

# Learning Agreement Form

## 2018 – 2019

### HIGHWAYS COURSES

Office Use Only

Student ID No.

Employer / Sponsor

#### PART 1

Please provide your **Unique Learner Number** (if you know it):

Please provide your **National Insurance Number**:

#### 1. Personal Details

**Title:**  Mr  Mrs  Miss  Ms  Other:

**Sex:**  Male  Female

**Surname:**

**Date of Birth:**  /  /

**Forenames:**

**Age on 31<sup>st</sup> Aug 2018:**

**Home / Permanent Address:**

**Term-Time Address** (if different to home address):

  
  

  
  


Postcode:

Postcode:

**Home Tel No.**

**Mobile Tel No.**

**Work Tel. No.**

**Email:**

**Parent / Guardian** (required for under 19 students):

**Emergency Contact** (required for 19+ students):

Full Name:

Relationship:

Contact's Tel. No.

Full Name:

Relationship:

Contact's Tel. No.

I consent to Bath College sharing my information with this contact\*  Yes  No

I consent to Bath College sharing my information with this contact\*  Yes  No

*\* We will contact your **parent / guardian / emergency contact** in the event of emergency only. All other matters will require **your consent** for the college to share or discuss your information with any of your named contacts. You can add or remove contacts and also update your consent at any time whilst studying at the college.*

#### 2. Country & Nationality

What is the country of your permanent or home address?

What is your nationality?

### 3. Ethnic Origin

Please tick of the boxes below to describe your ethnic origin

- |   |   |   |
|---|---|---|
| <b>White</b><br><input type="checkbox"/> English / Welsh / Scottish / Northern Irish / British [31]<br><input type="checkbox"/> Irish [32]<br><input type="checkbox"/> Gypsy or Irish Traveller [33]<br><input type="checkbox"/> Any other white background [34]                        | <b>Asian / Asian British</b><br><input type="checkbox"/> Indian [39]<br><input type="checkbox"/> Pakistani [40]<br><input type="checkbox"/> Bangladeshi [41]<br><input type="checkbox"/> Chinese [42]<br><input type="checkbox"/> Any other Asian background [43] | <b>Other Ethnic Group</b><br><input type="checkbox"/> Arab [47]<br><input type="checkbox"/> Any other ethnic group [98]<br><input type="checkbox"/> Not provided [99] |
| <b>Mixed / Multiple Ethnic Group</b><br><input type="checkbox"/> White and Black Caribbean [35]<br><input type="checkbox"/> White and Black African [36]<br><input type="checkbox"/> White and Asian [37]<br><input type="checkbox"/> Any other mixed / multiple ethnic background [38] | <b>Black / African / Caribbean / Black British</b><br><input type="checkbox"/> African [44]<br><input type="checkbox"/> Caribbean [45]<br><input type="checkbox"/> Any other Black / African / Caribbean background [46]  |   |

### 4. How did you find out about the Course / College?

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Prospectus [01]          | <input type="checkbox"/> Employer [06]           | <input type="checkbox"/> College Website [09]         |
| <input type="checkbox"/> Direct from college [04] | <input type="checkbox"/> Friend or relative [07] | <input type="checkbox"/> British Council [12]         |
| <input type="checkbox"/> Careers Advisor [05]     | <input type="checkbox"/> Open day [08]           | <input type="checkbox"/> I'm a returning student [RS] |

Other, please specify:

### 5. Additional Support

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

If **yes**, please tick any that apply **and circle** the one that you feel will have **the most impact** on **your ability to learn**

- |   |   |
|---|---|
| <input type="checkbox"/> Visual impairment [04]                 | <input type="checkbox"/> Autism spectrum condition [14]                           |
| <input type="checkbox"/> Hearing impairment [05]                | <input type="checkbox"/> Asperger's syndrome [15]                                 |
| <input type="checkbox"/> Disability affecting mobility [06]     | <input type="checkbox"/> Temporary disability after illness or accident [16]      |
| <input type="checkbox"/> Profound complex disabilities [07]     | <input type="checkbox"/> Speech, language and communication needs [17]            |
| <input type="checkbox"/> Social and emotional difficulties [08] | <input type="checkbox"/> Other physical disability [93]                           |
| <input type="checkbox"/> Mental health difficulty [09]          | <input type="checkbox"/> Other specific learning difficulty (e.g. Dyspraxia) [94] |
| <input type="checkbox"/> Moderate learning difficulty [10]      | <input type="checkbox"/> Other medical condition (e.g. epilepsy) [95]             |
| <input type="checkbox"/> Severe learning difficulty [11]        | <input type="checkbox"/> Other learning difficulty [96]                           |
| <input type="checkbox"/> Dyslexia [12]                          | <input type="checkbox"/> Other disability [97]                                    |
| <input type="checkbox"/> Dyscalculia [13]                       | <input type="checkbox"/> <b>Prefer not to say</b> [98]                            |

If other, please state:

Do you have any statement of educational needs?  Yes  No

## 6. Previous Education / Qualifications

Please tick the box that matches your highest qualification level

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> No qualifications [99]                  | <input type="checkbox"/> Level 1* [01]      | <input type="checkbox"/> Level 5 [11]           |
| <input type="checkbox"/> Entry Level [09]                        | <input type="checkbox"/> Full Level 2* [02] | <input type="checkbox"/> Level 6 [12]           |
| <input type="checkbox"/> Other qualifications below Level 1 [07] | <input type="checkbox"/> Full Level 3* [03] | <input type="checkbox"/> Level 7 and above [13] |
| <input type="checkbox"/> Other qualification level unknown [97]  | <input type="checkbox"/> Level 4 [10]       |   |

\* **Level 1** equates to at least one graded qualification, but fewer than 5 GCSEs at grades A to C or 9 to 4; **Full Level 2** equates to 5 GCSEs at grades A to C or 9 to 4; **Level 3** equates to 2 or more A levels or 4+ AS Levels. See **Qualifications Explained** for more information: <https://www.bathcollege.ac.uk/help-advice/qualifications-explained>

If you have been in full-time education in the last 3 years, what was the name of your last school or college?

Did you receive additional support at school?

Yes  No

## PART 2

### 1. Course Details

Please provide details of the course(s) you wish to enrol on.

**Programme** (to be completed by Bath College):

Course Code	Course Title	Start Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Course(s) to be Studied:**

Course Code	Course Title	Start Date	End Date	Fees
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 2. Previous Highways Courses

Have you previously enrolled on Highways courses with Bath College?

Yes  No

If **yes**, please give the name of the course(s) and year enrolled:

Course Title	Year Enrolled
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### 3. Intended Progression

Do you intend to progress to the **Professional Diploma in Highway Engineering**?

Yes  No

#### 4. Fees at Enrolment

##### Cheques:

Cheques are to be made payable to "**Bath College**".

##### Credit / Debit Card Authorisation:

I authorise Bath College to charge my Access / Visa / Delta / Maestro account

Name on Card:

Card Number:

Start Date:

Expiry Date:

Issue Number:

Security Code:

Postcode:

House Number:

Amount:

£

Card Holder's  
Signature:

##### Fees Paid by Employer / Sponsor:

Please ensure that form **CO15 – Authority for Invoicing Fees** is also completed and returned with this form.

If your fees are being paid by your **employer** or other **sponsor**, please tick this box

Once enrolled, a student is liable for the course fees, regardless of withdrawal from their course. Fees at enrolment may be reduced or fully covered depending on your eligibility for ESFA funding.

For more details, please read our terms and conditions of enrolment:

[www.bathcollege.ac.uk/website/terms-and-disclaimers/terms-and-conditions-of-enrolment](http://www.bathcollege.ac.uk/website/terms-and-disclaimers/terms-and-conditions-of-enrolment)

##### General Notes

Use the space below to make any notes about this enrolment:

## Privacy Notices of Bath College and Its Partners

This section describes how Bath College will process your information in the pursuit of delivering courses and other educational services. Where we refer to our "partners", this includes our funders, support agencies and other organisations (such as the Local Authority) who require access to your information to fulfil statutory obligations.

We will use your information to manage and administer your studies with us at college. The information is processed as part of our public interest task of providing education to you. Where your course is funded we will share your information with the funder and the administrative bodies set up to support their function. Privacy notices from these organisations are summarised in their privacy notice sections.

For more detail, view our full privacy notice here: <https://www.bathcollege.ac.uk/privacy-information>

### Education and Skills Funding Agency 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). 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 shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training. You can agree to be contacted for other purposes by ticking any of the following boxes that appear on data collection forms:

- About courses of learning opportunities
- For surveys and research
- By post
- By phone
- By e-mail

To view the full ESFA privacy notice visit: <https://www.gov.uk/government/publications/esfa-privacy-notice>

### Learner Records Service Privacy Notice

The information you supply is used by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE), to issue you with a Unique Learner Number (ULN) and to create your Personal Learning Record, as part of the functions of the DfE.

To view the full LRS privacy notice visit: <https://www.gov.uk/government/publications/lrs-privacy-notices>

### Student Loans Company Privacy Notice

Your personal data will be held and used by the Student Loans Company (SLC) to administer the student finance schemes (or part thereof) in the UK.

To view the full SLC privacy notice visit: <https://www.slc.co.uk/about-us/privacy-notice.aspx>

## European Social Fund



This activity may have been directly or indirectly part financed by the European Union through the European Social Fund – helping develop employment by promoting employability, business spirit and equal opportunities and investing in human resources.

## Consent to LRS Data Sharing

We are required to submit ESFA-funded achievements to a student's Personal Learning Record (PLR) held on the Learner Records Service (LRS) database. If you would like educational institutions you enrol at in future to have access to your PLR, you will need to consent to it being shared on the LRS database. Sharing your PLR can benefit you as educational institutions may not require physical copies of your certificates.

I give consent to sharing my Personal Learning Record on the Learner Records Database  Yes  No

## Consent to Marketing

Where the college uses student contact information in the pursuit of marketing opportunities, events, research, surveys or any other type of non-academic / administrative purpose, we will only do so where you have provided your consent. If you do wish to receive this type of information from the college, please provide your consent below.

Your consent can be given or withdrawn at any time by completing our data consent form online:  
<https://www.bathcollege.ac.uk/data-consent-form>

I give consent for Bath College and its partners to send me marketing information  Yes  No

### I consent to contact for...

- Courses or Learning opportunities
- Upcoming events
- Surveys and Research

### I consent to contact about...

- Apprenticeship opportunities
- Distance learning courses
- Full time qualification courses
- Part time qualification courses
- General college events

### I consent to be contacted...

- By post
- By phone
- By email
- By SMS (text message)
- By social media

## Declaration

- I understand that Bath College will need to process personal information about applicants/students in order to make admissions decisions and to provide education and training in accordance with the details set out above.
- I agree to abide by the terms and conditions of the College.
- I confirm that I have received guidance and assessment in relation to choice and suitability of the programme of study, entry requirements and support available.
- I am aware that I am entitled to further impartial guidance about my choice of programme of study from the College.
- I declare to the best of my knowledge that the information on this form is correct and I understand that if I have declared false information the College may take action to reclaim the tuition fees and any support costs provided.

Student Signature:

Date:

## For Enrolment Staff Only

Name of admin initiating enrolment:

Signature of admin:

Date:

Signature of data inputter:

Date:

Enrolment check: