Learner details	RETURN THIS COPY TO THE ADULT LEARNING SERVICE					Your choice of course(s) and payment details														
Family Name	Given Name		Title	Sex		try of Birt	th	Course Co	Code	Course Title				St	tart Date	Expected E	nd Date	Day	Fee Payable	
Address																				
Postcode	Date of Birth	National																		
Postcode	Insurance No.						How yo	How you heard about the course												
	dd/mm/yyyy							How you heard about the course ☐ Returning Learner ☐ Word of mouth ☐ Prospectus ☐ JCP ☐ Social media ☐ Website ☐ Publicity												
Home/Work Phone No.	Mobile No.	Emai	il						If you are eligible for a full concession or discounted fee please tick below											
Ethnicity								Your cou	ırse n	may be free	if you are:-							ee will be th		
White	Asian/Asian British English/Welsh/Scottish/Northern Irish/British Irish Gypsy/Irish Traveller Any other White background Ick/African/Caribbean/Black British African Caribbean Asian/Asian British Indian Bangladeshi Chinese Any other White background Any other Asian background Other ethnic group Arab				Mixed/multiple ethnic group White and Black Caribbean White and Black African White and Asian Any other Mixed/multiple ethnic background Prefer not to say					 □ In receipt of Job Seekers Allowance □ In receipt of Employment and Support Allowance Or are: □ In receipt of an eligible* state benefit and the training is directly relevant to your employmen prospects and the local labour market needs □ Your annual gross salary is less than £19,305 or your hourly rate is less than £9.90 (evidence will be required) □ In receipt of Universal Credit and earn less than £371 (£594 if a joint claim) □ NTCA Flexibility - you may be entitled to a discounted or free course, please ask on enrolment □ 16-18 not enrolled at another institution for courses longer than 2 weeks 							□ In receipt of *eligible state benefits studying either for pleasure up to level 2 or a non-accredited course *Eligible State Benefits (Please tick applicab □ Universal Credit			
Residency and eligibility	, , , , , ,	3 4 7						□ 19-23	3 stud	dying up to a	nd including a	first Full L	evel 2	Z WCCK	.J		ome Sup using Sup			
Have you been resident in the UK/EU/E If no, you will need to supply proof of y status so we can assess your eligibility Please contact Business Support on (0°	your residency for public funding. 191) 643 2288 for details.		□ Yes □		no, date of	- 1	o the UK	☐ 19+ s ☐ Study ☐ Study	studyi /ing E /ing G	ing a Digital English or ma GCSE English	ths and do not	tion and d t have a Le do not ha		naths q		tion	uncil Tax endance rers Allov	Support Allowance vance dit Guarantee		
Do you consider yourself to h								Taking a	an Ac	dvanced Le	arner Loan t	to fund y	our learning (visit w	ww.skillsnortht	tyneside.or	g.uk foı	further info	ormation)	
☐ Yes ☐ No If yes, please indicat		1	-	Li	□ Othor s	nosifis I	loomina								Loan to finance yes		es (once	enrolled we w	vill send you a	
□ Vision impairment □ Hearing impairment □ Social and emotional difficulties □ Profound complex disabilities □ Asperger's syndrome □ Disability affecting mobility □ Wheelchair user □ Would you need help if there is an emergency evacuation of the building? □ Yes □ If you wish to discuss your learning needs further please ring (0191) 643 2288. □ Other medical condition (e.g. epilepsy, asthma, diabetes) □ Moderate learning difficulty □ Severe learning difficulty □ Severe learning difficulty □ Dyslexia □ Dyscalculia □ Dyscalculia □ Prefer not to say □ Prefer not to say □ Prefer not to say □ Speech Language and □ Communication Needs □ Prefer not to say □ Prefer not to say □ About your qualifications (these are your current qualifications)							How we use your personal information: 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. 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-ilrILR 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.													
Please tell us your overall highest quali		·						For more in	nformat	tion about how	your personal data	a is used and	d your individual rights	s, please s	see the DfE Personal In	formation Chart	er			
 □ Entry level □ Level 1 □ Level 2 □ Full Level 2 (equivalent to 5 or more Level 3 □ Full Level 3 (equivalent to 2 A Level 		☐ Level 7 (equivalent to a C equivalent to a N alifications, leve fications	/lasters De		ove)		(https://wv The Adult I	ww.go Learni	ov.uk/governmoing Service ma	ent/publications/ ay wish to contac	esfa-privac ct you with	cy-notice)		sonal-information-ch urveys, please select					
Employment status										claration		11.1		Late						
☐ Employed ☐ Self employed How many hours do you work each we ☐ 0 to 10 ☐ 11 to 20 ☐ 21 to 30 ☐ 31 or more	Unemployed, looking eek: How long have you beer Less than 6 months 24 to 35 months	unemployed or re ☐ 6	nemployed, not tired? to 11 months 6 or more month	[r work (incl			I declare tl I undertak I understa	the info ce to ir and an	formation I had inform The Served and accept it ma	ve provided is co vice of any chan ay be necessary	orrect and orrect and or	my benefit status is details or circumsta the venue or to clos	s true. inces. se or cor	Learning Agreement mbine classes if enrourse and The Service	olment or atte may take acti	on to recla			
Household situation								Signature	e								Date			
Please tick which of the following appl	• • • • • •	nloved						FOR OF	FICE	USE ONLY										
□ No member of the household in wh□ The household that I live in includes□ There are one or more dependant c	s only one adult (aged 18 or over		nactive) in the h	ousehold				Total fees r			Re	ceipt Numl	per	S	ignature			referral Irner mandate	d to skills trainir	
□ None of these statements apply□ I wish to withhold this information								Type of evi	idence	e seen		en by (enro			Enrolm	nent Method				

Learner details 2022/23			/23	YC	OUR COPY O	R TUTOR'S COPY	Your cho	Your choice of course(s) and payment details												
Family Name	Given Name			Title	:	Sex	Country of Birth	Course Cod	de Course Titl	:le			Start Date	Expected E	nd Date	Day	Fee Payable			
Address								-						<u> </u>						
														<u> </u>						
No standa	D. A. of Birds		Niceton of					_												
Postcode Date of Birth National Insurance No.			0.				TI STORY	Lhoovel also	4h.a			JI								
	d d / m m / y y y y							_	How you heard about the course ☐ Returning Learner ☐ Word of mouth ☐ Prospectus ☐ JCP ☐ Social media ☐ Website ☐ Publicity											
Home/Work Phone No.	Mobile No.			Email								·				website L	Publicity			
Thore No.								If you ar	e eligible f	for a full co	oncession	or discounted fe	e please tick be	elow						
Ethnicity								Your cours	se may be free	e if you are:-						ee will be the				
White Asian/Asian British ☐ English/Welsh/Scottish/Northern Irish/British ☐ Indian				[Mixed/multiple ethnic group ☐ White and Black Caribbean ☐ White and Black African			Or are:	and have already achieved at level 2 or											
☐ Irish ☐ Pakistani ☐ Bangladeshi ☐ Any other White background ☐ Chinese]	☐ White a	nd Asian	ıcan ıltiple ethnic background	prospec	□ In receipt of an eligible* state benefit and the training is directly relevant to your employment prospects and the local labour market needs □ Your annual gross salary is less than £19,305 or your hourly rate is less than £9.90 □ In receipt of *eligible state benefits studying either for pleasure up to level 2											
Black/African/Caribbean/Black Brit	ish	☐ Any other As	9		☐ Prefer r	not to say		(eviden	ce will be requ	uired)				or a	non-acc	credited course				
African Caribbean Any other Black/African/Caribbean background Other ethnic group □ Arab □ Any other ethnic group									□ In receipt of Universal Credit and earn less than £371 (£594 if a joint claim) □ NTCA Flexibility - you may be entitled to a discounted or free course, please ask on enrolment □ 16-18 not enrolled at another institution for courses longer than 2 weeks □ 10-33 studying up to and including a first Full Loyal 3											
Residency and eligibility										and including				☐ Hot	ısing Sup	oport				
Have you been resident in the UK/EU/	EEA for at least 3	years prior to the	course start?	? 🗆	Yes 🗆	No If no	o, date of entry to the UK			and including al Skills qualifi		lever 3 do not have a Level 2 [Digital Skills qualifica	ation	ıncil Tax	Support Allowance				
If no, you will need to supply proof of your residency status so we can assess your eligibility for public funding.									☐ Studying English or maths and do not have a Level 2 English or maths qualification ☐ Studying GCSE English or maths and do not have an existing Grade C/4 or above ☐ Pension Credit Guarantee											
Please contact Business Support on (0							,,,,			Learning cour		ve an existing Grade C	./4 or above		sion Cre rking Tax					
Do you consider yourself to h	nave a disabil	ity or learning	difficulty	/?				Taking an	Advanced I	Learner Loa	n to fund y	vour learning (visit	www.skillsnorth	tyneside or	uk for	further infor	mation)			
☐ Yes ☐ No If yes, please indica	☐ 19+ stu	Taking an Advanced Learner Loan to fund your learning (visit www.skillsnorthtyneside.org.uk for further information) ☐ 19+ studying Level 3 or above and intend to take an Advanced Learner Loan to finance your course fees (once enrolled we will send you a																		
	Other disabil				condition		Other specific learning		letter with all the information required to make your application to the Student Loans Company).											
 □ Hearing impairment □ Social and emotional difficulties □ Profound complex disabilities □ Mental health difficulty □ Temporary disability after illness □ Ge.g. epilepsy, asthma, diabetes □ Moderate learning difficulty □ Severe learning difficulty □ Autism spectrum disorder 								How we use	How we use your personal information: How we use your personal information: This privacy notice is issued by the Education and Skills Funding Agency (ESFA) on behalf of											
☐ Asperger's syndrome ☐ Other physical disability ☐ Dyslexia					ig difficulty		Speech Language and	Your personal	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											
□ Disability affecting mobility □ Wheelchair user □ Dyscalculia □ Communication Needs Will a carer be attending with you? □ Yes □ No □ Would you hear a fire alarm? □ Yes □ No □ Prefer not to say									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											
Would you need help if there is an em		'			res 🗀 No		•	money distrib	uted through the	ESFA is being spe	ent in line with	government targets. It is als	so used for education, tra	ning, employmen	t, and well	being purposes, incl	uding research.			
If you wish to discuss your learning needs further please ring (0191) 643 2288.								specification a	at https://www.g	gov.uk/governm	ent/collection	and 66 years for research p	record-ilrILR data is shar	ed with third part	ies where i	t complies with DfE	data sharing			
About your qualifications (th	ese are your	current qualifi	ications)					research and	evaluation to info	orm the effectiven	ess of training.	h European Social Fund (ES	r) Managing Authority (o	agents acting on	tneir bena	iit) may contact learr	ers to carry out			
Please tell us your overall highest qual	lification:							For more info	rmation about hov	ow your personal o	data is used and	d your individual rights, plea	ase see the DfE Personal I	nformation Charte	er er	AL C				
□ Entry level □ Level 4 □ Level 5							(https://wwv	v.gov.uk/governi v.gov.uk/governi	iment/organisati iment/publicatio	ions/departme ons/esfa-priva	ent-for-education/about/p cy-notice)	personal-intormation-c	narter) and the E	SFA Privacy	/ Notice					
☐ Level 2 ☐ Level 6 (equivalent to a Degree)							The Adult Le	The Adult Learning Service may wish to contact you with learning opportunities or surveys, please select your preferred method of contact:-												
☐ Full Level 2 (equivalent to 5 or more GCSE at A* - C or 9-4) ☐ Level 7 (equivalent to a Masters Degree or above) ☐ Level 3 ☐ Other qualifications, level not known								☐ By email	☐ By pos	ost 🔲 By	phone [☐ By text								
☐ Full Level 3 (equivalent to 2 A Leve	els or 4 AS Levels)		□ No o	qualification	ons			Loarnor	Declaratio	n										
Employment status											conditions in	the Privacy Notice and t	his Learning Agreeme	nt.						
☐ Employed ☐ Self employed		mployed, looking f			-	looking for v	work (includes retired)	I declare the	information I h	have provided is	s correct and	my benefit status is true	١.							
How many hours do you work each work of to 10 ☐ 11 to 20		ng have you been ι than 6 months		or retired? □ 6 to 11		п	12 to 23 months	I understand	l and accept it n	may be necessa	ary to change	details or circumstances. the venue or to close or	combine classes if eni							
☐ 21 to 30 ☐ 31 or more		o 35 months			nore month		12 to 25 months	I understand	I that if I have g	given false infor	rmation I may	be withdrawn from my	course and The Servic	e may take actio	on to recla	aim unpaid fees.				
Household situation								Signature							ate					
Please tick which of the following app	•							EOR OFFI	CE USE ONL	V										
No member of the household in wlThe household that I live in include			loyed					Total fees re			Receipt Num	her	Signature			P referral				
☐ There are one or more dependant of			time student	t or inactiv	ve) in the ho	ousehold							Januare				to skills training			
None of these statements applyI wish to withhold this information	1							Type of evide	ence seen		Seen by (enro officers signa	olling oture)	Enrol	ment Method			□			



Refund Policy

If a course is cancelled and a suitable alternative is not available, a full refund of fees will be made.

If a session is cancelled an alternative session will be arranged where possible.

If a learner is unable to attend their course, a refund is only available until one week before the course starts. The learner must contact the Adult Learning Service at the latest, one week before the course starts and their refund will be processed minus an administrative charge of £15.

If the learner informs the Adult Learning Service within one week, or on the day the course starts or later, no refund is available.

Exceptional circumstances will be considered. Written requests should be submitted to:

Business Manager
North Tyneside Council
Employment and Skills Service
Norham High School
Alnwick Avenue
North Shields
NE29 7BU

Non-Attendance Policy

Where a learner fails to attend the first and/or second session of a course and does not notify the Adult Learning Service of their absence, they will automatically be withdrawn and their place offered to a learner on a waiting list. No refunds are payable to fee-paying learners in this circumstance.

North Tyneside Council Adult Learning Service Learner Agreement 2022/23

Ways to enrol

By phone

You can enrol over the phone and we will complete the enrolment with you.

Tel: (0191) 643 2288

On-line

Complete an on-line form at www.skillsnorthtyneside.org.uk we will ring you back to complete your enrolment.

In person

At one of our enrolment centres, please bring this completed form and payment with you.

By post

If you can't enrol by phone or in person, send this completed form and the fee (no cash by post please) to:

North Tyneside Council Employment and Skills Service Norham High School Alnwick Avenue, North Shields, NE29 7BU

Please complete this form fully in **BLOCK CAPITAL LETTERS**.

Information will be treated as **confidential** and will only be used to:

- help us ensure that all your learning needs are met.
- check your entitlement to concessionary/discounted fee rates.
- fulfill our reporting obligations to our funders.

Further information on how we use your data can be found at:

www.gov.uk/government/ publications/esfa-privacy-notice

my.northtyneside.gov.uk/category/1001/data-protection

















