

SECTION 6 – ADDITIONAL SUPPORT

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SECTION 7 – RESIDENCY

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

Date of Arrival in UK

Visa Expiry Date

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SECTION 8 - FEE REMISSION AND THE POUND PLUS POLICY

Community Learning fees will be just £3 per hour (

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-ils> 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

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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