

9 Higher Education

Term Time Address (if different)

Postcode

Accommodation Type Own Home Parents/Guardians Rented Other

I do not wish to participate in NSS or DLHE Surveys

10 Apprenticeships (staff use only)

Employer Name

Assessor Name

Employer Reference

Levy Payer Yes No

Co-invested Yes No

Small Employer Yes No

Age of learner on start date 16-18 19-24 (with ECHP) 19+

Total Negotiated Price .

Employer Contribution .

Payment Terms In Full
 Installment Payments . over Months

Framework/Standard Details

Standard Framework

Standard Code Programme Type

Standard Level Framework Code

End Point Assessment Organisation

Pathway Code

End Point Assessment Cost

Delivery Location RC NNC DVC Create Skills Employer Partner (please specify)
 Name of Partner

20% Off-The-Job Plan

Job Element	Hours	Delivery Organisation	Estimate Start Date
End Point Assessment			

11 Educational Details

Were you at Rotherham College, North Notts College or Dearne Valley College last year?

Yes No (provide details below)

Last Educational Institution

Date from / / / / Date to / / / /

Are you in full time education elsewhere?

Yes No

Level of Highest Qualifications (At time of first enrolment to the College)

No qualifications

Entry Level
Entry Level Award, Certificate, Diploma

Other qualification below Level 1

Level 1
GCSEs (grades D-G or 3-1), QCF Award, Certificate, Diploma

Full Level 2
5 GCSEs (grades A*-C or 9-4), O Levels (grades A-C), Award, Certificate, NVQ Level 2, National Certificate/Diploma, Intermediate Apprenticeship

Full Level 3
2 A Levels (grades A-E), 4 AS Levels, Award, Certificate, Access to Higher Education Diploma, NVQ Level 3, Advanced Apprenticeship, National Certificate/Diploma, International Baccalaureate (IB) Diploma

Level 4
Higher National Certificate (HNC), Certificate of Higher Education (CerHE), Higher Apprenticeship

Level 5
Higher National Diploma (HND), Diploma of Higher Education (DipHE), Foundation Degree, NVQ Level 4

Level 6
Degree with Honours (eg. BA Hons, BSc Hons), Degree Apprenticeship, Graduate Certificate, Graduate Diploma

Level 7 and above
Postgraduate Certificate/Diploma, Master's Degree (eg. MA, MSc, MBA, MPhil), Doctorate (eg. PhD), NVQ Level 5

Other (Please specify)

12 Qualifications on Entry

I have achieved a 9-4 or A*-C grade in GCSE English

At school Since school Grade N/A

I have achieved a 9-4 or A*-C grade in GCSE Maths

At school Since school Grade N/A

13 GCSEs/A Levels

Subject Area	GCSE		A Level, A2 or AS		
	Grade	Date Awarded	Qualification (A Level, A2 or AS)	Grade	Date Awarded
English Language					
English Literature					
English Speaking and Listening					
Maths					
Science (single)					
German					
French					
Spanish					
Design and Technology					
Music					
Geography					
History					
Business Studies					
Drama					
Statistics					
Art					
Science (double)					
Physics					

Subject Area	GCSE		A Level, A2 or AS		
	Grade	Date Awarded	Qualification (A Level, A2 or AS)	Grade	Date Awarded
Biology					
ICT					
Dance					
PE/Sport					
RE					
Additional Maths					
Media Studies					
Health and Social Care					
Applied Science					
Law					
Sociology					
Psychology					
Graphics					
Performing Arts					
Economics					
Photography					

14 Other Qualifications (Functional Skills, BTECs etc)

Subject Area	Grade	Date Awarded

We collect the personal data above for the performance of your contract with the RNN Group and to comply with our legal obligations. The purpose of this data collection is to ensure that you meet the correct criteria for the course, to validate the details you have provided and to supply the information requested.

15 Declaration and Special Categories

Sex Male Female

Do you have a criminal conviction ? (Excluding motoring offences and spent sentences as defined by Rehabilitation of Offenders Act 1974)

Yes No

This does not mean you cannot enrol with the Group but all convictions must be disclosed and you may be contacted regarding this.

- Ethnicity**
- English/Welsh/Scottish/Northern Irish/British
 - White Irish
 - Gypsy or Irish Traveller
 - Any other white background
 - White and Black Caribbean
 - White and Black African
 - Any other Asian background
 - Any other mixed/multiple ethnic background
 - Any other Black/African/Caribbean

- White and Asian
- African
- Indian
- Pakistani
- Bangladeshi
- Chinese
- Caribbean
- Arab
- Any other ethnic group

Do you have a disability?

- | | | |
|--|---|---|
| <input type="checkbox"/> No disability | <input type="checkbox"/> Visual impairment | <input type="checkbox"/> Hearing impairment |
| <input type="checkbox"/> Disability affecting mobility | <input type="checkbox"/> Other physical disability | <input type="checkbox"/> Mental health difficulty |
| <input type="checkbox"/> Other medical condition | <input type="checkbox"/> Temporary disability after illness or accident | |
| <input type="checkbox"/> Profound/complex disabilities | <input type="checkbox"/> Asperger's Syndrome | <input type="checkbox"/> Social and emotional |
| <input type="checkbox"/> Other | <input type="checkbox"/> Prefer not to say | |

Do you have learning difficulty?

- | | | |
|---|---|---|
| <input type="checkbox"/> No learning difficulty | <input type="checkbox"/> Moderate learning difficulty | <input type="checkbox"/> Severe learning difficulty |
| <input type="checkbox"/> Dyslexia | <input type="checkbox"/> Dyscalculia | <input type="checkbox"/> Other specific learning difficulty |
| <input type="checkbox"/> Autism Spectrum Disorder | <input type="checkbox"/> Speech, language and communication needs | |
| <input type="checkbox"/> Other | <input type="checkbox"/> Prefer not to say | |

We collect the special categories of data above in order for the RNN Group to assist you in your studies and to protect our learners and staff, if and when you enrol. We require your explicit, affirmative consent to process this type of data under data protection legislation.

16 Funding Declarations

Fees will be remitted because: Under 19 19-24 LDA/EHC Basic skills JSA/ESA Other benefits

I am 19-23 and undertaking my first Entry Level or Level 1 qualification and intend to progress onto Level 2

I am 19-23 and undertaking my first full Level 2 qualification

I am 19-23 and undertaking my first full Level 3 qualification

17 Learner Declarations

- | | |
|---|--|
| <ul style="list-style-type: none"> • I agree with the learning programme outlined and have discussed the details with a member of staff. • I understand and agree that the Group reserves the right to close the course, change lecturers or to combine one class with another. • I undertake to abide by the rules and regulations of the Group. • I agree that the Group has the authority to contact my Employer/ Training Agency and provide details of my attendance and progress. • I will inform the Group of any change in my circumstances. • I understand that I may be required to undertake any examination or assessment as part of my programme of study, which I agree to complete in accordance with the requirements of the awarding body. • I will inform the Group immediately if my arrangement for paying fees changes. The Group reserves the right to withhold exam results should any part of the annual fee remain unpaid. • I understand if I withdraw from my course before completion, I may be responsible for any outstanding fees. • I understand that any course fees that I have paid relate to one year's tuition only. • I understand that failure to disclose an unspent criminal conviction may result in the withdrawal of the place at the Group. • I agree to inform the Group if I am under police investigation, charged with a crime or receive any criminal reprimands, cautions or convictions during my time at the Group. | <ul style="list-style-type: none"> • I agree to abide by the learner AUP regarding the use of the internet, mobile phones and other media devices. • I understand that the Group is committed to providing equality of opportunity and promoting diversity. If I think that either myself or anyone else is being treated unfairly I agree to contact Student Support. • I agree to wear my identification badge and lanyard whilst on the premises and failure to do so may result in disciplinary action. • I understand that the Group is committed to safeguarding the welfare of all learners. If I am worried about my own safety, or the safety of others, I agree to contact any member of staff. • I have seen the Learning Records Services Privacy Notice and agree to the Group sharing my participation and achievement data with those organisations listed in 537a of the Education Act. • I agree to the statements made in relation to Learner Declaration, Learner Records Service, Data Protection and Surveys & Research. • I understand every effort will be made to meet the needs of individual learners, but it may not be possible to guarantee progression to future, higher level courses. • I understand that the Group may contact me during and after my course in regards to any issues related to my course, accreditation, destination or funding requirements. <p>For some courses and careers, you may need to complete a Disclosure and Barring Service (DBS) check. To discuss in confidence how your record could affect your choice(s) please contact our Student Services team for advice.</p> |
|---|--|

I confirm that, to the best of my knowledge, the information on this form is true, correct and complete including any information provided regarding my benefit status and/or funding declaration. I have read and accept all declarations and understand the Group has the right to cancel my enrolment and/or charge me the full course fee if it is found that I have provided false or inaccurate information and give explicit consent to process any data provided under special categories.

Learner Name

Learner Signature

Date / /

Data Protection Statement

The RNN Group may use your name and email address to inform you of our future offers and similar products or services. This information is not shared with third parties and you can unsubscribe at any time.

If at any point you believe the information we process about you is incorrect, you can request to see this information and even have it corrected or deleted, simply email sar@rnngroup.ac.uk outlining your specific requirements.

General enquiries regarding the way we collect, handle and dispose your personal data can be addressed to our Data Protection Officer, simply email dp@rnngroup.ac.uk with your enquiry.

If you wish to raise a complaint about how we have handled your personal data, please email complaints@rnngroup.ac.uk with full details of your issue.

18 ESFA 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.

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:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

19 Course Details

Place course sticker in relevant section or enter course details.

If handwriting course details include course title, course code, learners start date, end date, GLH and fee if applicable for each offering.

Framework and/or Main Programme

Additionality

Functional Skills/GCSE

Functional Skills/GCSE

Total GLH	<input type="text"/>
Total EEP hours (FE only)	<input type="text"/>
Overall Total Hours	<input type="text"/>
Staff Code	<input type="text"/>
Date	<input type="text"/>

20 Declaration

I confirm that I have checked the form for completeness and accuracy and have seen certification to validate the qualifications/grades entered by the learner

Staff Name

Staff Signature

Staff Code

Date

Fees will be paid In full By instalments By employer/training agency
 By Advanced Learning Loan By bursary HE loan

Evidence Reference
eg. JSA/Loan/Bursary Letter

Evidence Number
eg. Student Reference Number

21 Identification (staff use only)

Current ID checked

Driving licence Passport Bank/debit/credit card
 Birth certificate ID card or other form of National ID National Insurance Card
 Relationship with school (School partnership learners only) Other (Please specify below)

22 Keyed on Pro-Solution

Staff Signature

Date

Student Record Notes (For MIS use only)

Do not record any personal details in this box