

Data protection

Data Protection Act 1998 - The personal information you provide is passed to the Chief Executive of Skills Funding Agency, where required, the Young People's Learning Agency for England ("the YPLA") to enable those organisations to fulfil their statutory obligations, principally under Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office. The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the YPLA. The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Education, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or partners of those organisations. The Skills Funding Agency also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN). Further information about use of and access to your

information is available at: Skills Funding Agency: <http://skillsfundingagency.bis.gov.uk/foi.htm> and YPLA: <http://www.ypla.gov.uk/foi.htm>. At no time will your personal information be passed to organisations for marketing or sales purposes. The YPLA, the Chief Executive of Skills Funding Agency and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

- Tick this box if you do not wish to be contacted in respect of surveys and research by mail or phone.
- Tick this box if you do not wish to be contacted about courses or learning opportunities by post.
- Kensington and Chelsea College will from time to time wish to contact you about college events and promotions. Tick here if you do not wish to be contacted.

Preferred method of contact:

- Telephone Email Mobile Next of kin/Guardian

Learner declaration/agreement

I have received appropriate advice and guidance about the suitability and implications of my choice of learning programme, and I agree to sit the related examination at the appropriate time. I understand and agree that the College reserves the right to close the class or to combine one class with another. I am aware of the College's refund policy and understand that I may not be entitled to any refund if I withdraw from a course.

I will inform the College of any changes in my circumstances, which may affect my eligibility for fee remission. If my employment status changes during my course of

study, I will also inform the College. I agree to undertake this learning programme, any programme of learning support and to abide by the Student Code of Conduct, College I.T. Policy and the College Regulations. This agreement is a correct record of my contract with the College.

I agree to Kensington and Chelsea College processing the personal data contained in this form. I confirm that I have read and understood the learner declaration and details regarding data protection.

Signature: _____ Date: / /

Learner First Full Level 2 or Learner First Full Level 3 Self Declaration

I claim my entitlement to free tuition as I am either a) working towards my first Level 2 or b) my first Level 3.*

I confirm that all the information on this form is correct and I declare that I do not already have a full Level 2/3* or higher qualification.

I confirm that I intend to continue my learning programme to achieve a full Level 2/3* qualification. I understand that if I have declared false information action may be taken to reclaim the tuition fees and any associated costs from me.

*Delete whichever is not applicable.

Signature: _____ Date: / /

Lecturer declaration

I certify that to the best of my knowledge and belief the above is correct. I confirm that so far as is reasonably practicable I have checked that this form has been completed correctly.

Name: _____

Signature: _____ Date: / /

College administration declaration

I have checked this form is complete and has been entered onto the funding database.

Name: _____

Signature: _____ Date: / /



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**European Union
European Social Fund**
Investing in jobs and skills



**Skills
Funding
Agency**



Enrolment Form

KENSINGTON
AND CHELSEA
COLLEGE **KCC**

Please complete this form in **BLOCK CAPITALS** in blue or black pen. You **MUST** complete **ALL** sections and sign the **Learner Declaration/Agreement** section.

Personal details Under 19? ■

| | |
|---|---|
| Learner Reference (if known): | Unique Learner No (if known): |
| First names: | Family name: |
| <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms Other: | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Date of Birth: | National Insurance Number: |
| Address: | |
| Borough: | Postcode: |
| Tel no: Home: | Work: |
| Email: | Mobile: |
| Next of Kin (Guardian if under 18) name and contact no: | |

Do you consider yourself to have any of the following, which may affect your learning?

1. Health problems Yes No 2. Disability Yes No 3. Do you have a mobility problem Yes No
4. Difficulty with learning (including dyslexia, dyscalculia, a medical condition or disability) Yes No

If you answered Yes to any of the above, please complete a Study Support Referral form available from reception, or would you prefer us to contact you? Yes No

Do you have any access requirements for the interview? Yes No

If yes, please indicate if you wish the Learner Support Team to make the following access arrangements for you:

- Communicator support for the deaf Hearing loop Wheelchair accessibility
- Orientation for sight difficulties Awareness training for interviewers.

Ethnicity Choose one option that best describes your ethnic group or background

| | | |
|---|--|---|
| White <input type="checkbox"/> 31 English/Welsh/Scottish/Northern Irish/British <input type="checkbox"/> 32 Irish <input type="checkbox"/> 33 Gypsy or Irish Traveller <input type="checkbox"/> 34 Any other White background Mixed/Multiple ethnic groups <input type="checkbox"/> 35 White and Black Caribbean <input type="checkbox"/> 36 White and Black African | <input type="checkbox"/> 37 White and Asian <input type="checkbox"/> 38 Any other mixed/multiple ethnic background Asian/Asian British <input type="checkbox"/> 39 Indian <input type="checkbox"/> 40 Pakistani <input type="checkbox"/> 41 Bangladeshi <input type="checkbox"/> 42 Chinese <input type="checkbox"/> 43 Any other Asian background | Black/African/Caribbean/Black British <input type="checkbox"/> 44 African <input type="checkbox"/> 45 Caribbean <input type="checkbox"/> 46 Any other Black/African/Caribbean background Other ethnic group <input type="checkbox"/> 47 Arab <input type="checkbox"/> 98 Any other ethnic group |
|---|--|---|

Eligibility for government funding

1. Have you lived in the EEA, EU or UK for all of the last 3 years? Yes No If No, please give details. You will be required to show supporting documents:

2. What is your nationality? **3. Do you need a Student Visa to study in the UK?** Yes No

Course choice

| Code | Course title | Day | Start date | Time | Centre | Fee £ |
|---------------------------|--------------|-----|------------|------|--------|-------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total tuition fees | | | | | | |

Employment information Please tick all as appropriate

1. Employment status on day before starting course

01 **Employed** 03 **Self Employed** **Full-Time** **Part-Time**

04 **Unemployed** – length of unemployment before starting learning: _____ **Reason for unemployment** **Redundancy** **Other**

01 Less than 6 months 02 6-11 months 03 12-23 months 04 24-35 months 05 Over 35 months

02 **Full time education or training** 07 **14–19 year old not in Education, Employment or Training**

06 **Economically inactive** 98 **Not known/not provided**

2. Training for Work (please tick all that apply)

Has your employer recommended that you attend this course? Is your employer paying for this course? Is your employer releasing you to study?

Employer/Organisation: _____

Address: _____

Tel no: _____ Email: _____

If you do not want the College to disclose details of your course and achievement to your employer please tick here.

We may be able to provide you with additional help if you are homeless, an offender/ex-offender, in or recently left care, recovering from alcohol or drug dependency, a full-time carer, a refugee, an asylum seeker, a traveller, had your statutory education interrupted or are funded by the Single Regeneration Budget.

Please tick here for us to contact you about additional help which may be available.

If you are under 19 years of age Please give the following information

| 1. Name and address of the secondary school or college you last attended | From | To | Title and type of course (full-time/part-time) |
|--|------|----|--|
| | | | |
| | | | |
| | | | |

2. Record of Achievement: If you can provide a Record of Achievement at your interview please tick this box.

Highest level of qualification – in the UK or your home country To be completed by all learners

Do you have GCSE English? Yes Grade: _____ No **Do you have GCSE Maths?** Yes Grade: _____ No Certificates seen?

Please indicate the level of your highest attainment/qualification prior to starting this course

| Level | Academic Qualification Equivalent | Vocational Qualification Equivalent |
|---|--|---|
| <input type="checkbox"/> 99 No qualifications | | |
| <input type="checkbox"/> 09 Entry Level | Word Power/Number Power | Certificate in Adult Literacy, Numeracy, ESOL Skills for Life |
| <input type="checkbox"/> 01 Level 1 | GCSE/O Level (5 or more at grades D-G or fewer than 5 at grades A-C), CSE below grade 1, 1 AS Level. | Certificate in Adult Literacy, Numeracy, ESOL Skills for Life, BEC General Certificate, BEC Diploma, BTEC First Certificate, City & Guilds Operative Awards, CPVE Year 1 (Technician), GNVQ Foundation, LCCI Elementary/First Level, NVQ Level 1, PEI Elementary/First Level RSA Elementary/First Level, RSA Vocational Certificate |
| <input type="checkbox"/> 02 Full Level 2 | GCSE/O Level (5 or more at grades A-C), CSE grade 1 (5 or more), 1 A Level, 2/3 AS Levels. | GNVQs Intermediate, NVQ Level 2, other vocational qualifications counted as full Level 2 in Governments Labour Force Survey |
| <input type="checkbox"/> 03 Full Level 3 | A Level, 2 or more A Level passes, 4 or more AS levels, AVCE double award | GNVQ Advanced, NVQ Level 3, QAA Recognised Access to Higher Education, Other vocational qualifications counted as full Level 3 in Governments Labour Force Survey |
| <input type="checkbox"/> 04 Level 4 | First degree, Teaching qualifications (inc PGCE) | BEC National HNC/HND, BTEC National HNC/HND, Higher Education Certificate, Higher Education Diploma, LCCI Advanced Level NVQ Level 4 Nursing (SRN), RSA Advanced Certificate, RSA Higher Diploma |
| <input type="checkbox"/> 05 Level 5 | Higher degree | Continuing Education Diploma, NVQ Level 5, Other high level professional qualifications |
| <input type="checkbox"/> 97 Other qualifications, level not known | | |

Statistical information Please tick all that apply

Where did you hear about the college?

College website Leaflet through door Leaflet in the street Friend/Relative Previous student Employer Email
 Text Radio Hotcourses Floodlight Bus/Station Job Centre Probation Office
 Overseas agent Library Careers Office Connexions Yellow Pages
 Newspaper/Magazine (please specify) Event (please specify) Smartphone app Facebook Other (please specify): _____

If you were referred to us by an organisation, please provide the name, contact person and number: _____

Payment method Please tick payment option, follow instructions and complete as required

Cheque or Postal Order

Please make cheque payable to Kensington and Chelsea College.

Please enclose a separate cheque/postal order for each course.

Courses fill quickly and this allows us to send you back the relevant payment if this applies to the course of your choice.

Please note: Enrolments paid for by cheque cannot be guaranteed until payment has been cleared by our bankers. Bounced cheques will incur an administration charge of £20, and where cheques remain unpaid after 14 days learners may be withdrawn.

The cut-off date for postal enrolments is 14 days prior to the start date of the course. Forms received after this date MAY NOT be processed.

Credit or Debit Card

Security No.

You may pay using Visa, MasterCard, Delta, Maestro and Solo only.

The security number is the last 3 digits on the back of the card, after the card number, in the signature box. Please enter details above.

Credit/Debit Card No.

Expiry Date: / / Start Date: / /

Issue No. (Maestro): _____

Cardholder Signature: _____

Postal enrolments can be returned to one of the following addresses: Kensington and Chelsea College, Wornington Centre, Wornington Road, London W10 5QQ
 Kensington and Chelsea College, Chelsea Centre, Hortensia Road, London SW10 0QS

What do I need to enrol?

Evidence of concessionary benefit must be shown every time you enrol. Details of evidence accepted can be found on the website www.kcc.ac.uk or in the course guide.

This evidence must not be more than 3 months old. Failure to show or attach correct evidence may result in losing your place on a course. If you are claiming a concessionary fee under First Full Level 2 or Level 3 entitlement you MUST sign the SELF DECLARATION overleaf.

Course advice and guidance To be completed by the lecturer

| Course 1 | Course 2 | Course 3 | Course 4 |
|---|---|---|---|
| Code: _____ | Code: _____ | Code: _____ | Code: _____ |
| Title: _____ | Title: _____ | Title: _____ | Title: _____ |
| Centre: _____ | Centre: _____ | Centre: _____ | Centre: _____ |
| Time: _____ | Time: _____ | Time: _____ | Time: _____ |
| Days: _____ | Days: _____ | Days: _____ | Days: _____ |
| Start Date: _____ | Start Date: _____ | Start Date: _____ | Start Date: _____ |
| Expected End Date: _____ | Expected End Date: _____ | Expected End Date: _____ | Expected End Date: _____ |
| GLH: _____ | GLH: _____ | GLH: _____ | GLH: _____ |
| Initial Assessment test results: Literacy Numeracy | Initial Assessment test results: Literacy Numeracy | Initial Assessment test results: Literacy Numeracy | Initial Assessment test results: Literacy Numeracy |
| Have applicant's ALS needs been assessed? <input type="checkbox"/> Yes <input type="checkbox"/> No | Have applicant's ALS needs been assessed? <input type="checkbox"/> Yes <input type="checkbox"/> No | Have applicant's ALS needs been assessed? <input type="checkbox"/> Yes <input type="checkbox"/> No | Have applicant's ALS needs been assessed? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Test <input type="checkbox"/> Role Play <input type="checkbox"/> Accredited Prior Learning <input type="checkbox"/> Interview <input type="checkbox"/> Portfolio <input type="checkbox"/> Audition <input type="checkbox"/> N/A | <input type="checkbox"/> Test <input type="checkbox"/> Role Play <input type="checkbox"/> Accredited Prior Learning <input type="checkbox"/> Interview <input type="checkbox"/> Portfolio <input type="checkbox"/> Audition <input type="checkbox"/> N/A | <input type="checkbox"/> Test <input type="checkbox"/> Role Play <input type="checkbox"/> Accredited Prior Learning <input type="checkbox"/> Interview <input type="checkbox"/> Portfolio <input type="checkbox"/> Audition <input type="checkbox"/> N/A | <input type="checkbox"/> Test <input type="checkbox"/> Role Play <input type="checkbox"/> Accredited Prior Learning <input type="checkbox"/> Interview <input type="checkbox"/> Portfolio <input type="checkbox"/> Audition <input type="checkbox"/> N/A |

For office use only (Reference numbers and dates should be recorded for each item of documentary evidence seen)

1. Basis of Eligibility for Government Funding: _____ **Copy retained**

UK/EU/EEA Residency Other (specify): _____

Supporting Evidence: Passport(s) Marriage Certificate Visa

International Learner: Overseas Copy of Passport Copy of Visa UK contact details

2. Basis of Eligibility for Fee Remission:

01 16-18 09 ABE Functional Skills in Literacy and Numeracy 14 Asylum Seeker/Refugee

15 JSA (income-based or contribution-based) 15 ESA (Work Related Activity Group) 22 FL2 entitlement

24 FL3 entitlement 24 FL3 (MOD) 24 FL3 Jumpers 10 Staff

10 College policy 99 Full Fee

Supporting Evidence:

01 Passport 01 Birth Certificate 01 Driving Licence (photo)
 15 JSA Job Centre Plus Letter 15 ESA Job Centre Plus letter Proof of same address
 Supporting bank statement KCC confirmation of benefit form 22 FL2 declaration – Prior qualifications ticked on form
 24 FL3 declaration – Prior qualifications ticked on form Staged payment form with Guarantor N/A

Date of Fee Remission evidence: _____ (Documentation seen is no more than 3 months old and shows eligibility at the time of enrolment).

Passport Number/Visa Number/Birth Certificate Number/National Insurance Number/IND card Number/Other (please specify): _____

Reference No: _____ Enrolment form signed by student Enrolment form signed by lecturer

Signed: _____ Date: / /