



**NORTH  
HERTFORDSHIRE  
COLLEGE**

Part of the Hart Learning Group

## ENROLMENT AND LEARNING AGREEMENT FORM

2020 | 21

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First name(s):

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Last name:

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Student number:

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ULN:

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Please complete all sections with a ballpoint pen using BLOCK CAPITALS.

**LEARNER:** Please complete sections 1-9.

**COLLEGE:** Complete section 10-14 with the learner.

**SECTION 14:** Must be signed by learner and college.

PLEASE ATTACH  
COURSE LABEL  
HERE

Course code:

PLEASE ATTACH  
COURSE LABEL  
HERE

Course code:

PLEASE ATTACH  
COURSE LABEL  
HERE

Course code:

PLEASE ATTACH  
COURSE LABEL  
HERE

Course code:

## 1A PERSONAL INFORMATION

Mr     Mrs     Miss     Ms     Other

First name:

Last name:

Known as:

Address:

Postcode:

Home telephone number:

Mobile number:

Email:

Date of birth:

Age at 31/08/2020:

Female     Male

National Insurance number :

Do you have any unspent convictions /pending convictions?

Yes ( A yes answer does not automatically exclude your application )

No

Are you studying elsewhere?     Yes     No

If yes, provide details

Were you entitled to access arrangements at your previous institution?

Yes

No

If yes, what is the name of your previous institution?

Do you give us permission to contact your previous institution to obtain a copy of the access report?

Yes

No

**Where did you hear about North Hertfordshire College?**

## 1B NEXT OF KIN

Next of kin name:

Relationship to you:

Their email:

Their home telephone number:

**Contact 1**

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Name:	Relationship to you:
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Address:	Postcode:
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Home telephone number:	Mobile:
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Email:	
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**Contact 2**

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Name:	Relationship to you:
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Address:	Postcode:
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Home telephone number:	Mobile:
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Email:	
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## 2A RESIDENCY Section 1

Country of birth:

Nationality:

What is your country of residence (where you live now):

Have you lived in the UK or EEA for the last 3 years?  Yes (continue to section 3)  No

If No, in which country did you live in: From: To:

When did you arrive in the UK? From:

Is there any limit on your stay in the UK?  Yes  No

If Yes, when does your Visa expire? Date:

## 2B RESIDENCY Section 2

### Do you have:

(Please tick all that apply and attach a copy of all documentation. We may need to contact you for more information)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Asylum seeker status                         | <input type="checkbox"/> British citizenship/certificate of entitlement | <input type="checkbox"/> Discretionary leave to enter or remain                |
| <input type="checkbox"/> Exceptional leave to enter or remain         | <input type="checkbox"/> Humanitarian protection                        | <input type="checkbox"/> Indefinite leave to enter or remain                   |
| <input type="checkbox"/> Leave outside the rules                      | <input type="checkbox"/> Refugee status                                 | <input type="checkbox"/> Husband, wife, civil partner or child of any of these |
| <input type="checkbox"/> Section 67 of the Immigration Act 2016 leave | <input type="checkbox"/> Calias leave to remain                         | <input type="checkbox"/> Stateless leave                                       |

## 3 ETHNICITY

**Asian/Asian British**  Indian 39  Pakistani 40  Bangladeshi 41

Chinese 42  Other Asian background 43

**Black/Black British**  African 44  Caribbean 45  Other black background 46

**Mixed Ethnic background**  White and Black Caribbean 35  White and Black African 36

White and Asian 3  Other mixed ethnic background 38

**White**  English/Welsh/Scottish/Northern Irish 31  Irish 32

Gypsy or Irish traveller 33  Other white background 34

**Other Ethnic**  Arab 47  Any other ethnic group 98

## 4 EQUALITY ANALYSIS

Completing this section will help us to get an accurate picture of our student population. This allows us to make sure the College community is supportive and will give everyone the best possible chance to succeed.

### Are you:

(Please tick one that applies)

- Bisexual    Heterosexual/straight    Gay woman/ lesbian    Gay man
- Prefer not to say    Other (please specify)

### Are you:

(Please tick one that applies)

- Buddhist    Christian    Jewish    Hindu    Muslim    Sikh
- Non-religious    Prefer not to say    Other (please specify)

Is your gender the same as you were assigned at birth?    Yes    No

Is English your first language?    Yes    No

Please tell us the language you speak at home:

## 5. CARE - MORE ABOUT YOU

Are you a care leaver or currently in care (eg children's home/foster care)?    Yes    No

Do you care for someone else?    Yes    No

If **yes**, please tick the appropriate box below.   If **no**, please move to section 6

Parent of child under 18    Care for child under 18    Young carer (under 18 and have a care responsibility)

Carer (over 19 and have a care responsibility for an older person)

Do you have a social worker?    Yes    No

If **yes**, please specify below.   If **no**, please move to section 6

Please specify:

## 6. HOUSEHOLD SITUATION

- 01 No household member in employment, the household includes one or more dependent children
- 02 No household member in employment, the household does not include any dependent children
- 03 Single adult household with dependent children
- 98 Prefer not to say
- 99 None of the above apply

## 7 SUPPORT FOR YOUR LEARNING

We offer a range of additional support to help you achieve to the best of your ability. Please tell us what support you may need. This information will be treated as confidential and will only be used to help us ensure you get the support you need on your course. Completing this section will not affect you getting onto a course.

Do you have an Educational Healthcare Plan (EHCP)?  Yes  No

Did you use to receive free school meals?  Yes  No

### Learning difficulty/disability/health problem

- |  |  |
|--|--|
| <input type="checkbox"/> 4 Vision impairment                 | <input type="checkbox"/> 14 Autism spectrum disorder                 |
| <input type="checkbox"/> 5 Hearing impairment                | <input type="checkbox"/> 15 Asperger's syndrome                      |
| <input type="checkbox"/> 6 Disability affecting mobility     | <input type="checkbox"/> 16 Temporary disability after illness       |
| <input type="checkbox"/> 7 Profound complex disabilities     | <input type="checkbox"/> 93 Other physical disability                |
| <input type="checkbox"/> 8 Social and emotional difficulties | <input type="checkbox"/> 94 Other specific learning difficulty       |
| <input type="checkbox"/> 9 Mental health difficulty          | <input type="checkbox"/> 95 Other medical condition                  |
| <input type="checkbox"/> 10 Moderate learning difficulty     | <input type="checkbox"/> 96 Other learning difficulty                |
| <input type="checkbox"/> 11 Severe learning difficulty       | <input type="checkbox"/> 97 Other disability                         |
| <input type="checkbox"/> 12 Dyslexia                         | <input type="checkbox"/> 98 Prefer not to say                        |
| <input type="checkbox"/> 13 Dyscalculia                      | <input type="checkbox"/> 17 Speech, language and communication needs |

What is your primary learning difficulty, disability or health problem? Please indicate in the space below.

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## 8 PRIOR QUALIFICATIONS

Using the descriptions below, please tick all appropriate qualifications attained.

09 Entry

11 Level 5

07 Other qualifications below level 1

12 Level 6

01 Level 1

13 Level 7 and above

02 Level 2

97 Other qualification level not known

03 Level 3

99 No qualifications

10 Level 4

GCSE English (actual grade)

GCSE Maths (actual grade)

### Prior attainment description

Level 1: GCSE/O Level (5 or more at grades D-G (1-3) or fewer than 5 at grades A-C (4-9), 1 AS Level, NVQ Level 1, GNVQ foundation, BTEC first certificate)

Level 2: 5+ O Level/GCSE grades A-C (4-9), NVQ Level 2, Intermediate GNVQ, 1 A-Level, 2/3 AS Levels, BTEC 1st Diploma 5+ GCSE grades A-C

Level 3: 2+ A-Levels, 4+ AS Levels, NVQ Level 3, Advanced GNVQ, BTEC National Cert/Diploma

Level 4: HNC, NVQ Level 4, Certificate of Higher Education, QCF Award/Certificate/Diploma Level 4

Level 5: HND, Foundation Degree, QFC Award/Certificate/Diploma Level 5

Level 6: Bachelors Degree, QCF Award/Certificate/Diploma Level 6

Level 7: QCF Award/Certificate/Diploma Level 7 or 8, Masters Degree, Postgraduate Certificate and Diploma

## 9 EMPLOYMENT STATUS

Employed

Self-Employed

0 - 10 hours a week

11- 20 hours a week

21 - 30 hours a week

31+ hours a week

Date commenced current employment:

Not employed

Not in paid employment and looking for work

Not in paid employment and not looking for work

In full-time education prior to the start of the course

### How long have you been unemployed?

Less than 6 months

6-11 months

12-23 months

24-35 months

36 months or more

## 10 FEE REMISSION

If any of the below apply to you then there may be a chance of fee remission. For those eligible for the fee remission, proof will be required. Please tick below which applies and then complete a separate self declaration form:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> 16-18 year old (self declaration form not required) | <input type="checkbox"/> Level 1 (19-23 only) excluding ESOL |  |
| <input type="checkbox"/> Level 2 (19-23 only)                                | <input type="checkbox"/> Level 3 (19-23 only)                | <input type="checkbox"/> Maths and English (inc GCSEs) |
| <input type="checkbox"/> Job Seekers' Allowance                              | <input type="checkbox"/> Universal Credit                    | <input type="checkbox"/> Employment Support Allowance  |

Other benefits (please specify):

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## 11 COURSE FEES AND METHOD OF PAYMENT

Please tick the option that applies:

- |   |  |                                  |
|---|--|----------------------------------|
| <input type="checkbox"/> Paying your own fees                     | <input type="checkbox"/> Advanced Learning Loan    | <input type="checkbox"/> HE loan |
| <input type="checkbox"/> Paying fees and recovering from employer | <input type="checkbox"/> Employer paying for fees* |                                  |

\*Letter of authorisation must be attached to this form

### Payment

Full course fees	Fee remission	Additional fees	Admin fees	Total payable
£	£	£	£	£
			Amount paid:	£
			Balance owing:	£
			Method of payment:	

### Instalments

Number of instalments:  2  4  6      Sponsor code:

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**Photographic permissions**

At times we may take photographs or film students for publicity purposes. These images may appear in printed publications, on our website and social media sites. We may also send them to news / media. Please note that websites can be viewed globally and not just in the UK where UK law applies.

For a period of no more than five years after the course has been completed can we use your image(s) or those of your child(ren) (if under 16) in publicity material produced by North Hertfordshire College, including printed publications, videos and our website or as part of publicity material about our services to external media including the local press.

Please tick one.  Yes  No

## 13 DATA PROTECTION

**Data Protection Act 2018**

North Hertfordshire College collects personal data and information about all our staff and learners. We do this in order to fulfil our statutory powers to provide education and training services to you, to ensure the safety and welfare of our students and staff, to carry out our employment obligations, or to meet statutory and regulatory reporting requirements.

Personal data includes obvious things such as your name, age, gender, address and other contact details, and information about your previous education and learning, but it also covers information such as CCTV images or biometric data.

Some of your personal data is defined as 'special category' or 'sensitive'. This covers data about your health, race and ethnicity, politics, sexuality, trade union membership or religion. This information is kept more securely and is only available if people need to know about it – for example, to protect your health and well-being.

In general, we do not need your consent to process your personal data, as we cannot fulfil our statutory powers or meet our statutory obligations without doing so.

Where consent is needed, for example, in relation to the processing of some photographic images, any consent you give in section 13 below may be withdrawn at any time by contacting the data team, [enrol@nhc.ac.uk](mailto:enrol@nhc.ac.uk).

**How we use your personal information****Education and Skills Funding Agency**

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). 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 European Social Fund (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, and details of organisations with whom we regularly share data are available at: [www.gov.uk/government/publications/esfa-privacy-notice](http://www.gov.uk/government/publications/esfa-privacy-notice).

For further information relating to our funding partners, data protection and fair processing policies, please visit our website <http://www.nhc.ac.uk/how-we-use-your-data/>

North Hertfordshire College, its funding agencies or partners may wish to contact you from time to time.

Please tick here if you **DO** agree to be contacted:

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For courses and learning opportunities       For market research and surveys

By post     By email     By SMS     By telephone

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I agree to North Hertfordshire College collecting, recording and processing my personal data as contained in this form, or other data or images which North Hertfordshire College may obtain from me or other relevant agencies whilst I am a learner. I agree that the College will process such data only for purposes connected to my studies or my health and safety while on the premises or for other statutory purposes.

The information to be recorded and processed (at the date of this agreement) has been completed by me and I confirm that it is correct. I also note that you may need to process sensitive personal data on me in respect of any special needs I may have, to enable you to deliver the agreed course properly and to have proper regard for my health, safety and well-being whilst I am a learner with you. This will enable you to fulfil your obligations to me under this learner agreement and as required by law, and I consent to such use.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at: **[www.gov.uk/government/publications/esfa-privacy-notice](http://www.gov.uk/government/publications/esfa-privacy-notice)**.

For further information relating to our funding partners, data protection and fair processing policies, please visit our website **<http://www.nhc.ac.uk/how-we-use-your-data/>**

Please be aware that this provision has either been directly or indirectly part funded by the European Social fund – helping develop employment by promoting employability, business spirit and equal opportunities and investing in human resources.

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Student signature:

Date:

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Staff signature:

Staff name:

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**COLLEGE USE ONLY**

**ID verification** (to be completed by Staff Member)

**UK/EU resident**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> UK Passport          | <input type="checkbox"/> EU Passport               | <input type="checkbox"/> EU ID card   |
| <input type="checkbox"/> UK Birth Certificate | <input type="checkbox"/> National Insurance number | <input type="checkbox"/> Driving licence<br>(For ID verification only, not to be used for residency checks) |

Document number:

Issue date:

Expiry date:

**Non EU National**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Right of abode  | <input type="checkbox"/> Asylum seeker   | <input type="checkbox"/> Discretionary leave to enter or remain       |
| <input type="checkbox"/> Exceptional leave to enter or remain                  |  | <input type="checkbox"/> Indefinite leave to enter or remain          |
| <input type="checkbox"/> Humanitarian protection                               | <input type="checkbox"/> Refugee status  | <input type="checkbox"/> Leave outside the rules                      |
| <input type="checkbox"/> Husband, wife, civil partner or child of any of these |  | <input type="checkbox"/> Section 67 of the Immigration Act 2016 leave |
| <input type="checkbox"/> Calais leave to remain                                | <input type="checkbox"/> Stateless leave |   |

Type of document:

Document number:

Issue date:

Expiry date:

Staff member's name (Print name in capitals please):

Signed on behalf of Hart Learning Group:

