

ENROLMENT FORM 2007/8



Kiara Training College
215 London Road Mitcham Surrey CR4 2JD
Tel: 020 8648 0318 Fax: 020 8648 7288
Email: info@kiaratrainingcollegeuk.com

Please complete your details in **BLOCK CAPITALS** in ink. Thank you.

SECTION 1: Personal Details

Student No (if previously enrolled):

Title e.g. Mr/Mrs/Ms	First Name:	Surname:
<hr/>		
Date of Birth:	Gender	M <input type="checkbox"/> F <input type="checkbox"/>
<hr/>		
Present Address:		
<hr/>		
Town:		
<hr/>		
Postcode:	Please tick if you would NOT like to be contacted by post <input type="checkbox"/>	
<hr/>		
Workplace Postcode:		
<hr/>		
Telephone/Mobile:	Day	Evening
<hr/>		
Email:	Please tick if you would NOT like to be contacted by Email <input type="checkbox"/>	
<hr/>		
Nationality (as on passport):	National Insurance No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<hr/>		
Country of Residence for the last 3 years:		
<hr/>		
Previous Address if less than 3 years at current address:		
.....		
.....		
.....		

When you supply any personal information to us we have legal obligations towards you in the way we use this data. In general, any information you provide to us will only be used by us and by our agents and service providers. Your information will be disclosed here we are obliged or permitted by law. Further information can be found on our web site www.kiaratrainingcollegeuk.com

SECTION 2: Work Details

Manager/Supervisor Name:
<hr/>
Manager/Supervisor Contact Telephone Number:
<hr/>
Company Name:
<hr/>
Company Address:
<hr/>
Postcode:
<hr/>
Work details (days/hours):
<hr/>

SECTION 3: Eligibility

Are you an EU/EEA national, Yes No

If **YES** please go to section **A**
If **NO** please go to section **B**

SECTION A

ID Type:

Please provide a copy of either your Passport or Birth certificate

Passport Number:

OR

Birth certificate

SECTION B

What kind of Visa do you have?

Indefinite Leave to Remain Student Visa Work Permit
Limited Leave to Remain Working Holiday Visa Other _____

Have you been in full-time education at any time in the last 3 years? Yes No

Are you a refugee? Yes No

Are you an asylum seeker in receipt of income-based benefit: Yes No

A copy of documentation as proof of leave to remain in UK must be produced. This should include date of entry to the UK and visa expiry date.

Training

Please give brief details of job training you have received (if any):

- **In the last 12 months?** _____
- **One to three years ago?** _____

Computer Access in your current workplace

PLEASE TICK AS APPROPRIATE

I can use a computer in work Yes No

I can use the internet in work Yes No

I am a confident internet user Yes No

Do you have your own computer? Yes No

How often do you use a computer?.....

What applications do you use?

SECTION 4: ESF Information (Please tick appropriate box in each section)

E11 Industrial Sector of Learner's Employer

01. Agriculture	<input type="checkbox"/>	11. Professional Services	<input type="checkbox"/>
02. Banking & Business Services	<input type="checkbox"/>	12. Public Administration & Defence	<input type="checkbox"/>
03. Construction	<input type="checkbox"/>	13. Services (other)	<input type="checkbox"/>
04. Distribution, Hotels & Related	<input type="checkbox"/>	14. Textiles & Clothing	<input type="checkbox"/>
05. Engineering	<input type="checkbox"/>	15. Transport & Communications	<input type="checkbox"/>
06. Food, Drink & Tobacco	<input type="checkbox"/>	16. Utilities (Gas, Electricity & Water)	<input type="checkbox"/>
07. Health & Education Services	<input type="checkbox"/>	17. Chemicals	<input type="checkbox"/>
08. Manufacturing (other)	<input type="checkbox"/>	97. Other	<input type="checkbox"/>
09. Metals & Mineral Products	<input type="checkbox"/>	99. No Employer	<input type="checkbox"/>
10. Mining & Related	<input type="checkbox"/>		

E12 Employment Status on day before starting course

01. Employed	<input type="checkbox"/>	04. Unemployed	<input type="checkbox"/>
02. Full time Education	<input type="checkbox"/>	05. Still at School	<input type="checkbox"/>
03. Self employed	<input type="checkbox"/>	06. Economically Inactive*	<input type="checkbox"/>

* Of working age but not economically active or seeking work

E13 Learner's Employment Status

01. In secure employment	<input type="checkbox"/>	03. Unemployed	<input type="checkbox"/>
02. Threatened with redundancy	<input type="checkbox"/>		

E14 If unemployed, length of unemployment before starting course

01. Less than 6 months	<input type="checkbox"/>	04. 24-35 months	<input type="checkbox"/>
02. 6-11 months	<input type="checkbox"/>	05. Over 36 months	<input type="checkbox"/>
03. 12-23 months	<input type="checkbox"/>	99. Not unemployed	<input type="checkbox"/>

E15 Learner's Employer Definition

01. Public sector organisation	<input type="checkbox"/>	05. Small organisation (10-49 staff)	<input type="checkbox"/>
03. Large organisation (250 staff or more)	<input type="checkbox"/>	06. Medium organisation (50-249 staff)	<input type="checkbox"/>
04. Micro organisation (1-9 staff)	<input type="checkbox"/>	99. Not employed	<input type="checkbox"/>

E20 Learner Background *not in education, employment or training

01. Homeless	<input type="checkbox"/>	07. Living in Rural areas	<input type="checkbox"/>
02. Ex-offender	<input type="checkbox"/>	08. Lone parent	<input type="checkbox"/>
03. 13-17 years old at risk of becoming *NEET	<input type="checkbox"/>	09. Asylum Seeker	<input type="checkbox"/>
04. Refugees	<input type="checkbox"/>	10. 13-17 years old and *NEET	<input type="checkbox"/>
05. Experiencing drug or alcohol misuse	<input type="checkbox"/>	97. Other - further info may be requested	<input type="checkbox"/>
06. Returner to labour market None of the above	<input type="checkbox"/>		

I declare that, to the best of my knowledge, the information I have given in this form is true and correct.

Learner Signature.....

Date.....

SECTION 5: Ethnicity

Ethnic Origin - I would describe myself as:

Please tick the appropriate box. If you do not wish to state your ethnicity please select 99 - do not leave blank

- | | | | |
|---|--------------------------|--|--------------------------|
| 11. Asian or Asian British-Bangladeshi | <input type="checkbox"/> | 20. Mixed - White & Black African | <input type="checkbox"/> |
| 12. Asian or Asian British-Indian | <input type="checkbox"/> | 21. Mixed - White & Black Carribean | <input type="checkbox"/> |
| 13. Asian or Asian British-Pakistani | <input type="checkbox"/> | 22. Mixed - Any other mixed background | <input type="checkbox"/> |
| 14. Asian or Asian British-Other Asian Background | <input type="checkbox"/> | 23. White – British | <input type="checkbox"/> |
| 15. Black or Black British-African | <input type="checkbox"/> | 24. White – Irish | <input type="checkbox"/> |
| 16. Black or Black British-Caribbean | <input type="checkbox"/> | 25. White - Any other White Background | <input type="checkbox"/> |
| 17. Black or Black British-Other Black Background | <input type="checkbox"/> | 98. Any Other | <input type="checkbox"/> |
| 18. Chinese | <input type="checkbox"/> | 99. Not Stating | <input type="checkbox"/> |
| 19. Mixed - White & Asian | <input type="checkbox"/> | | |

SECTION 6: Equality & Diversity

This information is used to assess whether all applicants are treated equally when applying for courses and to ensure that they can fully access all the College's resources.

Do you consider yourself to have a disability and/or learning difficulty?

YES please fill in the section(s) below NO

Disability - I would describe myself as having:

Please tick the appropriate box

- | | | | |
|--|--------------------------|--|--------------------------|
| 01. Visual impairment | <input type="checkbox"/> | 07. Mental ill health | <input type="checkbox"/> |
| 02. Hearing impairment | <input type="checkbox"/> | 08. Temporary disability (e.g. post-viral or accident) | <input type="checkbox"/> |
| 03. Disability affecting mobility | <input type="checkbox"/> | 09. Profound complex disabilities | <input type="checkbox"/> |
| 04. Other physical disability | <input type="checkbox"/> | 90. Multiple disabilities | <input type="checkbox"/> |
| 05. Other medical conditions e.g. epilepsy, asthma, diabetes | <input type="checkbox"/> | 97. Other | <input type="checkbox"/> |
| 06. Emotional/behavioural difficulties | <input type="checkbox"/> | No disability | <input type="checkbox"/> |

Learning Difficulties - I would describe myself as having:

Please tick the appropriate box

- | | | | |
|----------------------------------|--------------------------|--|--------------------------|
| 01. Moderate Learning Difficulty | <input type="checkbox"/> | 19. Other specific Learning Difficulty | <input type="checkbox"/> |
| 02. Severe Learning Difficulty | <input type="checkbox"/> | 90. Multiple Learning Difficulties | <input type="checkbox"/> |
| 10. Dyslexia | <input type="checkbox"/> | 97. Other (please specify)..... | |
| 11. Dyscalculia | <input type="checkbox"/> | 98. No Learning Difficulty | <input type="checkbox"/> |

Will you need additional support with Literacy and / or Numeracy? YES NO

SECTION 7: Occupation

Please tick the appropriate box

- | | | | |
|---------------------------------------|--------------------------|-------------------------------|--------------------------|
| 1. Managers & Administrators | <input type="checkbox"/> | 6. Health & Childcare | <input type="checkbox"/> |
| 2. Professional | <input type="checkbox"/> | 7. Sales | <input type="checkbox"/> |
| 3. Associate Professional & Technical | <input type="checkbox"/> | 8. Plant & Machine Operatives | <input type="checkbox"/> |
| 4. Clerical & Secretarial | <input type="checkbox"/> | 9. Not employed | <input type="checkbox"/> |
| 5. Craft & Related | <input type="checkbox"/> | 10. Other | <input type="checkbox"/> |

SECTION 8: Qualifications Gained In The UK

Do you have any UK qualifications? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please tick the boxes and answer the questions below.	
GCSEs: C-F <input type="checkbox"/> How many?	GCSEs: A*-C <input type="checkbox"/> How many?
CSEs <input type="checkbox"/> How many?	Your highest CSE grade?
O levels <input type="checkbox"/> How many?	A levels <input type="checkbox"/> How many?
NVQs Level 1 <input type="checkbox"/>	NVQs Level 2 <input type="checkbox"/>
BTEC Certificate <input type="checkbox"/>	BTEC Diploma <input type="checkbox"/>
Key Skills Communication <input type="checkbox"/>	Key Skills Number <input type="checkbox"/>

LITERACY:

Entry Level 3 Level 1 Level 2

NUMERACY:

Entry Level 3 Level 1 Level 2

ESOL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES):

Entry Level 3 Level 1 Level 2

Any other qualifications?

Qualifications Gained Outside The UK

SECTION 9: Prior attainment level

The highest qualification I have been awarded best fits the following category:

Please tick the appropriate box.

The information shown in the table below provides a guide to the overall attainment level of learners that have achieved various combinations of qualifications. The levels shown do not necessarily coincide with the level at which individual qualifications are set. For example, GCE AS levels are at level 3, but the level of attainment achieved by a learner who has taken AS level qualifications depends on the number of qualifications achieved, one AS level being needed for the learner to attain level 1, at least two to attain a full level 2 and at least 4 to attain a full level 3.

NVQ	Academic qualification equivalent	LEVEL Vocational qualification equivalent	Code number for L35	Please tick Box
	for L35		09	<input type="checkbox"/>
	Other Qualifications below Level 1		07	
Level 1	GCSE / O Level Grades D – G (or fewer than 5 at grades A - C) CSE below grade 1 1 AS level	BEC General certificate BEC Diploma BTEC first certificate, City & Guilds Operative Awards CPVE Year 1 (Technician), GNVQ Foundation LCCI Elementary / First Level, NVQ Level 1 PEI Elementary / First Level, RSA Elementary / First Level, RSA Vocational certificate	01	<input type="checkbox"/>
Level 2	GCSE/ O Level (5 or more grades A-C) CSE Grade 1 (5 or more) 1 Advanced level 2 / 3 AS levels	BEC General Certificate with credit, BEC diploma with credit BTEC First diploma, City & Guilds Higher Operative / Craft, GNVQ Intermediate LCCI Certificate (Second level), NVQ level 2, PEI stage 2 Pitmans Intermediate level 2, Diploma certificate, RSA Diploma	02	<input type="checkbox"/>
Level 3	2 or more advanced level passes 4 or more AS levels AVCE double award	BEC National ONC / OND, BTEC National ONC / OND City & Guilds advanced craft, GNVQ advanced LCCI diploma (third level), NVQ level 3, Pitmans level 3 advanced higher certificate, RSA Stage 3 advanced Diploma TEC Certificate / Diploma, Access to Higher Education courses, ESOL & Foreign languages advanced awards	03	<input type="checkbox"/>
Level 4	Teaching qualifications (including PGCE) First Degree	BEC National HNC / HND, BTEC National HNC / HND Higher Education certificate Higher education diploma, LCCI advanced level, NVQ level 4, Nursing (SRN), RSA advanced certificate RSA higher diploma	04	<input type="checkbox"/>
Level 5	Higher Degree	Continuing education diploma, NVQ level 5, Other high level professional qualifications	05	<input type="checkbox"/>
		Other qualification - level not known	97	<input type="checkbox"/>
		Not known	98	<input type="checkbox"/>
		No qualification	99	<input type="checkbox"/>



STUDENT LEARNING AGREEMENT 2007/8

THIS ACTIVITY HAS BEEN DIRECTLY OR INDIRECTLY PART-FINANCED BY THE EUROPEAN UNION THROUGH EUROPEAN SOCIAL FUND- HELPING DEVELOP EMPLOYMENT BY PROMOTING EMPLOYABILITY, BUSINESS SPIRIT AND EQUAL OPPORTUNITIES, AND INVESTING IN HUMAN RESOURCES.

I am aware of the following details related to the course(s) for which I have enrolled:

- course work and syllabus requirements
- other course/employment this course might lead on to

ADVICE AND GUIDANCE

I have received guidance from one or more of the following sources:

- Tutor / advice sessions Prospectus / leaflet /syllabus
- Learning Information Service Other
- (Details)

ADDITIONAL SUPPORT/SKILLS FOR LIFE SUPPORT

I understand that I may be able to get extra help with Maths, English or Study Skills. (If this help is required I will discuss possible options with a member of staff)

“Data Protection Act 1998 – The information you provide will be passed to the Learning and Skills Council (the LSC). The LSC is responsible for funding and planning education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance and statistical and research purposes. Other organisations with which we will share information include, the Department for Education and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and Statistical work on behalf of the LSC or its partners. The LSC also administers the learner registration service (LRS) which will use your information to create and maintain a unique learner number (ULN). The LSC is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and what they do, may be found at <http://www.lsc.gov.uk/National/Partners/Data/>, and by following the links to data protection. At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan future provision.”

Tick this box if you do not wish to be contacted by the LSC or its partners in respect of surveys and research. The LSC values your views on the education or training which you receive, and will use these to help bring about improvements for learners in England.

The LSC or its partners may wish to contact you from time to time about courses, or learning opportunities relevant to you.

Please tick if you do not wish to be contacted about courses or learning opportunities by post

I give my consent for the storage and transfer of such data. I agree to abide by the requirements of the various acts covering Health and Safety at work and to follow any instructions that may be issued by other College staff. The information I have given is true and correct. I have read and understood the College policy on refunds credits and transfers (as stated on the enrolment form and in the current prospectus) and agree to abide by the regulations of the College. I understand the College reserves the right to alter fees, change centres or tutors, or reschedule, cancel or combine courses if necessary.

I confirm that I am not enrolled at another institution (educational). YES / NO (please delete as applicable).

I declare that, to the best of my knowledge, the information I have given in this form is true and correct.

Student signature

Date.....

Signed (staff).....

Date.....

SECTION 10: How did you find out about 'Kiara Training College'?

Please tick the appropriate box.

Local paper ad	<input type="checkbox"/>	Friend/relative	<input type="checkbox"/>	Prospectus	<input type="checkbox"/>	Telesales	<input type="checkbox"/>
Floodlight	<input type="checkbox"/>	Learn Direct	<input type="checkbox"/>	Employer	<input type="checkbox"/>	Other	<input type="checkbox"/>
Hot courses	<input type="checkbox"/>	Bus Back advert	<input type="checkbox"/>	Work Colleague	<input type="checkbox"/>	E.G.T.P	<input type="checkbox"/>
Leaflet	<input type="checkbox"/>	Billboard	<input type="checkbox"/>	Richmond B. School			<input type="checkbox"/>
Banner	<input type="checkbox"/>	Library	<input type="checkbox"/>	www.kiaratrainingcollegeuk.com			<input type="checkbox"/>

SECTION 11: Courses (STAFF USE ONLY)

URN Number:- _____

Please enrol me on the following course(s):

Code: _____ Course Title:- _____ High: _____ Low: _____ Assessor Signature: _____

Code: _____ Course Title:- _____ High: _____ Low: _____ Assessor Signature: _____

Code: _____ Course Title:- _____ High: _____ Low: _____ Assessor Signature: _____

If you are enrolling by fax, post or in person you must present your evidence at time of enrolment. We are unable to process your enrolment without this.

SECTION 12: Reduced Fees

You may be entitled to claim a reduced (concessionary) fee if one of the categories listed below applies to you. (Please note: evidence of entitlement to a reduced fee must be no older than 6 months and must cover the period of your course).

Receiving income-based job seeker's allowance**	<input type="checkbox"/>	Unwaged dependent of person in receipt of benefit**	<input type="checkbox"/>
Receiving housing or council tax benefit**	<input type="checkbox"/>	Asylum seeker with equivalent income-based benefit**	<input type="checkbox"/>
Receiving other income-based benefit**	<input type="checkbox"/>	Skills for Life	<input type="checkbox"/>
Aged 16-18 on 31st August 2007	<input type="checkbox"/>	Level 2 entitlement	<input type="checkbox"/>
Receiving pension guarantee credit**	<input type="checkbox"/>	Level 3 entitlement	<input type="checkbox"/>
Cat D - Offender Learner	<input type="checkbox"/>	In receipt of disabled person's tax credit*	<input type="checkbox"/>

STAFF USE ONLY

Student Bag

Evidence Attached

If you are enrolling by fax, post or in person you must present your evidence at time of enrolment. We are unable to process your enrolment without this.

*Reduced fee applies only where household income is less than £15,050 (subject to change).

You must produce the full award certificate at the time of enrolment.

**You must provide evidence of the benefit you are receiving when you enrol

SECTION 13: Payment of Fees

I am paying by:	Cash	<input type="checkbox"/>	Cheque	<input type="checkbox"/>	Invoice*	<input type="checkbox"/>	Debit Card	<input type="checkbox"/>	Credit Card	<input type="checkbox"/>
Source of fee payment:	Employer Paid									<input type="checkbox"/>
	Learner Pays, Recovers from Employer									<input type="checkbox"/>
	Learner Pays									<input type="checkbox"/>
	No Fees to Pay									<input type="checkbox"/>

SECTION 14: Please Read Carefully

REFUNDS: Refunds are only available if a course is cancelled by the College

TRANSFERS: If your course is cancelled you can transfer to an alternative course instead of claiming a refund. Transfers for any other reason must be requested by filling in an application for transfer form at reception. Transfers incur a £10.00 handling charge per course. If a transfer is agreed, any price differences must be paid before the transfer is completed.

CREDITS: Credits are only available in the case of serious illness (when supported by a medical certificate) or other agreed circumstances. A £10.00 handling charge will be payable. Credits are valid for 6 months and are not transferable.

SELF-DECLARATION OF ELIGIBILITY FOR LEVEL 2 ENTITLEMENTS

The Train to Gain Service is designed to raise the skill levels of people who are in work but do not already hold a Level 2 qualification.

The overall aim of the programme is to help those employees **without** the equivalent of 5 GCSE's (Grades A-C) already. Therefore, to take part you must tell us about **all** of your existing qualifications. If you have or are studying **any** of the following qualifications or a higher level qualification, we're sorry but you will not be eligible for 'Train to Gain' funding for a further NVQ Level 2 qualification. This list is not exhaustive.

SCHOOL / COLLEGE QUALIFICATIONS	VOCATIONAL (WORK RELATED) QUALIFICATIONS
5 GCSE's (grades (A-C) or 'O' Levels	BEC General Certificate / Diploma with Credit HND / HNC
5 CSE Grade 1's	Edexcel / BTEC 1st Diploma or higher C&G Higher Operative or Craft
1 or more 'A' Levels	Intermediate or higher NVQ Level 2, 3 or 4
2 AS Levels	Access Course

PRIOR QUALIFICATIONS

Please indicate what qualifications you have completed in the past. Where you have no previous qualifications please state "None".

DETAILS OF QUALIFICATION COMPLETED OR CURRENTLY UNDERTAKING (for example:- Title, module names, awarding body, institution where qualification taken)	DATE QUALIFICATION COMPLETED (state year where exact date unknown)	LEVEL ACHIEVED

If required please continue on an additional sheet and attach to Declaration.

DECLARATION

- I confirm that all the information on this form is correct and I declare that I do not already have a full Level 2 qualification or above. I have a contract of employment and fulfil the residency regulations for the LSC in England. I understand that if I have declared false information the provider may take action against me to reclaim the tuition fees and any support costs provided.'
- I confirm agreement to all the information supplied to be used for enrolment'.
- I enclose a copy of documents as proof of leave to remain in the UK including Date of Entry to the UK and Visa Expiry Date'.

Learner Name
(Please Print).....

Signed
(Learner).....

Signed
(Learning Provider).....



Date.....