

## 2023/24 Community Enrolment Form

(PLEASE COMPLETE ALL SECTIONS USING BLOCK CAPITALS)

### SECTION 1 – YOUR PERSONAL DETAILS

Have you been a student at St Vincent College before?

Yes

☐

No

☐

Please enter your name as it appears on official documents:

Title:

Mr

☐

Mrs

☐

Miss

☐

Ms

☐

Other

Gender:

Male

☐

Female

☐

Forename(s) (first/given names):

Middle Name(s):

Preferred Name:

Surname (family name):

Previous Surname:

Date of Birth (DD/MM/YYYY):

Age (at start date of course)

National Insurance Number:

How would you describe your Ethnic origin? (Please tick)

White

 31 ☐ English / Welsh / Scottish / Northern Irish / British

 32 ☐ Irish

 33 ☐ Gypsy or Irish Traveller

 34 ☐ Any Other White Background

Mixed / Multiple ethnic group

 35 ☐ White and Black Caribbean

 36 ☐ White and Black African

 37 ☐ White and Asian

 38 ☐ Any Other Mixed / multiple ethnic background

Asian/Asian British

 39 ☐ Indian

 40 ☐ Pakistani

 41 ☐ Bangladeshi

 42 ☐ Chinese

 43 ☐ Any other Asian background

Black British

 44 ☐ African

 45 ☐ Caribbean

 46 ☐ Any other Black / African / Caribbean background

Other

 47 ☐ Arab

 98 ☐ Any other ethnic group

### SECTION 2 – YOUR CONTACT DETAILS

Current Address:

Postcode:

Number of years at this address:

Home Tel. Number:

Other Tel. Number:

Mobile:

Personal Email:

### SECTION 3 – EMERGENCY CONTACT / NEXT OF KIN

PERSON TO CONTACT IN AN EMERGENCY:

Contact Name:

Tel. Number:

Relationship to you:

Lives with Contact?

☐

### SECTION 4 – CRIMINAL CONVICTIONS

Do you have any unspent criminal convictions?

☐ Yes

☐ No

Any information you give will be completely confidential and will be considered only in relation to this enrolment. An unspent criminal conviction does not necessarily prevent you from enrolling.

### SECTION 5 – COURSES

Course Code	Course Title	Start Date	Day	Time	Level	Course Fee

## SECTION 6 – ADDITIONAL SUPPORT

The College has a wide range of additional support. (We welcome students with disabilities, learning difficulties and health problems.) Please tick the boxes that are appropriate to you. This will enable the College to consider your additional support needs whilst on a course with us.

If more than one disability, learning difficulty or health problem applies then please circle your main disability, learning difficulty or health problem

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> None  | <input type="checkbox"/> Other physical disability (93)          | <input type="checkbox"/> Autistic Spectrum Disorder (14)                                       |
| <input type="checkbox"/> Visual impairment (04)  | <input type="checkbox"/> Mental Health difficulty (09)           | <input type="checkbox"/> Aspergers Syndrome (15)   |
| <input type="checkbox"/> Hearing impairment (05)   | <input type="checkbox"/> Moderate learning difficulty (10)       | <input type="checkbox"/> Temporary disability after illness (e.g. post-viral) or accident (16) |
| <input type="checkbox"/> Disability affecting mobility (06)  | <input type="checkbox"/> Severe learning difficulty (11)         | <input type="checkbox"/> Speech, language & communication needs (17)                           |
| <input type="checkbox"/> Profound complex disabilities (07)  | <input type="checkbox"/> Dyslexia (12)                           | <input type="checkbox"/> Other disability (97)   |
| <input type="checkbox"/> Social and emotional difficulties (08)  | <input type="checkbox"/> Dyscalculia (13)                        | <input type="checkbox"/> Prefer not to say (98)  |
| <input type="checkbox"/> Other medical condition (e.g. Epilepsy, Asthma, Diabetes. Please state below (95) | <input type="checkbox"/> Other specific learning difficulty (94) |  |
|  | <input type="checkbox"/> Other learning difficulty (96)          |  |

Please provide any further comments:

Would you like someone to contact you about extra support? ☐ Yes ☐ No Do you have an Education Health Care Plan (EHCP) ? ☐

Do you require a Personal Emergency Evacuation Plan (PEEP)? ☐ Yes ☐ No If escorted on the course, please give details:

Escort Name: Escort Telephone: ID sighted: Date:

## SECTION 7 – RESIDENCY

What is your nationality? :

Have you lived in the UK/EU for more than 3 years?

☐ Yes ☐ No

Are there any immigration restrictions on how long you can stay in the UK?

☐ Yes ☐ No

Are you an asylum seeker?

☐ Yes ☐ No

What type of Visa do you hold?

Dependant/Spouse Visa ☐ Holiday Visa ☐ Student Visa ☐ Work Visa ☐ Indefinite leave to remain ☐

If you have lived in the UK/EU for less than 3 years then please enter the country you have previously lived in:

Office use only  
If YES to any of these questions then please refer to student Services

Date of Arrival in UK

Visa Expiry Date

## SECTION 8 - FEE REMISSION AND THE POUND PLUS POLICY

### What is Pound Plus?

Pound Plus refers to additional income generated by providers over and above core income from the ESFA's Adult Education Budget. It is a term used to describe how learning providers can show how they are maximising the value of public investment. This is important because generating additional income and revenue is central to the objective of driving up participation within a very constrained public funding environment.

Pound Plus includes income generated or savings made through course fees, financial sponsorship, access to new learning spaces made available at no or reduced cost; the use of volunteer workers; donations of equipment or consumable items; access to other funding sources or grants, etc.

### Income Generation

Courses offered within our community funding are offered at a heavily subsidized rate to allow for them to be accessed by as many residents as possible. By paying this small percentage students are helping us:

- Support as many learners on low incomes and in Priority Groups as possible
- Develop new courses
- Keep our groups small to help adults learn more effectively
- Enable us to run courses in outreach venues which are less cost effective but important for reaching learners across the whole community.

### Learners' subsidised and discounted fees

Learners in the below priority groups are able to access full fee remission in our community based provision. Students who do not fall into a priority group would be charged a heavily subsidized rate, which is a small percentage of the overall course fee. This is to enable our community funding to be prioritised for those who most need it most and can least afford to access the provision.

We have demonstrated that this maximises participation from the grant provided and widens participation without the stigma and administrative burden of means testing. In 2023/24 Community Learning fees will be just £3 per hour (+ any additional resource costs). Learners will need to meet the residency requirements in order to have the right to access this funding and will be asked to provide proof of residency.

Learners in priority groups include:

- Unemployed people seeking support into work or education
- Ex-offenders on a supported programme
- Older people in supported housing and care homes
- Young people (under 25) who have been in or are leaving care and are currently not in education or employment. Learners earning less than £20,319 annual gross salary
- Local residents during any Government National lock down

## SECTION 9 – PRIVACY STATEMENT

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) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research.

We retain your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>. ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing

Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training. For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/departments-for-education/about/personal-information-charter>) and the DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>).

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

Using our online contact form [https://form.education.gov.uk/service/Contact\\_the\\_Department\\_for\\_Education](https://form.education.gov.uk/service/Contact_the_Department_for_Education)

By telephoning the DfE Helpline on 0370 000 2288

Or in writing to: Data Protection Officer, Department for Education (B2.28), 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

### How St Vincent College uses your Personal Information

The College collects information about all our staff and students for various administrative, academic and health and safety reasons. We retain personal information (provided by you, or created by us), including: your application details, our assessment of your application and the details of any offer(s) of study we have made or as an attendee of our college. We may also keep it beyond your attendance at our college if this is necessary in order to comply with our legal obligations. I consent to St Vincent College processing personal data contained in this form, or other data the College may obtain from other sources. I agree to the processing of such data for any purposes connected with my studies or for my health and safety whilst on the premises or for any other legitimate reason, including reporting to parents in the case of students under the age of 18 years.

Information may be passed between various sections of the College for operational reasons and may also be disclosed to external agencies to which we have obligations (for example Government Agencies and associated Statutory Bodies, Higher Education Statistics Agency, Government Survey & Research Organisations, UCAS, Student Loans Company, Education Authority, Learner Records Service, Crime Prevention Agencies, Employers who pay fees and/or allow you time off work to attend your course, Examination Awarding Bodies, Social Welfare Organisations, Trade Unions, Careers Service, UKBA and potentially other such organisations for defined purposes. Further information is available on the College website.

You can agree to be contacted by the College for other purposes (not listed above) by ticking any of the following boxes:

I agree to receiving marketing information from the College by

☐ Post ☐ E-Mail ☐ Phone ☐ SMS

I agree to be contacted about events and promotions from the College by

☐ Post ☐ E-Mail ☐ Phone ☐ SMS

I agree to photos and/or film being taken of me and used for marketing purposes

☒ Yes ☐ No

## SECTION 10 – LEARNER AGREEMENT

Student Declaration: I declare that the information given on this form is correct to the best of my knowledge. I agree that I have received adequate information, advice and guidance about my proposed programme of study including:

- Entry requirements
- The structure of the programme
- The type of learning and assessment involved
- Work Experience (if included)
- Visits and residentials that are part of the course
- Any costs involved
- Information and availability of financial assistance

I have read the Learner Agreement and understand my responsibilities as a student. I am aware of the College's policies relating to the charging and payment of fees and agree to be bound by them. I understand that if I withdraw from the above course once the course has started then I am still liable for the course fee including those from the Student Loans Company. I understand that all materials or kit costs are charged separately. I am aware that I must inform the College of any change in my circumstances affecting my eligibility for financial support. I agree to St Vincent College handling (including passing such information to authorised third parties in accordance with purposes set out above) and processing this information about me.

I understand that the information will only be used for purposes set out above and my consent is conditional upon the College complying with its duties and obligations under current Data Protection legislation.

Student Signature

Staff Signature

Date:

Staff Print Name

Date:

ID Verification for ULN (office use only):

☐ Passport

☐ NI Card

☐ Benefits Details

☐ Driving Licence

☐ Debit/Credit Card

☐ Other:



Activity may have been directly or indirectly part-financed by the European Union through European Social Fund - helping develop employment by promoting employability, business spirit and equal opportunities and investing in human resources

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LIGHTHOUSE  
LEARNING TRUST

Funded by

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Funding Agency



Hampshire  
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