   

**Havering Adult College Learning Agreement**

**2022-23**

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| **Personal Information** |
| Title |  | First Name |  | Surname |  |
| National insurance number |  | Gender |  | Date of birth |  |
| Address |  | Postcode |  | Number of years at this address |  |
| Home phone |  | Mobile number |  | Email address |  |
| Emergency contact name |   | Emergency contact number |  | Emergency contact relationship |  |
| How would you describe your ethnic origin? Please enter code in the adjacent box. E.g. if you are White and Black African, type ‘36’White / White British31 English, Welsh, Scottish, Northern Irish, British 32 Irish33 Gypsy / Irish Traveller34 White / Any other white background  Mixed/Multiple ethnic group35 White & Black Caribbean36 White & Black African37 White & Asian38 Any other Mixed / multiple ethnic background Asian / Asian British39 Indian40 Pakistani41 Bangladeshi42 Chinese43 Any other Asian background Black / African / Caribbean / Black British44 African45 Caribbean46 Any other Black / African / Caribbean background  Other ethnic group47 Arab98 Any other ethnic group |  |
| Are you a UK national? If no, are you an EEA national? (if no, please state Non-UK/ EEA) |  |
| Have you been ordinarily resident in the UK for the last 3 years? (If no, state country) |  |
| Non UK nationals: Do you have pre-settled or settled status under the EU Settlement Scheme? |  |
| If you have pre-settled status, please state the expiry date |  |
| What is your immigration status? |  |
| So that we can provide the correct support do you consider yourself to have a disability, learning difficulty or medical condition? (Please specify): |  |
| How did you find out about this course? |  | Would you like to be contacted by **Havering Adult College** regarding information on special offers, future courses and marketing events? If yes, please state your preferred method (phone, email, both) |  |
| **Employed - Only complete this section if you are currently employed. If not, move to Unemployed section below** |
| What is your current employment status? Please enter corresponding code in the adjacent box. E.g. if you are in paid employment, type ‘10’* In paid employment (10)
* Self employed (2)
 | *Enter code here*  |
| How many hours per week are you employed? Please enter corresponding code in the adjacent box. E.g. if you are employed for 15 hours per week, type ‘6b’. If your hours are variable, enter your average hours.* Employed for 0 to 10 hours per week (5a)
* Employed for 11 to 20 hours per week (6b)
* Employed for 21 to 30 hours per week (7c)
* Employed for 31+ hours per week (8d)
 | *Enter code here*  |
| How long have you been in this employment for? Please enter corresponding code in the adjacent box. E.g. if you have been in this employment for 9 months, type ‘3f’. * Employed up to 3 months (1d)
* Employed 4-6 months (2e)
* Employed 7-12 months (3f)
* Employed over 12 months (4g)
 | *Enter code here*  |
| *OPTIONAL:* Do you earn less than the London Living Wage?(This is a gross annual income of £23,302.50 or under) |  |
| **Unemployed - Please only complete this section if you are unemployed** |
| What is your current employment status? Please enter corresponding code in the adjacent box. E.g. if you are unemployed and looking for work, type ‘11’* Unemployed, looking for work and available to start (11)
* Unemployed, not looking for work and/or not available to start work (12)
* Retired (5)
* Volunteer looking for paid work (6)
* Volunteer **not** looking for paid work (7)
 | *Enter code here* |
| For how long has the above been applicable? Please enter code in the adjacent box.* Up to 6 months (1h)
* 6 – 11 months (2i)
* 12 – 23 months (3j)
* 24 – 35 months (4k)
* over 36 months (5l)
 | *Enter code here* |
| **Previous Learning** |
| What qualifications do you hold?(Please state all qualifications) |  | Have you been in full time education / training / apprenticeship in the last 12 months? |  |
| **Household Situation** |
| Read the statements below and type the code in the adjacent box for any that apply to you (one or more may apply)* No member of the household in which I live (including myself) is employed **(1)**
* The household that I live in includes only one adult (aged 18 or over) **(2)**
* There are one or more dependent children (aged 0-17 years or 18-24 years if full time student or inactive) in the household **(3)**
* None of the above apply **(4)**
 | *Enter code here*  |
| Learner signature to confirm above: |  | Date signed: |  |
| **Income Support - If you are not receiving income support, please move to Learner Declaration section below** |
| Are you in receipt of any of the below benefits? If so, please enter the corresponding code in the adjacent box. E.g. if you receive universal credit, enter code ‘4’.* Jobseeker’s Allowance (1)
* Universal Credit (4)
* Employment Support Allowance (5)
* Other State Benefit; (6 - please state which from list below)

- Working Tax Credit- Income Support- Pension Credit (Savings Credit only is not eligible)- Housing Benefit (excluding single person discount)- Council Tax Benefit (excluding single person discount)- Asylum Seeker claiming Asylum Support Assistance | *Enter code(s) here* |

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| **Income Support - Please read the below statements and type ‘yes’ next to any that apply to you and ‘no’ next to those that do not** |
| I am unemployed, seeking work and in receipt of JSA / ESA  |  |
| I am unemployed (and wish to progress into employment) and I am in receipt of the benefit as stated above and I declare that I am earning less than 16 times the appropriate age-related national minimum wage / national living wage a week or my take-home pay as recorded on my Universal Credit statement (disregarding Universal Credit payments and other benefits) is less than £494 a month (learner is sole adult in their benefit claim) or £782 a month (learner has a joint benefit claim with their partner) |  |
| I am employed and wish to progress into more sustainable employment and in receipt of the benefit stated above, and declare that I am earning less than 16 times the appropriate age-related national minimum wage / national living wage a week or my take home pay (disregarding Universal Credit payments and other benefits) is less than £494 a month (learner is sole adult in their benefit claim) or £782 a month (learner has a joint benefit claim with their partner) |  |
| Learner signature to confirm above: |  | Date signed: |  |
| **Learner Declaration** |
| 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.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 ESFA Privacy Notice (https://www.gov.uk/government/publications/esfa-privacy-notice)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://www.gov.uk/government/organisations/department-for-education/about/personal-information-charterBy telephoning the DfE Helpline on 0370 000 2288Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WDIf 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 |
| General Data Protection Regulations: The information on this form will be used for the purpose of registering you as a learner with the relevant awarding body. I agree to Havering Council processing personal data in connection with my time as a registered learner with Havering Council for purposes connected with my studies. |
| The information I have included on this form is true and accurate to the best of my knowledge. I confirm I have read the Terms & Conditions as published on the website. |
| Learner signature to confirm above: |  | Date signed: |  |

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| **FOR OFFICE USE ONLY** |
| Course code |  | Course title |  | Start date |  | End date |  |
| Course code |  | Course title |  | Start date |  | End date |  |
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| Course code |  | Course title |  | Start date |  | End date |  |

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| I.D. seen |  | PoA seen |  | PoC seen |  |
| Verified by: |  | Date verified: |  | Funding stream: |  |