



### 10. What qualifications do you have?

Please tick any that you have.

- Entry level
- Other qualifications below level 1
- Level 1 (5 or more with grades D-G)
- Level 2 (5 or more A\*-C GCSE/O Levels)
- Level 3 (A Levels)  
(2 or more A level passes, 4 or more AS level passes)
- Level 4 (HNC/QLF Level 4 quals)
- Level 5 HND/Foundation Degree/QLF Level 5 quals
- Level 6 Bachelors Degree/Graduate Certs and Diplomas
- Level 7 or above PG Certs/Diplomas, Masters Degree and above
- No qualifications
- Other, please specify

### 11. How did you hear about Community Learning and Skills Service?

- Leaflet or brochure
- MyCouncil
- Job Centre
- Word of mouth or friend
- Learning venue
- Internet search (website/social media)
- Library
- Adult guidance
- Other (please state)

### 12. Are you?

- Carer\*     Lone parent

*\*Cares (unpaid) for family/friend who have a disability, illness or who need support in later life*

### 13. Do you need English and maths support?

Please tick all that apply

- English     Maths     No

### 14. Do you have any disabilities or learning difficulties? Please tick all that apply.

- Yes     No

- Visual impairment
- Hearing impairment
- Disability affecting mobility
- Profound complex disabilities
- Social and emotional difficulties
- Mental health difficulties
- Moderate learning difficulty
- Severe learning difficulty
- Dyslexia
- Dyscalculia
- Autism spectrum disorder
- Aspergers syndrome
- Temporary disability after illness eg. Post viral
- Speech, language and communication needs
- Other physical disability
- Other specific learning disability
- Other learning difficulty
- Other disability
- Prefer not to say

### Of the above, which is your primary difficulty/disability?

### 15. What is your employment status?

- Unemployed and available to start work now  
- go to Q18
- Unemployed and not available to start work now  
- go to Q18
- Employed - go to Q16
- Self-employed - go to Q16
- In full-time education - go to Q18
- Retired - go to Q18
- Volunteer - go to Q18

**16. How long have you been working?**

- Up to 3 months                       4-6 months  
 7-12 months                         12+ months

**17. How many hours per week do you work?**

- Under 11     11-20     21-30     31+

Please go to Q19.

**18. If you are a full time student/unemployed/ not working/retired, how long for?**

- Up to 6 months                       6-11 months  
 12-23 months                         24-35 months  
 Over 36 months

**19. Eligibility for fee reduction**

Are you unemployed or employed earning less than £330 per month, on a benefit, available for work and intend to take a qualification to enable you to seek employment?

- Yes     No    If yes, please sign below

Are you aged 19-23 and taking your first level 2 qualification?

- Yes     No    If yes, please sign below

Are you claiming a benefit?

- Yes     No

Are you in receipt of a low wage?

- Yes     No

You may qualify for a fee discount. If so, please provide recent evidence to a member of staff.

**22. What course(s) would you like to enrol on?**

Course code	Course title	Day	Time	Start date	Fee

**20. What is your residential and immigration status?**

Please provide evidence of ID to a member of staff eg. passport, ID card, driving licence.

Have you lived in the UK or EU or EEA for 3 years or more?

- Yes    If yes please go to Q21.     No

If no, are you an EEA migrant worker?

- Yes     No

Are you a refugee?

- Yes     No

Are you an asylum seeker?

- Yes     No

If yes, have you lived in the UK for 6 months or more?

- Yes     No

Are you the husband, wife or civil partner of one of the above?

- Yes     No

If yes, which?

If you are married to an EU/UK citizen, how long have you been married?

How long have you lived in UK/EU/EEA after marriage?

**21. Household situation**

Please tick which of the following statements apply (one or more may apply):

- No member of the household in which I live (including myself) is employed  
 The household that I live in includes only one adult (aged 18 or over)  
 There are one or more dependent children (aged 0-17 years or 18-24 years if full time student or inactive) in the household  
 None of these statements apply  
 I confirm that I wish to withhold this information

Receipt no.

Total £

### 23. What is your ethnic origin?

This is optional but it's helpful to know your background so we can monitor our service to all communities.

#### White

- English/Welsh/Scottish/Northern Irish/British
- Irish
- Gypsy or Irish Traveller
- Other White

#### Mixed/multiple ethnic group

- White and Black Caribbean
- White and Black African
- White and Asian
- Other Mixed/multiple ethnic group

#### Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Other Asian or Asian British

#### Black/African/Caribbean/Black British

- African
- Caribbean
- Other Black/African/Caribbean/Black British

#### Other ethnic group

- Arab
- Other (please state)

### Application by post

If the course is not a qualification and you are paying the full fee, or it is free, you can send this form and a cheque by post to the address below. All other enrolments need to be at a centre with your proof of benefit or if you are paying in full with cash.

**Slough** Community Learning and Skills Service  
St Martins Place, 51 Bath Road, Slough SL1 3UF  
Tel: 01753 476611

**RBWM** Community Learning and Skills Service  
Riverside Centre  
West Dean, Maidenhead SL6 7JB  
Tel: 01628 685647

### 24. Would you like to talk to an employment and learning advisor about your medium term plans?

- Yes  No

### Student learning agreement

I declare that

- I agree to the terms and conditions published in the course brochure.
- I confirm I have received suitable information and advice for my learning programme.
- I am satisfied that I fully understand the requirements of the programme and agree to be bound by the conditions of entry which are available on request.
- I agree to comply with the policies and procedures of this centre including e-safety.
- I do not have a place on a course until confirmed by letter from the Community Learning and Skills Service.
- I agree to any media being used for at least five years for the purpose of promotion.
- I agree to receive information from Slough Borough Council via email or post.

### Privacy notice

#### 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 successor bodies to these organisations. For the purposes of 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.

We want to contact you about our courses. If you agree tick any of the following boxes:

- About courses or learning opportunities
- For surveys and research
- By post  By phone  By email

Further information about use of and access to your personal data, and 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:

[www.gov.uk/government/publications/esfa-privacy-notice](http://www.gov.uk/government/publications/esfa-privacy-notice)

Date   /   /