

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other:		Date of Birth:		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Forename(s):			Surname/Family Name:		
Home Address:			Landline:		
			Mobile:		
			Email:		
(Admin only) <input type="checkbox"/> Non-devolved <input type="checkbox"/> Devolved			Would you like to join our mailing list? <input type="checkbox"/> Yes <input type="checkbox"/> No		
National Insurance number:					
Are you ordinarily resident in the United Kingdom on your first day of learning? <input type="checkbox"/> Yes <input type="checkbox"/> No - <i>please discuss this with us</i>					
Emergency Contact Details <i>[OPTIONAL]</i>			What is your ethnicity?		
Name:			<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> White <input type="checkbox"/> English/Welsh/Scottish/ Northern Irish/British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy or Irish Traveller <input type="checkbox"/> Any other White background </div> <div style="width: 48%;"> Asian / Asian British <input type="checkbox"/> Indian <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background </div> </div>		
Relationship to me:					
Phone number(s):					
How did you hear about Adult Learning?			<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> Mixed / Multiple ethnic group <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 / Multiple Ethnic background Other ethnic group <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group </div> <div style="width: 48%;"> Black / African / Caribbean / Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black / African / Caribbean background </div> </div>		
<input type="checkbox"/> Internet search <input type="checkbox"/> Word of mouth <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> Instagram <input type="checkbox"/> Printed course guide <input type="checkbox"/> Emailed course guide <input type="checkbox"/> I am a returning learner <input type="checkbox"/> My employer <input type="checkbox"/> Other – please specify:					
Do you have a difficulty, disability or health problem? <input type="checkbox"/> Yes (please specify below) <input type="checkbox"/> No					
If 'yes', do you have or have you had an EHCP, Statement of Special Educational Needs or similar? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<input type="checkbox"/> Vision <input type="checkbox"/> Hearing <input type="checkbox"/> Mobility <input type="checkbox"/> Profound complex disabilities <input type="checkbox"/> Social and emotional difficulties <input type="checkbox"/> Mental health difficulty <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"/> Speech, Language and Communication <input type="checkbox"/> Down Syndrome <input type="checkbox"/> Temporary disability after illness <input type="checkbox"/> Other specific learning difficulty <input type="checkbox"/> Other physical disability <input type="checkbox"/> Other disability <input type="checkbox"/> Other learning difficulty <input type="checkbox"/> Other medical condition <input type="checkbox"/> Prefer not to say					
If you are employed, please tick the applicable boxes for each statement:					
1. <input type="checkbox"/> I am in paid employment <input type="checkbox"/> I am self-employed 2. I am employed for: <input type="checkbox"/> up to 10 hours per week <input type="checkbox"/> 11 - 20 hours per week <input type="checkbox"/> 21 - 30 hours per week <input type="checkbox"/> 31+ hours per week 3. I have been employed for: <input type="checkbox"/> less than 3 months <input type="checkbox"/> 4 - 6 months <input type="checkbox"/> 7 -12 months <input type="checkbox"/> 12+ months					
If you are unemployed, please tick the applicable boxes for each statement:					
1. <input type="checkbox"/> I am unemployed and seeking work <input type="checkbox"/> I am unemployed and not seeking work (including retired) 2. I have been unemployed for: <input type="checkbox"/> less than 6 months <input type="checkbox"/> 6 - 11 months <input type="checkbox"/> 12 - 23 months <input type="checkbox"/> 24 - 35 months <input type="checkbox"/> 36+ months					
Fee Remission and Funding:					
<input type="checkbox"/> I have a gross household income of less than £25,750 per year <input type="checkbox"/> I receive, or am the unwaged dependent of someone who receives, the following state benefits (tick all that apply): <input type="checkbox"/> JSA <input type="checkbox"/> ESA <input type="checkbox"/> Council Tax Reduction <input type="checkbox"/> Working Tax Credits <input type="checkbox"/> Universal Credit (UC) <input type="checkbox"/> Income Support <input type="checkbox"/> Pensions Guarantee Credit					
If you are enrolling onto a qualification course, please tick all that apply:					
<input type="checkbox"/> My annual gross salary, excluding benefits, is less than £25,750 <input type="checkbox"/> I receive other state benefits (please specify): <input type="checkbox"/> I am the sole adult in my benefit claim and my take-home pay, excluding UC payments and other benefits, is less than £952 a month <input type="checkbox"/> I have a joint benefit claim with my partner and my take-home pay, excluding UC payments and other benefits, is less than £1534 a month					

Your previous qualifications (qualification learners only):

- ☐ Level 1 Functional Skills English ☐ Level 2 Functional Skills English ☐ GCSE English – grade:
☐ Level 1 Functional Skills Maths ☐ Level 2 Functional Skills Maths ☐ GCSE Maths – grade:

☐ No formal qualifications ☐ Entry level ☐ Level 1* ☐ Level 2 ☐ Full Level 2** ☐ Level 3 ☐ Full Level 3***
☐ Level 4 (includes Certificates of Higher Education) ☐ Level 5 (includes Foundation degrees) ☐ Level 6 (includes Bachelor's degrees)
☐ Level 7 and above (includes Masters degrees and Doctorates) ☐ Other qualification, level not known ☐ Not known

includes GCSE/O Level at D-G or fewer than 5 at A-C/9-4)

**includes 5+ GCSEs at C/4 or above, 2 or 3 AS Levels, 1 A Level, 5+ CSEs at Grade 1, NVQ Level 2

*** includes 2 A Levels, 4+ AS Levels, NVQ Level 3

Adult Learning staff checks

- ☐ Learner's identity verified ID seen: Verified by (initials):
☐ LRS checked ☐ Certificates seen Verified by (initials):
 Funding entitlement evidence: Verified by (initials):

Learner Declarations

☐ I have read RACL's Learner Handbook ([click here to open](#)) and agree to RACL's terms and conditions, policies and the DfE Privacy Notice. *Please ask if you would like a printed copy of the handbook to read before enrolling.*



2025 - 2026
Learner Handbook

LEARNING AGREEMENT - TERMS AND CONDITIONS

☐ I understand that failing to comply with the terms and conditions in the Learner Handbook may result in me losing my place on a course with no refund given.

☐ I declare that the information I've provided is accurate and will inform RACL of any changes during my period of learning.

☐ I understand that a separate record of my enrolments and transactions will be kept by RACL, and that I can view this on request.

Please do not sign this form electronically. You will sign it in person in your first class.

**Learner
Signature:**

Date:

Staff signature:

Date:

Please complete, sign and return this form to adultlearning@rutland.gov.uk or
Rutland Adult and Community 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.