



# We-are-hr Learning Agreement

On completion of this form, it must be signed and returned to [admin@we-are-hr.com](mailto:admin@we-are-hr.com)

Please note: All fees are due regardless of withdrawal from the course(s). (See terms and conditions of enrolment). Data on this form will be stored on a computer. Information from this form will be sent to the ESFA and other government bodies.

Please complete in BLOCK CAPITALS in black ink.

Enter your Unique Learner Number if you already have one:

Please provide your National Insurance Number:

Have you enrolled on any courses with **We-are-hr** before?

## 1. Personal Details

Yes  No

Mr  Mrs  Miss  Ms  Other

Male  Female

Surname

Forename(s)

Date of Birth

Home/Permanent Address

Term-Time Address (if different)

Postcode:

Postcode:

Home Tel No.

Mobile Tel No.

Alt. Tel No.

Email

## 2. Nationality

Have you been a resident in the UK or any other country in the EEA\* for the last 3 years?  Yes  No

If no, please enter your date of entry

to the UK or other country in the EEA\*:

\*The European Economic Area consists of all members of the EU and Iceland, Lichenstein, Switzerland and Norway.

## 2 Cont. Nationality

What is your nationality:

Are there any immigration restrictions on how long you can stay in the UK?  Yes  No

### White

Please note, learners from Wales, Northern Ireland, Scotland or the Channel Islands, cannot access ESFA funding and will be charged the full international fee.

## 3. Ethnic Origin

Please tick one of the boxes below to describe your ethnic origin.

### White

- 31 English / Welsh / Scottish / Northern Irish / British
- 32 Irish
- 33 Gypsy or Irish Traveller
- 34 Any other white background

### Asian / Asian British

- 39 Indian
- 40 Pakistani
- 41 Bangladeshi
- 42 Chinese
- 43 Any other Asian background

### Other ethnic group

- 47 Arab
- 98 Any other ethnic group
- 99 Not known/not provided

### Mixed / multiple ethnic group

- 35 White and Black Caribbean
- 36 White and Black African
- 37 White and Asian
- 38 Any other mixed / multiple ethnic background

### Black / African / Caribbean / Black British

- 44 African
- 45 Caribbean
- 46 Any other Black / African / Caribbean background

## 4. How did you find out about the Course?

- 1 Prospectus
- 4 Direct from College
- 5 Careers Advisor
- 98 Other ie, school, newspaper, leaflet/poster, library (please specify)
- 6 Employer
- 7 Friend or relative
- 8 Open Day
- 9 College Website
- 12 British Council
- RS Returning Student

## 5. Additional Support

Please tick any of the boxes which are relevant. A member of the ESFA Team will contact you to discuss your support needs.

**Do you consider yourself to have a disability, learning difficulty and/or health problem?**

**If Yes, please specify below**

**Yes No**

04 Visual impairment

05 Hearing impairment

06 Disability affecting mobility

07 Profound complex disabilities

08 Social and Emotional difficulties

09 Mental Health difficulty

10 Moderate learning difficulty

11 Severe learning difficulty

12 Dyslexia

13 Dyscalculia

14 Autism spectrum disorder

15 Asperger's Syndrome

16 Temporary disability after illness(e.g. post-viral or accident)

17 Speech, language and communication needs

93 Other physical disability

94 Other specific learning difficulty (e.g. Dyspraxia)

95 Other medical condition (e.g. epilepsy, asthma, diabetes)

If other, please state:

Do you have any statement of educational needs?

**Yes No**

## 6. Previous Education/Qualifications

Please tick the box showing your highest qualification: (please see qualifications explained on website).

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 01 – Level 1 (e.g. NVQ Level 1)                           | <input type="checkbox"/> 10 – Level 4           | <input type="checkbox"/> 97 – Other qualification,<br>level not known |
| <input type="checkbox"/> 02 – Full Level 2 (e.g. 5 GCSEs<br>and above or 2 AS/A2s) | <input type="checkbox"/> 11 – Level 5           | <input type="checkbox"/> 98 – Not known                               |
| <input type="checkbox"/> 03 – Full Level 3 (e.g. 4 AS/A2s)                         | <input type="checkbox"/> 12 – Level 6           | <input type="checkbox"/> 99 – No qualifications                       |
|  | <input type="checkbox"/> 13 – Level 7 and above |   |

Have you achieved a **Maths** GCSE?

Yes  No

Grade  What age were you?

Have you achieved an **English Language** GCSE?

Yes  No

Grade  What age were you?

Did you receive additional support at school  Yes  No

If you have been in full-time education in the last three years please give the name of the school or college:

I ~~do not~~ provide permission for the school named above to forward records of my education to date to We-are-hr

## 7. Employment and Benefit Status

### 1. Are you?

In paid employment  Yes  No

If **yes** please complete section below

The number of hours per week you work   The length of current employment in months

Please tick if you are self employed

If **no** are you? Please tick one box

- A. Looking for work and available to start work
- B. Not looking for work and/or not available to start work
- C. In full time education or training prior to enrolment

If you answered **A** or **B** please enter the length of current unemployment in months

### 2. Are you? Please tick one box

- Not in receipt of any state benefits
- In receipt of Job Seekers Allowance (JSA)
- In receipt of Employment and Support Allowance- Work Related Activity Group (ESA WRAG)
- In receipt of Universal Credit
- In receipt of other benefits – please state:

### 3. 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 with-hold this information

## 1. Course details

Course for which you are enrolling

Please note all fees are due regardless of withdrawal from the course(s) (See terms and conditions of enrolment)

Course Title	StartDate	EndDate

If you are aged 19-23 on the first day of your course, please complete the following questions:

Do you already have a Full Level 2 qualification  Yes  No

Do you already have a Full Level 3 qualification  Yes  No

Please see 6. Previous Education/Qualifications of this form for a full list of our full Level 2/Level 3 qualifications.

If you do not have a Full Level 2 qualification and are aged 19-23 or if you do not have a Full Level 3 qualification and are aged 19-23, you may be entitled to free tuition (other fees may still apply), please see the fee section in the Part-Time Prospectus for clarification and eligibility. If you meet the criteria, please complete the C01 section at the end of this form. If you are 19 or above and applying for a Level 3 course or higher, then you may be eligible for a Further Education loan to pay your fees. Please see [www.gov.uk/advanced-learning-loans](http://www.gov.uk/advanced-learning-loans) for details.

Are you an Apprentice?

Yes  No

Who is your employer?

## Data Protection Act 1998 and Privacy Notice

**We-are-hr** abides by the Data Protection Act 1998. The personal information you have provided will be processed by the company for the purposes of providing educational and related services. The information may be disclosed to specific third parties, such as ESFA, Ofsted and Awarding Organisations.

Please note that parents have no automatic right to information about their sons/daughters but it may, in certain circumstances, be beneficial for **We-are-hr** to liaise with parents, provided the student is given the opportunity to object to a disclosure being made.

If you disclose a learning disability, the information will be used for the purpose of determining what adjustments, if any, are reasonable to ensure you are not put at substantial disadvantage. The information will be disclosed only to those staff that need to know in order to implement such reasonable adjustments.

### How we use your personal information

The personal information you provide is passed to the Chief Executive of Education & Skills Funding ("the Agency") and, when needed, the Department for Education, including the Education Funding Agency to meet legal responsibilities under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a Unique Learner Number (ULN). The information you provide may be shared with other organisations for education, training and employment-related purposes.

## Cont. Data Protection Act 1998 and Privacy Notice

### Contact from funding agencies and other external bodies

Please tick if you do not want to be contacted:

for surveys and research       about courses or opportunities       under any circumstances

**Please tick if you do not wish to share your data with the Learning Records Service**

The EFA, Skills Funding Agency or its partners may wish to contact you from time to time about courses or learning opportunities relevant to you. The data you supply will be used by the Skills Funding Agency to issue you with a Unique Learner Number (ULN) and share information about your learning. Further details of how your data is processed and shared can be found at [www.learningrecordsservice.org.uk](http://www.learningrecordsservice.org.uk)

Please tick if you do not want to be contacted by:

Phone       Email       Post

**Please note, aside from this, if there is an issue with the course running, the College may need to contact you by telephone.**

### Student declaration

I declare to the best of my knowledge that the information I have given is correct and that should my circumstances change I will inform the College immediately.

- I agree to abide by the terms and conditions of **We-are-hr**.
- I confirm that I have received guidance and assessment in relation to choice and suitability of the programme of study, entry requirements and support available. I am aware that I am entitled to further impartial guidance about my choice of programme of study from the company.

I understand that **We-are-hr** will need to process personal information about applicants/students in order to make admissions decisions and to provide education and training in accordance with the details set out above.

I understand that by submitting this enrolment form, I am agreeing to personal details being processed and shared with relevant third parties of the company.

I confirm that all the information on this form is correct and 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.

**Signature of Student:**

**Date:**

### FOR ENROLMENT STAFF ONLY

Name of Tutor initiating enrolment

Signature of Tutor

Date:

Signature of data inputter

Date:

Enrolment check

# Previous Qualifications 2021/2

**For use when claiming free tuition for first full Level 1/2/3 courses**

**Please complete the section which applies to the level of your course.**

First Level 1

I am aged 19 to 23 (inclusive) and I am studying a Level 1 qualification in a new subject. I declare I do not have one of the Level 2 or Level 3 qualifications listed below, and I intend to use the Level 1 qualification as a progression route to a full Level 2 or a full Level 3 qualification.

Name:

Signed:

Date:

First Level 2

I am aged 19 to 23 (inclusive) and studying my first full Level 2 qualification and I declare I do not have one of the following qualifications listed below:

- 5 GCSEs at grade A\* – C
- O level passes
- CSEs grade 1
- 2 AS/A2 levels
- NVQ 2
- Intermediate GNVQ or higher
- Edexcel/BTEC 1st Diploma or higher
- City and Guilds part 2
- NVQ 3
- NVQ 4
- GNVQ Advanced
- Edexcel National Diploma or higher
- Access to Higher Education course
- HNC/HND
- First degree/Higher degree

Name:

Signed:

Date:

First Level 3

I am aged 19-23 (inclusive) and studying my first full Level 3 qualification and I declare I do not have one of the following qualifications listed below:

- 4 AS/A2 levels
- NVQ 3
- NVQ 4
- GNVQ Advanced
- Access to Higher Education course
- Edexcel National Diploma or higher HND/HND
- First degree/Higher degree

Name:

Signed:

Date:

**FOR OFFICE USE ONLY**

Signature on behalf of the Tutor:

Date: