

# Enrolment Form – Study Programme

# The Ridge Employability College 2024/25

## 1. Personal details

<b>Full Name</b>					
<b>Date of Birth</b>		<b>How old are you?</b>			
<b>Country of Birth</b>		<b>Nationality</b>			
<b>Address</b>					
		<b>Post Code</b>		<b>Length at address</b>	
<b>Sex</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	<b>National Insurance No.</b> (to obtain call 0845 9157006)		
<b>Telephone no.</b>			<b>Mobile No.</b>		
<b>Email address</b>					
<b>Unique Learner Number (ULN, if known)</b>					

## 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):		

## 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

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:

### 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

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

<b>5. Employment Record</b>	<b>Are you currently employed?</b> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>			
Please give details of any (paid, unpaid or voluntary) undertaken, what have you been doing the past 12 months:				
<b>Name and address of employer</b>	<b>Position / Job Title</b>	<b>Type of work / duties</b>	<b>From (month / year)</b>	<b>To (month / year)</b>

<b>6. Preferred Progression: - Please tick ONE box that shows what you want to progress to...</b>	
I want to get a <b>job</b>	<input type="checkbox"/>
I want to gain <b>independent living</b> or <b>supported employment</b>	<input type="checkbox"/>
I want to go to <b>college/further learning</b>	<input type="checkbox"/>

<b>7. Criminal Convictions</b>	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).		
<b>Do you have any of the following criminal convictions? Please circle Yes or No</b>			
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. <p align="center"><b>YES / NO</b></p>	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. <p align="center"><b>YES / NO</b></p>		
<b>Please note:</b> you do <u>not</u> need to circle yes if your criminal conviction is spent as defined by the Rehabilitation of offenders Act 1974.			

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

<b>9. Last Few Questions</b>		
9.1 Do you have a social worker?	Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If yes, name:</b>	
9.2 Were you born in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.3 Have you lived in the UK for the past four years? (If NO - please bring in your	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.4 Are you aged 16,17 or 18?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
9.6 How long have you been unemployed?		
9.7 Do you intend to look for work whilst on this programme?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**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**

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. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

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 your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term 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-ilr> 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 DfE Privacy Notice ( <https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education> )

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:

- Using our online contact form [https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact%20the%20Department%20for%20Education)
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to: Data Protection Officer, Department for Education (B2.28), 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW

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>

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.

**Legal 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: <input type="checkbox"/>	Date:
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**\*\*LEARNING PROVIDER TO COMPLETE\*\***

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

Learning agreement with The Ridge Employability College				
Qualification Reference/Name	GLH	Start Date	End Date	Achieved?

Actions	Signature	Date
Eligibility check carried out and learner is eligible		

Learner signature	
Please sign below	
Signed:	Date: