

# ENROLMENT FORM

Please indicate which number can accept text messages ✓

LN02	<b>Student ID No:</b>	LN12	<b>(Home):</b>	
LN04	<b>Surname/Family name:</b>		<b>(Work):</b>	
LN05	<b>Forename(s) (Full given name)</b>		<b>(Mobile):</b>	
	<b>Known as Name</b>	<b>Email address:</b>		
LN15	<b>Date of birth:</b>	<input type="checkbox"/> communication / administration <input type="checkbox"/> newsletter / marketing		
LN14	<b>Surname at 16:</b>			
LN06 to LN10	<b>Address:</b>	<b>Emergency contact details</b>		
LN11	<b>Postcode:</b>	Name:		
		Relationship:		
LN16	<b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other	LN22	<b>Unique Learning Number (ULN)</b> if known:	
<b>If you would like us to correspond with you in Welsh only, please tick here:</b> <input type="checkbox"/> Yes				
<b>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:</b> <input type="checkbox"/> Yes				
<b>Would you like to take part in our Learner Forums/Consultations?</b> <input type="checkbox"/> Yes				
<b>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</b> <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 <b>NOT</b> in the UK, please specify country of permanent home:	
<b>Please specify your highest qualification to date:</b> <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"/> <b>NONE</b> 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 – <b>Please indicate:</b> <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			
<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 <b>YES</b> 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 I accept the terms and conditions of the learners' privacy notice below.

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: .....



**This Privacy Notice is currently being reviewed in line with the new General Data Protection Regulation (GDPR). Updated information will be available before the new legislation is applied in May 2018.** Information we hold about you will be sent to the Welsh Government (WG) and used in the following ways: **1)** By the WG and other public bodies, to carry out the funding, planning, monitoring and inspection of learning, and to produce statistical publications. **2)** By selected third parties, including social research organisations, to carry out research, analysis or equal opportunities monitoring relating to education and training. **3)** By the WG and third parties acting on its behalf, to assist in linking your records to other data sources for the purpose of statistical research. **4)** The WG may share your name, date of birth, address and postcode with electoral registration officers taking part in data matching pilot schemes to improve the accuracy of electoral registers. **5)** Your contact details may be passed on to contractors acting on behalf of the WG (including the Wales European Funding Office), to

undertake interviews or surveys of current and former learners, as part of formal evaluations of WG-funded programmes. Contractors will contact a sample of individuals. You may be contacted and asked to take part in an evaluation of your personal experience of a learning activity. If you are contacted, the purpose of the interview or survey will be explained to you and you will be given the option to say yes or no to taking part. Contractors will use your details only for the purpose of carrying out the evaluation and in accordance with the Data Protection Act. Your details will then be deleted once the evaluation contract is complete. **If you are studying towards a qualification or credit(s), your details will need to be returned to the Awarding body for accreditation purposes.**

**Your rights:** Under the Data Protection Act 1998, you have rights of access to the data the WG holds about you. You may have to pay a small fee for this.

For further information please email [llwr@wales.gsi.gov.uk](mailto:llwr@wales.gsi.gov.uk) For more detail on the above, please visit [www.wales.gov.uk/llwr](http://www.wales.gov.uk/llwr)