



Enrolment Form and Learning Agreement 2022 – 23



Creative Academy Hub

part of the Capital City College Group

If you studied with us in the past please enter your Student Reference Number in the box below

Unique Learner Number (if known)

College Staff to complete Student Reference Number

Section 1: Personal Details

Please complete in block capitals and Click the relevant button where applicable

Sex (legal gender) Male Female Title (e.g Mr/Ms): What is your first language:

Please enter your name as it appears on official documents

Family Name or Surname:

Name(s): Preferred Name:

Date of Birth: DD / MM / YYYY Age on 31 August 2022: National Insurance No:

Do you live in London? Yes No In which Borough do you live?

Address:

When did you start living at this address, date, month and year in this format: DD / MM / YYYY If you have lived at this address since you were born please use your birth date.

Town/Country: Postcode:

Mobile No: Home Tel:

Email Address:

Emergency Contact Details/Next of Kin. 14-18 years old this needs to be your parent/carer/guardian.

Relationship to you Name Contact No:

Emergency Contact E-mail Address:

Second Emergency Contact Details where possible:

Relationship to you Name Contact No:

Emergency Contact E-mail Address:

Section 2: Support for your Learning Click the relevant button

We are committed to supporting people with learning difficulties and disabilities, mental health or other support needs

If you are aged 14 -18:

Have you recently left Local Authority Care? Yes No Prefer not to say
 Are you in the care of a Local Authority? Yes No Prefer not to say
 Did you receive free school meals in year 10 or 11? Yes No (If so, you may be eligible to continue to receive this support)

14 -18 and Adults: Do you need assistance during an emergency evacuation of the building? Yes No
 Do you have an Education Health Care Plan? Yes No

Do you consider yourself to have a learning difficulty and/or disability and/or health problem? Yes No

Enter 1 for your main difficulty or disability, 2 for all other difficulties or disabilities

- | | | |
|---|--|--|
| <input type="checkbox"/> Emotional/behavioural difficulties | <input type="checkbox"/> Severe learning difficulty | <input type="checkbox"/> Other physical difficulty |
| <input type="checkbox"/> Multiple disabilities | <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Other specific learning difficulty |
| <input type="checkbox"/> Multiple learning difficulties | <input type="checkbox"/> Dyscalculia | <input type="checkbox"/> Other medical condition (e.g. epilepsy, asthma, diabetes) |
| <input type="checkbox"/> Vision Impairment | <input type="checkbox"/> Autism spectrum disorder | <input type="checkbox"/> Other specific learning difficulty, (e.g. Dyspraxia) |
| <input type="checkbox"/> Hearing impairment | <input type="checkbox"/> Asperger's syndrome | <input type="checkbox"/> Other disability: <input type="text"/> |
| <input type="checkbox"/> Disability affecting mobility | <input type="checkbox"/> Temporary disability after illness (for example post-viral) or accident | <input type="checkbox"/> Other disability: <input type="text"/> |
| <input type="checkbox"/> Profound complex disabilities | <input type="checkbox"/> Speech, Language and Communication Needs | <input type="checkbox"/> Prefer not to say |
| <input type="checkbox"/> Social and emotional difficulties | | <input type="checkbox"/> Not provided |
| <input type="checkbox"/> Mental health difficulty | | |
| <input type="checkbox"/> Moderate learning difficulty | | |

Section 3: Ethnicity Click the relevant button that best describes your ethnic group

- | | | |
|--|---|--|
| <input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British | <input type="checkbox"/> Indian | <input type="checkbox"/> Arab |
| <input type="checkbox"/> Irish | <input type="checkbox"/> Pakistani | <input type="checkbox"/> Any other ethnic group <input type="text"/> |
| <input type="checkbox"/> Gypsy or Irish Traveller | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Not provided |
| <input type="checkbox"/> Any other white background | <input type="checkbox"/> Chinese | |
| <input type="checkbox"/> White and Black Caribbean | <input type="checkbox"/> Any other Asian background | |
| <input type="checkbox"/> White and Black African | <input type="checkbox"/> African | |
| <input type="checkbox"/> White and Asian | <input type="checkbox"/> Caribbean | |
| <input type="checkbox"/> Any other mixed/multi ethnic background | <input type="checkbox"/> Any other Black/African/Caribbean background | |

Section 4: Residency Assessment: Fee Assessor to complete this section with the Learner and record Supporting Evidence

Country of Birth

Documented Nationality according to your Official Document:

I have the right of abode and been resident in the UK for the last 3 years Yes No

If you have NOT lived in the UK for the 3 years before the start of your course, on which date did you arrive in the UK

Which Country did you live in?

What is your current residency status in the UK? Click the relevant button

- | | |
|--|--|
| <input type="checkbox"/> ACRS – Indefinite Leave to Remain (Afghan Citizens Resettlement Scheme ILR) (AEB only) | <input type="checkbox"/> Humanitarian protection |
| <input type="checkbox"/> ACRS – ARAP – Indefinite Leave to Remain (Afghan Relocation and Assistance Policy ILR) | <input type="checkbox"/> Indefinite Leave to Enter |
| <input type="checkbox"/> Asylum Seeker (Bail letter permits study) | <input type="checkbox"/> Indefinite Leave to Remain |
| <input type="checkbox"/> Asylum Seeker, in receipt of NASS and Bail letter permits study | <input type="checkbox"/> Irish Citizen |
| <input type="checkbox"/> British Citizen | <input type="checkbox"/> Leave Outside the Rules |
| <input type="checkbox"/> British Nationals evacuated from Afghanistan by UK government before 6 January 2022 | <input type="checkbox"/> Leave to Enter Exceptional with 3 years residency in the UK |
| <input type="checkbox"/> British Nationals evacuated from Afghanistan under Operation Pitting | <input type="checkbox"/> Leave to Remain Exceptional with 3 years residency in the UK |
| <input type="checkbox"/> Child of a Turkish Worker with 3 years residency in the UK or ECAA prior to 31st Dec 2020 | <input type="checkbox"/> Leave to Remain with 3 years residency in the UK |
| <input type="checkbox"/> Dependant Leave to Enter with evidence of Principal status in the UK, marriage or birth certificate and 3 years residency in the UK (NOT EUSS) | <input type="checkbox"/> Leave to Enter with 3 years residency in the UK |
| <input type="checkbox"/> Dependant Leave to Remain with evidence of Principal status in the UK, marriage or birth certificate and 3 years residency in the UK (NOT EUSS) | <input type="checkbox"/> Refugee |
| <input type="checkbox"/> EUSS Pre Settled status with 3 years residency in the EU/EEA/Switzerland and UK | <input type="checkbox"/> Section 67 of the Immigration Act 2016 Leave |
| <input type="checkbox"/> EUSS Settled status with 3 years residency in the EU/EEA/Switzerland and UK | <input type="checkbox"/> Self Employed visa |
| | <input type="checkbox"/> Short term study visa (International Team only) |
| | <input type="checkbox"/> Stateless and have lived in the UK for 3 years |
| | <input type="checkbox"/> Ukraine Extension Scheme |
| | <input type="checkbox"/> Ukraine Family Scheme |
| | <input type="checkbox"/> Ukraine Sponsorship Scheme (Homes for Ukraine) |
| | <input type="checkbox"/> The husband, wife, civil partner or child of a British resident who has 3 years residency in the UK |
| | <input type="checkbox"/> Tier 2 Visa <input type="checkbox"/> Tier 5 Visa |
| | <input type="checkbox"/> Visitor Visa for 6 month course (International Team only) |

For Office Use Only (Applicant please scan us copies for proof of residency)

Please state: Document reference/Passport (British and Irish citizens only) and Number/Visa

Issue date of passport/ visa/ biometric card:

DD / MM / YYYY

Expiry date of passport/ visa/ biometric card:

DD / MM / YYYY

Other residency documentation & notes. Please record supporting evidence in the box below e.g. Spouse/Civil Partner/Principal Details, Birth certificate/marriage certificate or Home Office Letter details and dates.

Status Home Overseas International Ineligible (Please click the relevant button)

Section 5: Employment Details Click the relevant button

Were you in full-time education or training prior to starting this course? Yes No

(a) Are you employed? Yes No If you ticked "no" move to the unemployment section (b)

Do you live in London and earn less than £21,547.50?

Yes No

Do you live outside London and earn less than £18,525?

Yes No

Were you employed the day before the start date of your course?

Yes No

If you ticked "no" move to the unemployment section (b)

In paid employment 0 to 10 hours per week

In paid employment 21 to 30 hours per week

In paid employment 11 to 20 hours per week

In paid employment 31+ hours per week

How long have you been employed?

Up to 3 months

4 – 6 months

7 – 12 months

More than 12 months

Are you self-employed Yes No

(b) If you were unemployed the day before the start of your course, were you?

Not in paid employment, looking and available to start work

Not in paid employment, not looking and/or available to start work

Were you made redundant? Yes No

How long have you been unemployed?

Less than 6 months

7 – 11 months

12 – 23 months

24 – 35 months

36+ months

Please indicate which benefit(s) you are in receipt of:

Job Seekers Allowance and not working (JSA) *Employment and Support Allowance (ESA)

*Income Support (IS)

*Universal Credit (UC)

I am studying to gain the skills to enter employment or progress into more sustainable employment

*You will be fully funded on funded courses up to level 2 and for some level 3 courses if you are working and in receipt of Universal Credit or Income Support and your take-home pay as recorded on your Universal Credit statement (disregarding Universal Credit payments and other benefits) is less than £345 a month (learner is sole adult in their benefit claim) or £552 a month (learner has a joint benefit claim with their partner) and; you wish to be employed or progress into more sustainable employment or; if you are earning less than the amounts stated above and your course is directly relevant to your employment prospects/local labour market needs.

For Office Use Only

Please state which Benefit/Low Wage, evidence seen and the date on the document:

Any fees will be paid by: No fees due Learner to pay Sponsor to pay Student Loans Company and evidence seen

Customer Reference Number (CRN)

Section 6: Marketing

Please tick this box if you are happy for us to use your picture freely in College marketing publicity.

Section 7: Household Situation

Please click the relevant button (you can select more than one box)

- No household member is in employment and the household includes one or more dependent children
 No household member is in employment and the household does not include any dependent children
 Learner lives in a single adult household with dependent children
 Learner has withheld this information
 None of HHS1, HHS2 or HHS3 applies

Section 8: Education and Qualifications

UCI (Unique Candidate Number):

Name of Previous School, College or University

Please enter your qualifications, including English and Maths qualifications below.
If you have no qualifications tick the no qualifications box.

Qualification				Qualification checked
Type or Level	Subject (eg childcare, media)	Year Achieved	Grade or Level	
Highest qualification to date			Below Level1/Level 2/Level 3 HNC/HND/FdA/BA/BSc/Post Grad (if you are not sure please ask your enrolling curriculum team for assistance)	Yes <input type="checkbox"/>
GCSE	English Language			Yes <input type="checkbox"/>
GCSE	Maths			Yes <input type="checkbox"/>
				Yes <input type="checkbox"/>
				Yes <input type="checkbox"/>

No Qualifications

Curriculum Staff Only Please use this box to record e.g. initial assessment results, reason why a learner may be repeating the same level of course, other curriculum information to support enrolment.

College Staff:

Please click the relevant button to the left of the highest level of qualification

I confirm that I have checked the learner's qualifications on entry, and their highest qualification level is:

- Entry Other Below Level 1 Level 1 Full Level 2 Full Level 3 Level 4 Level 5
 Level 6 Level 7+ Other Not Known

Name and Signature of College Staff:

Section 9: Safeguarding For Office Use Only

Do you have any relevant unspent criminal convictions? Yes No

Note: Relevant means offences against the person, whether of a violent or sexual nature, and convictions involving unlawful supplying or possessions of controlled drugs or substances. If you declare that, you have a conviction you will be asked to complete a separate information sheet. This is to help us assess any potential risk to yourself or others in the College. Having a criminal record will not necessarily prevent you from studying at the College, but that will depend on the course you choose and the circumstances of your offence. If you do not disclose a relevant conviction, which is ultimately discovered, this could result in you being excluded from the College. Where "Yes" has been ticked, Safeguarding Officer to sign confirming we can enrol this applicant.

Section 10: Course Information Staff Use Only

Do you have access to a PC/Laptop/Wifi at home?

Yes No

Please type the course code/s and title of course		Fee code		Please type the course code/s and title of course		Fee code	
		Source of fee				Source of fee	
		Sub total	£			Sub total	£
Special start date	Special end date			Special start date	Special end date		
DD / MM / YYYY	DD / MM / YYYY			DD / MM / YYYY	DD / MM / YYYY		
Please type the course code/s and title of course		Fee code		Please type the course code/s and title of course		Fee code	
		Source of fee				Source of fee	
		Sub total	£			Sub total	£
		Total	£			Payment Method	
Special start date	Special end date			Special start date	Special end date		
DD / MM / YYYY	DD / MM / YYYY			DD / MM / YYYY	DD / MM / YYYY		
				Academic/Vocational Interviewer			
		Name: <input type="text"/>		Date: <input type="text"/>		Signature: <input type="text"/>	

Main provider: Capital City College Group

Subcontractor:

Section 11: Learning Agreement and Declaration – Important: All Learners Must Read and Sign

HOW WE USE YOUR PERSONAL INFORMATION

Privacy Notice for Greater London Authority AEB Funding

The Greater London Authority (GLA) is London's regional government. The Mayor of London provides City wide leadership, and the London Assembly is a watchdog for London responsible for holding the Mayor and his advisers to public account. Find out more about what we do and who we work with at www.london.gov.uk. The Mayor of London is responsible for the Adult Education Budget (AEB) in London and the funding provided for your course. This funding is being used to 'match fund' a European Social Fund (ESF) programme for residents in Greater London. The majority of the information provided by you in this Enrolment Form is collected by Education and Skills Funding Agency (ESFA) under its privacy notice (see below). This information is shared with the GLA, which operates as a data controller of your personal data under relevant data protection law. The GLA is required to process your personal data to enable it to carry out its functions and statutory responsibilities including reporting to the Department of Work and Pensions (DWP) on the 'match funding' of ESF programmes. In addition, the GLA collects some supplementary information to comply with ESF requirements, for which the DWP is the data controller. Information about use of and access to your personal data held by the GLA, details of organisations with whom the GLA regularly share data, information about how long the GLA retain your data, and how to exercise your rights is set out in the GLA AEB Procured Privacy Notice: https://www.london.gov.uk/sites/default/files/guidance_on_aeb_procured_privacy_notice_for_enrolment_form.pdf

The ESFA's Privacy Notice

The ESFA has issued this privacy notice, on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes. Your information may be used for education, training, employment and well-being related purposes, including for research. The DfE and the English ESF Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training. Your information may also be shared with other third parties for the above purposes, but only where the law allows it, and the sharing is in compliance with data protection legislation.

Further information about use of and access to your personal data held by the ESFA, details of organisations with whom it regularly shares data, information about how long it retains your data, and how to change your consent to being contacted, please view the ESFA: privacy notice <https://www.gov.uk/government/publications/esfa-privacy-notice>

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>

CCCG Learning Agreement Declaration

I confirm that I have received sufficient guidance from the College about: the choice of courses available to me; course entry requirements; my suitability for the course; the financial and learning support available to me, as appropriate.

I understand the College reserves the right to amend course arrangements as published, and merge or close classes if learner numbers cease to be viable. I agree to abide by the College's policies and procedures and Learner Code of Conduct (available at induction). I understand any breaches of these may result in disciplinary action being taken against me and my learning agreement terminated.

I agree to provide evidence of eligibility to study with us including evidence of 3 years residency.

I understand that it is my responsibility to pay the fees for my course(s) unless I meet the concessionary criteria or have funding from another source. I accept that where it has been agreed that I may pay my fees by instalments, I shall make payments due in full and on time, and that the College will pursue late or non-payment of fees, except in respect of death or personal injury caused by College negligence, the College's total liability to me, whether in contract, tort, negligence, breach of statutory duty or otherwise, shall not exceed the amount of fees paid to the College by me or on my behalf in the academic year in which the circumstances leading to my claim arise. I understand that if I am paying for my course with an Advanced Learner Loan (ALL) or Student Finance England Higher Education Loan (SFE) and I am deemed ineligible I will be liable to pay the fees myself to remain on the course. If I am paying for my course with an ALL or SFE loan and I withdraw from my course I understand that CCCG will claim fees for your course from the Loans Company up to the date that I withdraw. Whether I am self-funding my course in full or part and I withdraw, it is at the discretion of the College as to whether I am charged for the remainder of the fees for my course. This will be dependent on the reason for my withdrawal and at what point in the academic year I withdraw. Please refer to our Fees Policy available at <https://www.capitalccg.ac.uk/about-us/policies-reports-and-strategies>

I understand if I need more details about the College's Fees Policy, I can request this information from the College. I formally accept the learning programme specified on this form and confirm that all the information supplied on this form is correct. I understand if I have declared false information the College will take action against me to reclaim course fees and any associated costs. I give my consent to the College to record and process the information contained in this form where the College complies with its obligations under the GDPR guidelines.

CCCG processing includes the use of CCTV to maintain the security of the premises, to prevent, detect and investigate crime. CCCG reserves the right to contact parents/guardians/carers with parental responsibility for learners under the age of 18 on 31/08/2022 regarding but not exclusive to attendance, progression, discipline and any other matters. Parental responsibility is defined in Section 3 (1) of the Children Act 1989. Further information on your rights is available at: <https://ico.org.uk>

By signing this form, I am giving consent for CCCG to process my enrolment in line with the guidance above. I have read and accept the terms of Capital City College Group's Privacy Policy.

A full version of the College's Privacy Notice and Capital City College Group Student Privacy Notice is available on our web site at:

<https://www.capitalccg.ac.uk/about-us/policies-reports-and-strategies>

I agree to be contacted for other purposes by ticking any of the following boxes: About Courses or Learning Opportunities For surveys and research: By Post By Tel By E-Mail

Learner Signature	Staff Signature	DD / MM / YYYY
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