

	Course(s) you wish to enrol on	Course Code(s)	Course Fee £
1			
2			

Title		Date of Birth	
Forename		Gender	Male / Female
Surname		Contact No.	
Address		Postcode	
		Previous Postcode (if less than 4 years at current address)	
Email			
Student Ref. Number (If known)		Unique Learner Number (If known)	
Country of normal residence		Nationality	
Have you lived outside the EU in the past 3 years? If 'yes' which country?			
Have you taken part in any learning in the past 3 years?	Yes / No		
National Insurance Number			

Please help us to monitor the impact of our marketing by indicating below how you found out about the Adult College for Rural East Sussex

Existing learner		ACRES' website	
Contacted us for a brochure		Another website	
Brochure delivered through the door		Through school/college	
Promotional event		Word of mouth	
Poster		Other (Please state)	
If there is a course not included in our programme that you would like to see offered, please let us know below:			

Privacy Statement - 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). 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 other successor bodies to these organisations. For the purposes of the 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.

Disability, Health Issues and Learning Difficulties				
Do you have a disability or health problem?	YES		NO	
Do you have a learning difficulty?	YES		NO	

If 'YES' please indicate the nature of your disability, learning difficulty and/or health problem below				
Visual impairment		Temporary disability (after illness, e.g post-viral, or accident)		
Hearing impairment		Speech, language and communication needs		
Disability affecting mobility		Other physical disability		
Profound complex disabilities		Other specific learning difficulty (e.g Dyspraxia)		
Social and emotional difficulties		Other medical condition (e.g epilepsy, asthma, diabetes)		
Mental health difficulty		Other learning difficulty		
Moderate learning difficulty		Other disability		
Severe learning difficulty		Prefer not to say		
Dyslexia		Please state if you have any other specific needs you wish to be supported with:		
Dyscalculia				
Autism Spectrum Disorder				
Asperger's Syndrome		Would you like our Student Support Officer to contact you to discuss your needs? YES/NO		
Please note that any contact will be made in the strictest confidence.				

Ethnic Origin				
White		Asian/Asian British		
English/Welsh/Scottish/Northern Irish/British		Indian		
Irish		Pakistani		
Gypsy or Irish Traveller		Bangladeshi		
Any other white background		Chinese		
Mixed/Multiple Ethnic group		Any other Asian Background		
White and Black Caribbean		Black/African/Caribbean/Black British		
White and Black African		African		
White Asian		Caribbean		
Any other mixed/multiple ethnic background		Any other Black/African/Caribbean background		
Arab		Any other ethnic group		

Please note that a health questionnaire must be completed by all students prior to attending a physical activity course.

Unique Learner Number (ULN)				
All learners are issued with a ULN which enables their educational achievements to be tracked. This is not used for marketing purposes but can be shared with other learning organisations.				
Do you give permission for this data to be shared?	YES		NO	

Exam Course Applicants Only Enrolment on an exam course requires completion of additional information. Please complete the further detail requested below. If you are unemployed or eligible for a free course, you will also be required to complete a further declaration form, which will be sent to you once you have enrolled.

Evidence of ID If you are taking an accredited course we are required to see evidence of ID. Please supply two of the following: Passport, Driving Licence, ID card or other form of identification, benefits documentation, examination certificates or bank card, as well as providing us with your National Insurance number. Existing students need only supply one form of ID. We appreciate that existing students will have supplied ID in previous years, however, it is a condition of funding that ID is seen each year.

Your highest qualification – Please tick one box that applies to you

Entry Level	
Level 1 – e.g GCSE/'O' Level (5 or more at grade D-G or fewer than 5 at grades A-C), CSE below grade 1, 1 AS Level, Functional Skills, Certificate in Adult Literacy, Numeracy, ESOL at Level 1, GNVQ Foundation, NVQ Level 1, Level 1 Key Skills	
Full Level 2 – e.g GCSE/'O' Level (5 or more GCSEs grades A*-C), 2 or 3 AS Levels, CSE Grade 1 (5 or more), 1 A Level, NVQ Level 2, GNVQ Intermediate	
Full Level 3 – e.g A Levels (2 or more advanced level passes), 4 or more AS Levels, GNVQ Advanced, NVQ Level 3, Level 3 Apprenticeship	
Level 4 or above – e.g Certificate of Higher Education, Foundation Degree, Bachelor's Degree (graduate certificates and diplomas), Doctorates, Masters Degrees (postgraduate certificates and diplomas) Please specify:	
Other qualification	
I have no qualifications	

Employment Status – (All learners) Please indicate if you are

Not in paid employment, looking for work and available to start work		
Not in paid employment, not looking for work and/or not available to start work/retired		
In paid employment	Self Employed	
If employed or Self Employed		
How many hours do you work per week?	0-10 hours	11-20 hours
	21-30 hours	31+ hours
How long have you been employed?	Up to 3 months	4-6 months
	7-12 months	12 months
If unemployed:		
How long have you been unemployed?		
Less than 6 months	6-11 months	12-23 months
	24-35 months	36 months or more
You were previously in full time education or training		
Please indicate which state benefit you receive		
Job Seekers Allowance (JSA)	Universal Credit	Employment and Support Allowance – Work
Have you been mandated for training? Yes / No		
Related Activity Group (ESA WRAG)		

How To Pay

Reduced Fees You may be eligible to pay a reduced fee or join a course free of charge if you are in receipt of an income based benefit. Further details can be found on the inside back cover of this brochure, on our website www.acreslearning.org.uk under the 'Students' tab - Frequently Asked Questions – 'Am I entitled to pay reduced fees?' or by telephoning the **ACRES'** office on **01825 761820**.

Payment Details of how to enrol and pay can be found on the inside back cover of this brochure, or by telephoning the **ACRES'** office on **01825 761820**. You can also visit our website at www.acreslearning.org.uk and search 'How to Enrol' when clicking on the 'Students' tab.

Postal enrolments can be made by cheque or card. Please make cheques payable to **East Sussex County Council** and write the Course Code and your name on the back or enter your card details below.

Full payment/staged payment (delete as appropriate) enclosed for £
Paid by cheque/debit card/credit card

Payment enclosed		Security Code (last three numbers on reverse of card)			
Cardholder's Name		Credit/Debit Card no			
Expiry Date		Valid From		Issue No. (If Applicable)	
If you have given us your email address, your course confirmation documents will be emailed to you. If you wish to receive them by post please tick here. <input type="checkbox"/>					

Declaration

I understand that the information I have provided will be kept on a computerised information system and will be processed in accordance with relevant Data Protection legislation. Please see Privacy Notice. I agree that having enrolled on the above course(s), I am liable to pay the course fee in full, subject to the cooling off criteria as described in the terms and conditions. I understand that a course may be cancelled if insufficient students enrol and a full refund will be given in these circumstances. Applications for a refund will also be considered if withdrawing from a course on medical grounds, on production of medical evidence.

Signed: _____

Date: _____

Please note that should a student be unable to attend the course or withdraw from a course before all sessions have taken place, the place and fees are not transferable to another student.

Please return your completed enrolment form to:

ACRES Office

Uckfield Community Technology College

Downsview Crescent

Uckfield

East Sussex TN22 3DJ



You can agree to be contacted for any purposes by ticking any of the following boxes below:

About other courses or learning opportunities	<input type="checkbox"/>	By phone	<input type="checkbox"/>
For surveys and research	<input type="checkbox"/>	By e-mail	<input type="checkbox"/>
	<input type="checkbox"/>	By post	<input type="checkbox"/>

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>