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| **Enrolment Form – Study Programme** | **The Ridge Employability College 2022/23**  |
| **1. Personal details** |
| **Full Name** |   |
| **Date of Birth** |   | **How old are you?** |  |
| **Country of Birth** |  | **Nationality** |  |
| **Address** |  |
|  | **Post Code** |  | **Length at address** |  |
| **Sex** | Male **□** | Female **□** | **National Insurance No**. (to obtain call 0845 9157006) |  |
| **Telephone no.** |  | **Mobile No.** |  |
| **Email address** |  |
| **Unique Learner Number** (ULN, if known) |  |

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| **2. Ethnicity** |
| English / Welsh / Scottish / Northern Irish / British |  | White and Black Caribbean |  | Indian |  | Any other Asian background |  |
| Irish |  | White and Black African |  | Pakistani |  | African |  |
| Gypsy or Irish Traveller |  | White and Asian |  | Bangladeshi |  | Caribbean |  |
| Any Other White background |  | Any Other Mixed / multiple ethnic background |  | Chinese |  | Any other Black / African / Caribbean background |  |
| Arab |  | Any other (please state): |

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| **3. Learning Difficulties/Disabilities/Circumstances (Please tick Yes or No)** |
| **Do you consider yourself to have a learning difficulty, disability or health problem? If ticked YES then tick the applicable boxes below. If you have ticked NO then please tick None on both sections.** | **YES □** | **NO □** |
| **3.1 Disability or Health Problem** | **3.2 Learning Difficulty** |
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| Visual impairment |  | Emotional/Behavioural |  | English/Maths/Language |  | Dyspraxia |  |
| Hearing impairment |  | Mental health |  | Mild/Moderate |  | Autism |  |
| Mobility affected |  | ADHD |  | Severe |  | Other specific |  |
| Other physical |  | Profound complex |  | Dyslexia |  | Multiple |  |
| Other medical |  | Aspergers syndrome |  | Dyscalculia |  | Not known |  |
| Other: |  | None |  | Other: |  | None |  |
| If you have ticked ‘Other’ Please give details below: |
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| **3.2 Circumstances** |
| **Do you fall into any of the below categories? – tick all that apply** |
| Excluded from school |  | Ex Offender |  |
| Non-attender at school |  | Homeless |  |
| Drug/alcohol issues |  | Pregnant |  |
| Care Leaver |  | Parent / Single Parent |  |
| In Care |  | Carer |  |

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| **4. Please state what qualifications you hold:** |
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| Please list your qualifications in the order you obtained them, most recent at the top. \* **Please bring your certificates with you**.\* |
| **4.1 What school/college did you last go to?** |  |
| **4.2 Have you taken part in Duke of Edinburgh?****If yes, was it Bronze, Silver or Gold?** |  |
|  | **Please tell us what your qualifications are (please provide certificates)** |  |  |  |
|  | **Subject** | **Level** (e.g. GCSE, NVQ) | **Result** | **Date** |  |
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| **Other than here, are you currently enrolled at any other school/college** | **Yes □** | **No □** |

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| **5. Employment Record** | **Are you currently employed?** | **Yes □** | **No** | **□** |
| Please give details of any work | (paid, unpaid or voluntary) undertaken, what have you been doing the past 12 months: |
| **Name and address of employer** | **Position / Job Title** | **Type of work / duties** | **From (month****/ year)** | **To (month / year)** |
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| **6. Preferred Progression: -** Please tick **ONE** box that shows what you want to progress to… |
| I want to get a **job** |  |
| I want to gain **independent living** or **supported employment** |  |
| I want to go to **college/further learning**  |  |

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| **7. Criminal****Convictions** | TREC welcomes applications from ex-offenders and we consider them on their merits. However, you are required to tell us about any convictions which are not spent under the Rehabilitation of Offenders Act (1974). |
|  **Do you have any of the following criminal convictions? Please circle Yes or No**Act 1974. |
| A criminal conviction and you are applying for a course involving work with young children or vulnerable adults. Applicants to these courses will be required to complete a Criminal Records Bureau (CRB) Enhanced Disclosure document.**YES / NO** | A Criminal conviction for an offence against a person whether of a violent or sexual nature, or for an offence involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug trafficking. **YES / NO** |
| **Please note:** you do not need to circle yes if your criminal conviction is spent as defined by the Rehabilitation of offenders Act 1974. |

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| **8. Emergency Contact Details** please provide the name and contact details of someone we can contact in the event of an emergency: |
| **Name:** |  |
| **Relationship to you** |  | **Contact number** |  |
| **Name:** |  |
| **Relationship to you** |  | **Contact number** |  |
| **Name:** |  |
| **Relationship to you** |  | **Contact number** |  |

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| **9. Last Few Questions** |
| 9.1 Do you have a social worker? | Yes **□** No **□ If yes, name:** |
| **9.2** Were you born in the UK? | Yes **□** | No **□** |
|  | **9.3** Have you lived in the UK for the past four years? (If NO - please bring in your passport) | Yes **□** | No **□** |
|  | **9.4** Are you aged 16,17 or 18? | Yes **□** | No **□** |
|  | **9.5** Are you currently in receipt of any benefits? (e.g Universal Credit/Income Support/Disability Living Allowance /PIP/Employment Support Allowance)If yes, please provide details: | Yes **□** | No **□** |
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|  | **9.6** How long have you been unemployed? |  |
|  | **9.7** Do you intend to look for work whilst on this programme? | Yes **□** | No **□** |

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| **Additional Information - Is there any other information you want to share with us or anything you feel we need to know? (e.g. Any extra support you have previously had, or maybe you have appointments on certain days)** |
| **How We Use Your Personal Information** (updated April 2019 ILR specification -Appendix F)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.You can agree to be contacted by other third parties by ticking any of the following boxes: About courses or learning opportunities. For surveys and research. By post. By phone. By e-mail.Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:<https://www.gov.uk/government/publications/esfa-privacy-notice>**Data Privacy Notice**We take your privacy very seriously and we ask that you read The Ridge Employability College privacy notice (attached) |
| **Learner Declaration** |
| **Please sign below to confirm the details given above are correct to the best of your knowledge, that you** **understand how we use your information and agree to the Data Protection Statement above:** |
| Signed: | Date: |

\*\*LEARNING PROVIDER TO COMPLETE\*\*

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| **Programme information** |
| **Start Date** |  |
| **Expected End Date** |  | **Planned GLH** |  |
| **Organisation** |  |
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| **Residency check** |
| **Document seen to confirm residency** |  | **Verified photocopy attached** |  |

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| **Learning agreement with The Ridge Employability College**  |
| **Qualification Reference/Name** | **GLH** | **Start Date** | **End Date** | **Achieved?** |
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|  | **Actions** | **Signature** | **Date** |  |
|  | **Eligibility check carried out and learner is eligible** |  |  |  |
|  |  |
| **Student signature** |
| **Please sign below** |
| Signed: | Date: |

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|  **The Ridge Employability College** | Authorised by: S McCusker | Issue date: May 2022 |
| **Registered in England** No. 09854462 | Issue number: 4 | Review date: May 2023 |