LEARNHOUNSLOW

# Enrolment Form and Learning Agreement 2025/26

If you need help with this form please ask at reception.

All sections must be completed, failure to do so may delay your enrolment. Please use **BLOCK CAPITALS**.

**Have you ever studied with us before?**

☐ Yes ☐ No

For office use only

MIS no: if known

## Personal details

☐ Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other

First name

Middle name

Surname
(last name)

Date of birth DD/MM/YYYY

**(You must provide your date of birth to be enrolled on a course)**

**Gender** ☐ Male ☐ Female

Home tel

Mobile no

National Insurance number:

**Your current permanent UK address**

Post code

Have you lived at any other postcode in the last 5 years?

If so, please provide postcode

**Emergency contact details**

First name

Surname

Phone number

From time to time we may need to send you information concerning any changes to your course.

Email

## Employment details

☐ **Employed**

**Working hours per week.**

**If you are employed, length of employment:**

☐ up to 3 months

☐ 4-6 months

☐ 7-12 months

☐ Over 12 months

☐ **Unemployed and looking for work**

☐ **Not employed - not looking for work/retired**

**If you are unemployed, length of unemployment:**

☐ Less than 6 months

☐ Between 6 and 11 months

☐ Between 12 and 23 months

☐ Between 24 and 35 months

☐ 36 months or more

## Eligibility

Please note, Level 3 courses are for **London residents** only. You must be aged 19 or over by 31st August 2025 and one of the following...

- ☐ **London Resident** with permission to stay for at least 12 months on first day of learning with right of abode or pre-settled/settled status under EUSS on the first day of learning.

**Or**

- ☐ UK Resident for the last three years/

**Or with a specific status such as:**

- ☐ Refugee status
- ☐ Discretionary leave to enter or remain
- ☐ Exceptional leave to enter or remain
- ☐ Indefinite leave to enter or remain)
- ☐ Humanitarian protection
- ☐ The husband, wife, civil partner or child of any of the above
- ☐ Ukrainian Family, Homes or Extension Schemes, Afghan ACRS and ARAP Schemes
- ☐ Asylum Seeker (resident 6 months+)

**Or other (to be completed by staff):**

## Ethnic monitoring

**Please tick the box appropriate to you:**

**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 ☐ Black or British – African
- 37 ☐ White and Asian
- 38 ☐ Any other mixed background

**Asian/Asian British**

- 39 ☐ Indian
- 40 ☐ Pakistani
- 41 ☐ Bangladeshi
- 42 ☐ Chinese
- 43 ☐ Any other Asian background

**Black/African/Caribbean/Black British**

- 44 ☐ African
- 45 ☐ Caribbean
- 46 ☐ Any other Black/African/Caribbean background

**Other**

- 47 ☐ Arab
- 48 ☐ Any other ethnic group

## Prior attainments/qualifications

Please tick your highest qualification/attainment prior to starting the course.

☐ None ☐ Entry level ☐ Level 1

☐ Full Level 2 (5 GCSEs grade 4/C or above)

☐ Full Level 3 (2 A levels or equivalent)

Other

## Disability or learning difficulty

We endeavour to provide support to students with any disability or learning difficulty. You can contact the learning support team, in confidence, on **020 8583 6000**.

Do you require assistance leaving the building in case of emergency?

☐ Yes ☐ No

Do you require assistance in class or within the centre?

☐ Yes ☐ No

Do you have a disability or learning difficulty?

☐ Yes ☐ No

If yes, please tick below any which apply to you:

- ☐ Visual Impairment
- ☐ Hearing impairment
- ☐ Disability affecting mobility
- ☐ Profound complex disabilities
- ☐ Social and emotional difficulties
- ☐ Mental health difficulty
- ☐ Moderate learning difficulty
- ☐ Severe learning difficulty
- ☐ Dyslexia
- ☐ Dyscalculia
- ☐ Autism Spectrum Disorder
- ☐ Speech, language and communication needs
- ☐ Other please specify

**If you have a disability but do not require any assistance please tick this box** ☐

## Enrolment details

Please give details of the course(s) you wish to attend:

| Course Code | Course title | Venue | Fee (£) | Reason code |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | **Total fee £** | 0 | |

**Please select a reason code for each course by writing one of the following numbers in the 'reason code' column:**

1. Engaging in learning or building confidence.
2. Preparation for further learning.
3. Preparation for employment.
4. Improving essential skills (English, ESOL, maths, digital skills).
5. Equipping parents/carers to support children's learning.
6. Health and well-being.
7. Developing stronger communities.

## Concessionary entitlement

**EARNINGS THRESHOLD**

The Earnings Threshold enables learners to be fully funded if they earn below either the London Living Wage (if London Resident) or £25,000 a year (non-London). The threshold includes learners who are unemployed, employed or self-employed

Additional financial help may be available from our Discretionary Learner Support Fund. Please ask for details at interview.

**Your benefit status:**

- ☐ Job Seekers Allowance (JSA)
- ☐ Employment and Support Allowance – Work Related Activity Group (WRAG)
- ☐ Universal Credit
- ☐ Other please state

**Choose one of the following:**

- ☐ Earning less than the London Living Wage (currently £27,007.50 gross annually) (London residents).
- ☐ Earning less than £25,000 (Non-London residents)

**Proof of entitlement must be current, a benefit letter or wage slip/employment contract detailing salary, no more than three months before date of enrolment.**

**LONDON RESIDENTS ONLY: Out of work and not in receipt of benefits:**

At our discretion, we are now able to fully fund learners (10% fee for Community Learning courses) who are out of work and are not in receipt of benefits and who are evidenced as:

- ☐ wanting to be employed, and/or
- ☐ are seeking exceptional support with social integration including those with no recourse to public funds

**If this applies to you, please tick the relevant status/s (for further clarification, please do ask).**

**Self declaration signature**

Date DD/MM/YYYY

**Form continues overleaf**

## Student Learning Agreement

☐ I wish to be sent information about Learn Hounslow's courses and events.

You must sign so we can process the application.
I declare that:

» I have received sufficient information and guidance about the course I am going to do and believe it is at the right level for me.

» I know the cost of the course and the policy on refunds and transfers.

» I know that Learn Hounslow can close the course or combine it with another.

» I will inform Learn Hounslow of any changes that might affect my right to a concessionary fee.

» The information I have given is true and accurate

» I agree to abide by the terms of the student charter (available from centres).

» I understand that the information I have given is held by Learn Hounslow in its original, electronic and other formats and that it will be used by Learn Hounslow staff for enrolment and reporting purposes.

**I have completed all sections of this form.**

I confirm, I have been provided with copy of Privacy Notices in relation to my enrolment and I agree to share this information with relevant bodies.

Applicant signature

Date DD/MM/YYYY

**I have checked the learner meets the eligibility criteria for funding.**

Staff signature

Date DD/MM/YYYY

## Refunds

For more information on refunds please see the prospectus or speak with a member of staff.

**To help us target our resources effectively please tell us where you heard about the course. You can tick more than one if applicable:**

- ☐ Course Search website
- ☐ LearnHounslow prospectus
- ☐ Social Media
- ☐ Out of home advertising e.g., bus stop digital screens
- ☐ WorkHounslow
- ☐ Other (please provide details)
- ☐ Council E-newsletter
- ☐ Flyer/Poster
- ☐ Hounslow Connect
- ☐ Library
- ☐ Previous student
- ☐ Word of mouth

### WHY DO WE ASK SO MANY QUESTIONS?

The Education and Skills Funding Agency and The Mayor of London fund our courses, and a condition of this funding is to supply learner data that demonstrates that we are using the money correctly. We also need to know who our learners are so we can plan our programme to suit the needs of everyone.

## ILR Privacy Notice

This privacy notice is issued 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 UK 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 each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money 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**

» 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**

Clear form | Email form