh language qualifications:</b> <input type="checkbox"/> NONE or Pre-entry level <input type="checkbox"/> 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"/> Level 3 or above e.g. AS, A level <b>Type:</b> <input type="checkbox"/> Welsh second language <input type="checkbox"/> Welsh first language											
LP30	<b>Do you have a disability and /or learning difficulty?</b> <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"/> Prefer not to say <input type="checkbox"/> Behavioural, emotional and social difficulties											
<b>Do you have an unseen medical condition that we need to know about?</b> (e.g. asthma, diabetes, epilepsy, mental health difficulties) <input type="checkbox"/> No <input type="checkbox"/> Yes If YES please specify:.....												
<b>Would you like to be contacted regarding your disability, condition or learning difficulty?</b>				<input type="checkbox"/> No <input type="checkbox"/> Yes								

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

LP11 **Employment status:**

Employed (excl Self employed)     Short term unemployed     Other – Please specify:

Self employed     Long term unemployed

Full time education or training     Economically inactive or retired .....

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

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

Existing learner     Word of mouth     Tutor/Staff

Flyer / poster     Newsletter     Open Day     A-Z / Brochure     Newspaper

Radio     TV     Social media     Website     Email

Other – please specify: .....

Venue: \_\_\_\_\_ *Receipt and fee information - to be completed by administration staff OR by tutors, if collected in class*

Class No:	Course title	Start date	Fee type* F or C	Fee	Receipt No

*If concessionary or reduced concessionary fees are 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

**Evidence of concessionary entitlement has been produced**

YES     NO

In signing this document I confirm my understanding that the learning I am undertaking is part financed by the European Social Fund through the Welsh Government.

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

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

Valid from: 

D	D	M	M	Y	Y	Y	Y
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Expires: 

D	D	M	M	Y	Y	Y	Y
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**Student Signature:** .....  
Date: 

D	D	M	M	Y	Y	Y	Y
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**Tutor Signature:** .....

Date: 

D	D	M	M	Y	Y	Y	Y
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*Used for Essential Skills ONLY*  
Initial assessment: .....



**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 purposes relating to Adult and Community Learning, 2) for administration purposes for Welsh Government's Lifelong Learning Wales Record (LLWR), 3) for planning, monitoring and inspection of learning and 4) to produce statistics in accordance with the General Data Protection Regulation 2016.

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 01970 633540 or by emailing [admin@dysgubro.org.uk](mailto:admin@dysgubro.org.uk)