

Apprenticeship Enrolment Form and Learning Agreement 2023/24

Capital City College Group comprises: City and Islington College, Westminster Kingsway College, College of Haringey, Enfield and North East London and Capital City College Training



Section 1: Personal Details

Student Reference Number (if known) _____ Unique Learner Number (ULN) (if known) _____

Title (e.g. Mr/Mrs) _____ Sex (Legal Gender) ☐ Male ☐ Female

First Name _____ Family Name/Surname _____

Preferred Name _____ Date of Birth _____ Age at apprenticeship start date? _____

National Insurance Number _____ First Language _____

Contact Details

Email Address _____ Mobile Number _____

Home Address _____ Post Code _____

Higher Education students only - Is this address:

☐ Parent/Guardian home ☐ Own Residence ☐ Other Rented Accommodation ☐ Other

Next of Kin Details

Please provide details of at least one next of kin/emergency contact. 14–18-year-olds: this needs to be your parent/carer/guardian

Contact 1 Name _____ Contact 2 Name _____

Contact 1 Relationship _____ Contact 2 Relationship _____

Contact 1 Email _____ Contact 2 Email _____

Contact 1 Telephone _____ Contact 2 Telephone _____

Emergency Contact? ☐ Emergency Contact? ☐

Section 2: Support for your Learning

We are committed to supporting people with learning difficulties and disabilities, mental health or other support needs

Do you need assistance during an emergency evacuation of the building? ☐ Yes ☐ No

Do you have an Education Health Care Plan (EHCP)? ☐ Yes ☐ No

Do you consider yourself to have a learning difficulty and/or disability and/or health problem? ☐ Yes ☐ No

If Yes, Please enter 1 for your main difficulty or disability, 2 for all other difficulties or disabilities

Disability Health Problems

- ☐ Vision impairment
- ☐ Hearing impairment
- ☐ Disability affecting mobility
- ☐ Profound complex disabilities
- ☐ Social and emotional difficulties
- ☐ Other physical disability
- ☐ Mental health difficulty
- ☐ Temporary disability after illness (for example need post-viral or accident)
- ☐ Other disability: _____

Learning Difficulty

- ☐ Moderate learning difficulty
- ☐ Severe learning difficulty
- ☐ Dyslexia
- ☐ Dyscalculia
- ☐ Autism spectrum disorder
- ☐ Asperger's syndrome
- ☐ Speech, Language, Communication need
- ☐ Other specific learning difficulty (e.g. Dyspraxia)
- ☐ Other learning difficulty: _____

Health Problems

- ☐ Other medical condition (for example epilepsy, asthma, diabetes): _____
- ☐ Prefer not to say

Aged 16 – 24?

Have you recently left Local Authority Care? ☐ Yes ☐ No ☐ Prefer not to say

Are you in the care of a Local Authority? ☐ Yes ☐ No ☐ Prefer not to say

Section 3: Ethnicity

Please select the relevant button that best describes your ethnic group:

- | | | |
|--|--|---|
| ☐ English/Welsh/Scottish/Northern Irish/British | ☐ Any other mixed/multi ethnic background | ☐ Caribbean |
| ☐ Irish | ☐ Indian | ☐ Any other Black/African/Caribbean background |
| ☐ Gypsy or Irish Traveller | ☐ Pakistani | ☐ Arab |
| ☐ Any other white background | ☐ Bangladeshi | ☐ Any other ethnic group: _____ |
| ☐ White and Black Caribbean | ☐ Chinese | |
| ☐ White and Black African | ☐ Any other Asian background | |
| ☐ White and Asian | ☐ African | ☐ Not Provided |

Section 4: Residency

We will ask you to provide copies of your proof of residency – these can be scans or photos of the original documents

Country of Birth _____ Nationality according to your Official Documents _____

I have the right of abode and have been resident in the UK for the last 3 years? ☐ Yes ☐ No

If you have not been resident in the UK for the last 3 years what date did you enter?

Date you arrived in the UK _____ Country you previously lived in _____

What country are you currently residing in? _____

What is your current residency status in the UK? (Please select the relevant button)

- | | |
|---|--|
| ☐ Asylum Seeker (Bail 201 letter permits study) | ☐ Leave Outside the Rules |
| ☐ Asylum Seeker, in receipt of NASS and Bail 201 letter permits study | ☐ Leave to Enter Exceptional with 3 years residency in the UK |
| ☐ British Citizen | ☐ Leave to Remain Exceptional with 3 years residency in the UK |
| ☐ British Nationals evacuated from Afghanistan by UK government before 6 January 2022 | ☐ Leave to Remain with 3 years residency in the UK |
| ☐ British Nationals evacuated from Afghanistan under Operation Pitting | ☐ Leave to Enter with 3 years residency in the UK |
| ☐ Child of a Turkish Worker with 3 years residency in the UK or ECAA prior to 31st Dec 2020 | ☐ Refugee |
| ☐ Dependant Leave to Enter with evidence of Principal status in the UK, marriage or birth certificate and 3 years residency in the UK | ☐ Section 67 of the Immigration Act 2016 Leave |
| ☐ Dependant Leave to Remain with evidence of Principal status in the UK, marriage or birth certificate and 3 years residency in the UK | ☐ Self Employed visa |
| ☐ EUSS Pre Settled status with 3 years residency in the EU/EEA/Switzerland and UK | ☐ Short term study visa (International Team use only) |
| ☐ EUSS Settled status with 3 years residency in the EU/EEA/Switzerland and UK | ☐ Stateless and have lived in the UK for 3 years |
| ☐ Humanitarian protection | ☐ Student Route Visa Leave to Enter (International Team use only) |
| ☐ Indefinite Leave to Enter | ☐ Student Route Visa Leave to Remain (International Team use only) |
| ☐ Indefinite Leave to Remain | ☐ Ukraine Extension Scheme |
| ☐ Irish Citizen | ☐ Ukraine Family Scheme |
| | ☐ Ukraine Sponsorship Scheme (Homes for Ukraine) |
| | ☐ The husband, wife, civil partner or child of a British resident who has 3 years residency in the UK |
| | ☐ Tier 2 Visa ☐ Tier 5 Visa |
| | ☐ Visitor Visa for 6 month course (International Team use only) |

For Office Use Only Residency Assessment

Identification (Document reference/Passport (British and Irish citizens only), Number/Visa/Biometric Residence Permit/Visa/EUSS Pre/Settled Status and Number/Visa)

Date of Issue _____ Expiry Date _____

Residency documentation & notes (Please record supporting evidence in the box below e.g. Spouse/Civil Partner/Partner/Principal Details, Birth certificate/marriage certificate or Home Office Letter details and dates/Passport/Visa/Biometric Residence Permit/EUSS Pre/Settled share code and Home Office Reference number (16 digits))

Section 5: Marketing

Please tick this box if you are happy for us to use your picture freely in College marketing publicity ☐ Yes

Section 6: Employer's Details

Employer/Company Name

Contact Name

Contact Telephone Number

Contact Email

Name of Line Manager/Mentor

Contact Number of Line Manager

Line Manager's Email

Employee's Workplace Address

Do you Live in England? ☐ Yes ☐ No

What percentage of your working time is in England? _____
(if under 50% request full details from employer to check eligibility)

How many hours are you contracted to work? _____

Section 7: Safeguarding

Safeguarding Assessment

Do you have any relevant unspent criminal convictions? ☐ Yes ☒ No

Note: Relevant means offences against the person, whether of a violent or sexual nature, and convictions involving unlawful supplying or possessions of controlled drugs or substances. If you declare that, you have a conviction you will be asked to complete a separate information sheet. This is to help us assess any potential risk to yourself or others in the College. Having a criminal record will not necessarily prevent you from studying at the College, but that will depend on the course you choose and the circumstances of your offence. If you do not disclose a relevant conviction, which is ultimately discovered, this could result in you being excluded from the College.

Safeguarding Officer Only

Where "Yes" has been ticked, Safeguarding Officer to complete their name and signature to confirm we can enrol this applicant.

Name _____ Signature _____ Date _____

Section 8: Resources for your study

Do you have access to a PC/Laptop/Wifi at home? ☐ Yes ☒ No

Section 9: Education and Qualifications

Name of Previous School, College, or University _____

Does the student have any qualifications? ☐ Yes ☒ No

Please enter qualifications, including English and Mathematics

Type/Level	Subject	Year Achieved	Grade/Level Example: Below Level1/Level 2/Level 3 Grade 0-9/HNC/HND/FdA/BA/BSc/ Post Grad	Checked
GCSE	English Language			☐ Yes
GCSE	Mathematics			☐ Yes
Highest Qualification to date				☐ Yes

Are you currently enrolled on another apprenticeship? ☐ Yes ☒ No

Have you recently completed another apprenticeship? ☐ Yes ☒ No

Are you currently enrolled on a funded course (including loans) elsewhere? ☐ Yes ☒ No

Do you agree that you will not pay for any part of your apprenticeship with a loan from Student Finance England and if you already have a loan that you will withdraw from that course and cancel any loan that you have taken out to cover the costs of that course? ☐ Yes ☒ No

Highest qualification level verified as:

☐ Entry level ☒ Level 1 ☒ Level 2 ☒ Level 3 ☒ Full Level 3 ☒ Level 4
☒ Level 5 ☒ Level 6 ☒ Level 7+ ☒ Other ☒ Not Known ☒ No Qualification/s

What evidence has been provided to support the Education & qualifications declarations above?

PLR and/or certificates ☐ Yes

Self-declaration (on this form) with no further evidence ☐ Yes

Previous training provider declaration ☐ Yes

Section 10: Learning Agreement and Declaration

This section advises you about your course and responsibilities as a student at CCCG and how we use your personal information Capital City College Group Learning Agreement 2023-2024

By signing this declaration, I acknowledge and accept the following: I confirm that all the information provided on this form is accurate and that I accept the learning program detailed herein.

1. I have read and accepted the terms of Capital City College Group's Privacy Policy, which is available [here](#)
2. I have received sufficient guidance from the College regarding course options, entry requirements, my suitability for the course, as well as financial and learning support available to me.
3. I understand that the College reserves the right to make changes to course arrangements, merge or close classes based on learner numbers.
4. I agree to comply with the College's policies, procedures, and Learner Code of Conduct, which will be made available to me during induction.
5. If requested, I will complete the GLA AEB Learner Survey.
6. I have provided the Enrolling Team with the requested evidence of certificates of education, residency, benefits, or salary.
7. If I am assessed as an overseas or international student, I acknowledge that I will be required to pay fees for all aspects of my study and any additional enrolments during the academic year.
8. I am aware that CCCG may process my personal data, including the use of CCTV, for the purposes of maintaining premises security and preventing, detecting, and investigating crime.
9. CCCG reserves the right to contact parents/guardians/carers with parental responsibility for learners under the age of 18 on 31/08/2023 regarding but not exclusive to attendance, progression, discipline and any other matters. Parental responsibility is defined in Section 3 (1) of the Children Act 1989. Further information on your rights is available at: <https://ico.org.uk>
10. By signing this form, I give my consent to CCCG to process my enrolment and personal data in accordance with the GB-GDPR guidelines.

Education and Skills Funding Agency (ESFA) Privacy Notice May 2023

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 on 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> 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

• 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>

Learners Signature _____ Staff Signature _____ Date _____