

# Enrolment Form 23/24

Please complete this form using BLOCK CAPITALS in **black ink** and complete all sections. If you need help with the form or more information, please phone 01375379665 or email [info@keirtraining.com](mailto:info@keirtraining.com) Return to: KEIR TRAINING & RECRUITMENT Ltd, 712 London Road, Grays, RM20 3JT

LEARNER DETAILS			
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx	Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Surname		NI Number	
First name		Mobile number	
Date of Birth	E-mail Address		
Postal Address:			
Postcode:			
Country of Birth		Nationality:	
Emergency Contact:	Name		
	Relationship		
	Telephone		
RESIDENCY & IDENTIFICATION PROOF			
<p>You must supply a British Passport, Birth Certificate, or proof of residency and right to work in the UK to support your application. Any other evidence will only satisfy identification.</p> <p>As part of government funding requirements, we will require <b>one</b> form of ID to be <u>checked and approved by Keir Training &amp; Recruitment</u>, please note it is our responsibility to ensure eligibility and authenticate this. Checks will be carried out during ILR and learner surveys to confirm learners' status.</p>			
<p>Have you lived in the UK for the last 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, in which country did you previously live?</p>			
Passport			
Passport Number			
Country of Issue			
Issue Date			
Expiry Date			
Birth Certificate			
Birth Certificate Number			
Full Driving licence *This cannot be a provisional licence.			
Driving Licence Number			
Country of Issue			
Issue Date			
Expiry Date			
Other Acceptable Evidence (state identity cards, residency permit, settlement status)			
ID type			
Issue number (if applicable)			
Issue date			
Expiry date			

### EDUCATIONAL HISTORY

<input type="checkbox"/> Entry Level	<input type="checkbox"/> Level 5 (e.g., Foundation Degree)
<input type="checkbox"/> Level 1 (e.g., GCSE grades D-G/1-3)	<input type="checkbox"/> Level 6 (e.g., Bachelors Degree)
<input type="checkbox"/> Level 2 (e.g., Functional skills at level 2, ESOL [skills for life])	<input type="checkbox"/> Level 7+ (Masters Degree, Postgraduate Certificate/Diploma)
<input type="checkbox"/> Full Level 2 (e.g., 5 GCSE grades A*-C/4-9 or O Levels)	<input type="checkbox"/> Other Qualification – Level not Known.
<input type="checkbox"/> Level 3	<input type="checkbox"/> Not Known
<input type="checkbox"/> Full Level 3 (e.g., 2 A, 4 AS levels or National Diploma)	<input type="checkbox"/> No Qualification
<input type="checkbox"/> Level 4 (e.g., Certificate of Higher Education)	

### PREVIOUS QUALIFICATION IN ENGLISH

<input type="checkbox"/> I do not hold any formal qualifications in ENGLISH.	<input type="checkbox"/> I hold a formal qualification in ENGLISH - please give details below: e.g., GCSE English Language grade D.
<i>Qualification held:</i>	

### PREVIOUS QUALIFICATION IN MATHS

<input type="checkbox"/> I do not hold any formal MATHS qualifications.	<input type="checkbox"/> I hold a formal MATHS qualification - please give details below: e.g., GCSE Maths grade D
<i>Qualification held:</i>	

### YOUR BACKGROUND- ETHNICITY

Keir Training and Recruitment has an Equal Opportunities Policy. We aim to ensure that unfair discrimination does not take place and that all students are catered for equally.  
To help us monitor the effectiveness of the policy, please complete this questionnaire by ticking the appropriate box

English/ Welsh/ Scottish/ Northern Irish/ British	<input type="checkbox"/>	Irish	<input type="checkbox"/>	Gypsy or Irish Traveller	<input type="checkbox"/>	Any other white background	<input type="checkbox"/>
White and Black Caribbean	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Any other mixed or multiple ethnic background	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>	African	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Any other Black / African or Caribbean background	<input type="checkbox"/>
Arab	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	Any other ethnic group:			

### DISABILITY OR LEARNING DIFFICULTY

I believe I have a learning difficulty, disability, or health problem: <b>(please select one or more below)</b>	<input type="checkbox"/>	I do not consider myself to have a learning difficulty, disability, or health problem:	<input type="checkbox"/>	I prefer not to say	<input type="checkbox"/>		
Visual impairment	<input type="checkbox"/>	Hearing impairment	<input type="checkbox"/>	Disability affecting mobility	<input type="checkbox"/>	Profound complex disabilities:	<input type="checkbox"/>
Social and emotional difficulties	<input type="checkbox"/>	Mental health difficulties	<input type="checkbox"/>	Moderate learning difficulty	<input type="checkbox"/>	Severe learning difficulty	<input type="checkbox"/>
Dyslexia	<input type="checkbox"/>	Dyscalculia	<input type="checkbox"/>	Autism spectrum disorder	<input type="checkbox"/>	Asperger's syndrome	<input type="checkbox"/>
Temporary disability after illness (e.g., post viral) or accident	<input type="checkbox"/>	Speech, Language, and Communication Needs	<input type="checkbox"/>	Other physical disability not stated here	<input type="checkbox"/>	Other specific learning difficulty (e.g., Dyspraxia)	<input type="checkbox"/>
Other medical condition (e.g., epilepsy, asthma, diabetes):	<input type="checkbox"/>	Other learning difficulty	<input type="checkbox"/>	Other disability	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
Not provided							

You may record more than one LDD and Health Problem, if so, please can you identify which is primary			
Do you have any other learning difficulties, disabilities, or health problems that you would like to make us aware of			
I would like to be contacted by the learning support team (if you have not already discussed your support needs)	<input type="checkbox"/>		

### EMPLOYMENT INFORMATION

<b>Your current employment status: - Are you:</b>							
<b>Not in paid employment</b>				<b>In paid employment</b>			
Looking for work and available to start work	<input type="checkbox"/>	Employed	<input type="checkbox"/>	Self employed	<input type="checkbox"/>		
Not looking for work and/or not available to start work/ retired	<input type="checkbox"/>						
<b>How long have you been out of paid employment?</b>				<b>How many hours per week do you work?</b>			
Less than 6 months	<input type="checkbox"/>	For 6-11 months	<input type="checkbox"/>	0 to 10 hours	<input type="checkbox"/>	11 to 20 hours	<input type="checkbox"/>
For 12-23 months	<input type="checkbox"/>	For 24-35 months	<input type="checkbox"/>	21 to 30 hours	<input type="checkbox"/>	31+ hours	<input type="checkbox"/>
For 36 months or more	<input type="checkbox"/>						
<b>Are you claiming any state benefit?</b>				<b>How long have you been in paid employment?</b>			
Universal Credit (UC)	<input type="checkbox"/>	0-3 months	<input type="checkbox"/>	4-6 months	<input type="checkbox"/>		
Job Seekers Allowance (JSA)	<input type="checkbox"/>	9-12 months	<input type="checkbox"/>	More than 12 months	<input type="checkbox"/>		
Employment and Support Allowance (ESA) Any Group	<input type="checkbox"/>						
Any other State benefit	<input type="checkbox"/>						

### COURSES

Code		Title		
Start Date		End date		
		Level/Unit		
Code		Title		
Start Date		End date		
		Level/Unit		
Code		Title		
Start Date		End date		
		Level/Unit		
<b>Tutor/Assessor Signature</b>				<b>Date</b>
Not required for Community learning Courses				

### SIGN UP FOR KEIR TRAINING AND RECRUITMENT LEARNING UPDATES AND INFORMATION

<b>Please select all preferred contact methods:</b>			
<input type="checkbox"/>	Post	<input type="checkbox"/>	Text
<input type="checkbox"/>	Email	<input type="checkbox"/>	Telephone
These options may be pre-ticked to indicate where you have given consent before. Please amend as appropriate.			

### How Did You Find Out About Keir Training & Recruitment

<input type="checkbox"/> Friends or relative	<input type="checkbox"/> Job Centre	<input type="checkbox"/> Leaflet
<input type="checkbox"/> Library	<input type="checkbox"/> Newspaper ad/article	<input type="checkbox"/> Social media (e.g Facebook/Twitter)
<input type="checkbox"/> Other (please specify): _____		

## DATA CONSENT AND PRIVACY NOTICE

### Keir Training & Recruitment Data consent

I agree that Keir Training & Recruitment can process my personal information and share it if required with: partners and organisations working with Keir Training & Recruitment (e.g. to deliver joint projects); training providers; employers and educational institutions in order to try and secure educational, employment/training opportunities or to help me progress with my career. I understand that Keir Training & Recruitment will retain copies of my work as evidence of achievement for funding purposes on my learner record. I understand that Keir Training & Recruitment will not share my personal information with anyone else other than those listed above unless they have good reason to believe that: safeguarding issues are involved; I or others are at imminent risk of serious harm; I require urgent medical treatment; the court has requested data; the Police have submitted a request as allowed by data protection legislation or where terrorism is a concern. I understand that I have the right to withdraw/amend my consent at any time. More information about how we use your personal data can be found here <https://www.keirtraining.com/privacy-policy/>.

### ESFA Privacy Notice - How We Use Your Personal Information

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/department-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>.

## DECLARATION AND LEARNING AGREEMENT

### Keir Training & Recruitment Data consent

I certify that all the information is true and accurate to the best of my knowledge. Unless otherwise stated, I have been a resident of the UK/EU/EEA for a minimum of 3 years. I have received sufficient information on the choice of course(s) and am satisfied that the course(s) listed above meet(s) my requirements. I understand that I am also signing up to the future progression of this learning programme, or subsequent transfers, as deemed academically appropriate to achieve my learning goals. These changes will constitute part of this learning agreement. I agree to adhere to the expectations of Keir Training & Recruitment as described in the Students' Charter, which can be found at: <https://www.keirtraining.com/about-us/#policies>.

I have read and understand the Keir Training & Recruitment data consent and ESFA Privacy Notice above.

Learner Signature

Date