

2024–25 ENROLMENT FORM

Course Title

Course start date

Course end date

Course learning aim

Information about you

Unique Learner Number

National Insurance Number

Title

Surname

Forename(s)

Date of Birth (dd/mm/yyyy)

Age (on 31 August 2024)

Address

Tel (Home)

Tel (Mobile)

Email

Contact Preference

I wish to be contacted about courses or learning opportunities

I wish to be contacted for survey and research

Contactable by

Post

Email

Telephone

Text (SMS)

Emergency Contact Details

Name and number

Are you a young person looked after by your local authority? Yes No

Equality and Diversity

Gender: Male Female Transgender Other

Ethnic Heritage

White

English/Welsh/Scottish/
Northern Irish/British
Irish
Gypsy or Irish Traveller
Any other White background

Mixed/Multiple Ethnic Group

White & Black Caribbean
White & Black African
White & Asian
Any other Mixed/Multiple
ethnic background

Asian/Asian British

Indian
Pakistani
Bangladeshi
Chinese
Any other Asian Background

Black/African/Caribbean/Black British

African
Caribbean
Any other Black/African/
Caribbean background

Other Ethnic Group

Arab
Any other ethnic group

Other (please specify)

STAFF USE ONLY

Residency

Domicile country

ID checked by

Date

Evidence seen

Learning Difficulty and/or Disability

Do you have any learning difficulties and/or disabilities? Yes No

LLDD and health problem category: (please use 1 for primary disability/learning difficulty and 2 for all secondary disabilities/learning difficulties)

Visual impairment	Severe learning difficulty	Other physical disability
Hearing impairment	Dyslexia	Other specific learning difficulty
Disability affecting mobility	Dyscalculia	Other medical condition
Profound complex disabilities	Autism spectrum disorder	Other learning difficulty
Social and emotional difficulties	Asperger's syndrome	Other disability
Mental health difficulty	Temp. disability after illness or accident	Prefer not to say
Moderate learning difficulty	Speech, language, comms needs	Not provided

Household Situation

No household member is in employment and the household includes one or more dependent children

No household member is in employment and the household does not include any dependent children

Learner lives in a single adult household with dependent children

Learner has withheld this information

None of above applies

Employment

Before starting this course were you in full-time education or training? Yes No

Employment Status

In paid employment

Not in paid employment, looking for work and available to start work

Not in paid employment, not looking for work and/or not available to start work

If employed, please indicate

Self-employed	11 to 20 hours per week
0 to 10 hours per week	21 to 30 hours per week
31+ hours per week	

If employed, please indicate length of employment

Up to 3 months	7 to 12 months
4 to 6 months	12 months or more

If employed, please specify employer details

Name Tel

Address

If unemployed, please indicate length of unemployment

0 to 5 months 6 to 11 months 12 to 23 months 24 to 35 months 36 months or more

Current benefit status indicator

- In receipt of Job Seekers Allowance (JSA)
- In receipt of Employment and Support Allowance – Work Related Activity Group (ESA WRAG)
- In receipt of another state benefit other than JSA, Universal Credit or ESA (WRAG)
- In receipt of Universal Credit

Seen Initials

Funding Eligibility

Are you a British Citizen, or an EU/EEA or Swiss national? Yes No If no, answer the next question

Have you been resident in the UK for 3 years before the course start date? Yes No

If you are an EU citizen do you have EU settled status? Yes No

Prior Qualifications

Subject	Level	Grade	Result	Date obtained

Highest prior attainment level

Entry level Other below level 1 Level 1 Full level 2 Full level 3 Level 4 Level 5

Level 6 Level 7 or above Other qualification, level not known No qualifications

This section to be completed by Marine Society College Staff (English and Maths Stage 1)

GCSE English grade	GCSE Maths grade	Incomplete evidence provided	
Marine Society College Initial Assessment Results (if applicable):		Recommended Course:	
English	Maths	English	Maths
English and Maths Stage 1		(please enter eg. FS – E2 or FS – L1 or GCSE, etc)	
Staff Name (BLOCK CAPITALS)	Staff Signature <input type="text"/>		
GCSE English Condition of Funding (14–18)		GCSE Maths Condition of Funding (14–18)	
Exempt due to learning difficulty		Exempt due to learning difficulty	
Exempt due to an equivalent overseas qualification		Exempt due to an equivalent overseas qualification	
Has approved equivalent UK qualification		Has approved equivalent UK qualification	
Undertaking/completing at a collaborating institution		Undertaking/completing at a collaborating institution	

Previous School or College

How did you hear about the Marine Society College?

- | | | |
|---------------------|------------------------|------------------------|
| Existing learner | Direct to website | Sea Cadets |
| Employer | Found by search engine | School/college |
| Career advice/event | Friend or family | Social media advert |
| Co-worker | Newspaper advert | Other (please specify) |

Computer/Internet Availability

- | | | |
|--|-----|----|
| Do you have a computer at home? | Yes | No |
| Do you have internet access (Wi-Fi) at home? | Yes | No |

Career Aim

What do you hope to achieve by doing the course?

Learner Agreement (please read carefully)

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 used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training. Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation. You can agree to be contacted by other third parties by ticking any of the following boxes:

About courses or learning opportunities

For surveys and research

By post

By email

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

Consent Status: I give consent for my details to be shared Yes No

Learner Declaration

I declare that the information I have disclosed is true and accurate to the best of my knowledge.

1. I understand that if I have declared false, misleading or inaccurate information, or I have omitted to provide relevant information concerning my enrolment and any support needs, this may result in the cancellation of my enrolment or my permanent exclusion from the Marine Society College.
2. I confirm that I have been interviewed and assessed for this course and received advice and guidance as appropriate.
3. I understand the entry criteria for chosen programme of study and I understand my progression from this course towards my career aim.
4. In the event that – within a reasonable time of starting the course (normally eight weeks) – the Marine Society College considers that I am unable to work satisfactorily on a course for academic or behavioural reasons, then I accept that the Marine Society College may transfer me to another course or programme to assist me in dealing with the issues identified by the Marine Society College without recourse to the formal Disciplinary Procedures.
5. I understand the importance of 100% attendance and punctuality to enable me to succeed. My place on my course may be in jeopardy if I do not attend regularly and complete my work on time.
6. I understand that I am responsible for amounts due. I understand that once a course has started and I have attended any classes, no refund will be made if I choose to leave of my own volition. A full copy of the refund policy is available by request or online.
7. I understand that, if I have not paid fees because the Marine Society College is able to claim fee remission for my enrolment on my course, my photocopying allowance and examination costs may be met from the Learner Support Fund.
8. I agree to inform the Marine Society College of any relevant change of personal details or circumstance via a change of details form. I agree that it is my responsibility to ensure these details are kept up to date for all communication purposes.
9. Marine Society College may wish to take your photograph and/or film you taking part in learning activities. These images may appear in Marine Society College printed materials, press releases, be placed on our website/intranet or on other websites (operated by other agencies such as local and national press or publishers advertising Marine Society College courses etc.), used in promotional films, DVDs or on/in other media. I do not consent
10. I understand the Marine Society College may share information with other agencies such as the Local Authority children's/ adult services and the police in order to safeguard children, young people, and vulnerable adults, to help prevent crime and bring offenders to justice.

- 11.** I understand that if I have declared false, misleading or inaccurate information, or I have omitted to provide relevant information concerning my enrolment and any support needs, this may result in the cancellation of my enrolment or my permanent exclusion from the Marine Society College.
- 12.** I understand that I may be contacted after the completion of my programme of learning to establish whether I have entered employment or gone onto further training

In order to comply with Child Protection Legislation we are required to ask the following question: Do you have a criminal record?

Yes

No

Signature

Date