

Title: Mr Mrs Ms Miss Other:		Date of Birth:	
		Male	Female
		Other	
Forename(s):		Surname/Family Name:	
Home Address:		Phone Numbers:	
		Email:	
Postcode:	Postcode check: N-D D	Would you like to join our course brochure mailing list? Yes No	
What is your nationality?		Please select an option below that best describes your ethnic group/background:	
If you would like to nominate someone for us to contact in an emergency, please give their details below: Name: Relationship to you: Contact Number(s):		White English/Welsh/Scottish/ Northern Irish/British Irish Gypsy or Irish Traveller Any other White background	Black / African / Caribbean / Black British African Caribbean Any other Black / African / Caribbean background
Have you been living in the UK or EEA as a permanent resident for the past 3 years (or are a member of, or dependent of a member of, the British Armed Forces)? <i>If your answer is 'no', please contact us for more information.</i> Yes No - please specify:		Mixed / Multiple Ethnic Groups White and Black Caribbean White and Black African White and Asian Any other Mixed / Multiple Ethnic background	Other Ethnic Group Arab Any other Ethnic group Other:
How did you hear about us? Our website Facebook Twitter Instagram Word of mouth Returning learner Course brochure (emailed) Course brochure (printed) Other – please specify:		Asian / Asian British Indian Pakistani Bangladeshi Chinese Any other Asian background	I am a Ukrainian refugee: Living with family Living with a host Living independently I am a care leaver I am a member or veteran of the Armed Forces
Do you have a difficulty that may affect your learning? Yes (please specify below) No			
Vision Hearing Other physical disability Mobility Temporary disability after illness Dyslexia Moderate Learning Difficulty Social & Emotional Speech, Language & Communication Asperger's Syndrome Autism Spectrum Disorder Mental Health Prefer not to say Other specific learning difficulty or medical condition (please describe)			
If your answer is 'yes', please also discuss your additional needs with your tutor or contact reception to discuss with an advisor.			
Privacy Notice 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. 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 ILR learner data for 3 years for operational purposes and 66 years for 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-ilor 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 ESFA Privacy Notice (https://www.gov.uk/government/publications/esfa-privacy-notice)			
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:			
<ul style="list-style-type: none"> Using our online contact form https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter By telephoning the DfE Helpline on 0370 000 2288 Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD 			
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 (Jan 22)			

Payment Information

Please call 01572 758 122 to pay by card.

Cheques should be made payable to Rutland County Council.

Please note: refunds are only available up to 1 week before the start date, unless covered by the Refunds Policy.

If claiming fee remission:

I have a gross household income of less than £27,000 per year

I am in receipt of qualifying state benefits, or the unwaged dependent of someone in receipt (Child Tax Credits do not apply)

Receiving payments for: (tick all that apply)

JSA ESA Council Tax Benefit Working Tax Credits Universal Credit
Income Support Pensions Guarantee Credit

Declarations

I have been made aware of the **Privacy Notice** above

I declare that the information given is **accurate** at the time of completing this form and will undertake to inform Rutland Adult Learning should there be any changes to my circumstances during the period of learning.

I agree to the use of my information above to be **contacted** regarding: courses or learning opportunities surveys and research
My preferred method of contact is: email phone post

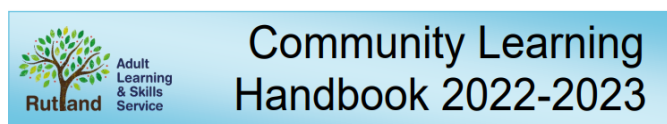
I agree to the **terms and conditions** of the Learning Agreement in the Learner Handbook including the ICT Code of Conduct and understand that failure to comply with this agreement may result in losing your place on a course, with no refund. *Please ask if you would like a copy of this to read before completing your enrolment.*

I understand that a **separate record of my enrolments and transactions** will be kept accurately and up to date by RALSS and that I can view this, on request, in order to verify these details.

Learner Name / Signature:

Staff name:

Date:



[Learner Handbook \(click here to open\)](#)

I agree to read the contents and retain the booklet for reference until the end of my course(s) and understand that I am able to access the remaining policies from the RALSS website (www.ralss.org.uk) or on request from the Reception Office.

Please complete, sign and return this form to adultlearning@rutland.gov.uk or
Rutland Adult Learning, Unit 16a, Gate 2, Oakham Enterprise Park, Ashwell Road, Oakham, LE15 7TU

Your place is not secure until payment has been received.

If anything on this form is unclear, or you would like help or advice about completing the form, fee remission or support, please call us on 01572 758122 to speak to our enrolment staff. More course information or advice is also available if needed.