

Learner Enrolment Details		
Title	Forename	
Surname		
Address		
Postcode		
Friend of the Brewery? <input type="checkbox"/>		
Gender	D.O.B	
Email		
Home no.	Work no.	
Mobile		
Ethnic Origin		
Please help our equal opportunities monitoring by ticking on of the following boxes		
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other (Black)	<input type="checkbox"/> Mixed:
<input type="checkbox"/> Black African	<input type="checkbox"/> Other (White)	<input type="checkbox"/> White/Asian
<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Pakistani	<input type="checkbox"/> White/Black African
<input type="checkbox"/> Chinese	<input type="checkbox"/> White (Eire)	<input type="checkbox"/> White/Black
<input type="checkbox"/> Caribbean Indian	<input type="checkbox"/> White (British)	<input type="checkbox"/> Other mixed
<input type="checkbox"/> Other Asian	<input type="checkbox"/> Other - please state:	
Country of residence	UK <input type="checkbox"/>	EC <input type="checkbox"/>
If not permanently resident in UK or EC for last 3 years, which country have you lived in? Please state:		
Disability		
I have a disability <input type="checkbox"/>		I have a learning disability <input type="checkbox"/>
I have no disability <input type="checkbox"/>		I have a serious health issue <input type="checkbox"/>
If you have a disability you will be offered further support.		
Do you wish to discuss your needs with a member of staff? Yes <input type="checkbox"/> No <input type="checkbox"/>		
I would like to be contacted by: Email <input type="checkbox"/> Phone <input type="checkbox"/> Mail <input type="checkbox"/>		
Or contact Adult Education Officer on: 01539 722833 ext 273		

Previous Course Information	
Have you attended a structured learning course either here or at another education centre within the last three years? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Level Guide	
You are requested to indicate the level of your highest qualification. If you require more information, your Centre Manager has the full SFA list of qualifications and their levels, and they will be happy to advise you. Please tick the relevant box:	
<input type="checkbox"/> GCSE/O Level (grades at D-G or fewer than 5 at A-C) Level 1	
<input type="checkbox"/> GCSE/O Level (5 or more grades at A-C) Level 2	
<input type="checkbox"/> A Level (1 subject) Level 2	
<input type="checkbox"/> A Level (2 or more subjects) Level 3	
<input type="checkbox"/> First degree Level 4	
<input type="checkbox"/> Higher degree Level 5	
<input type="checkbox"/> Other qualifications, level not known	
<input type="checkbox"/> No formal qualifications	
We suggest Level 2 for the School Certificate and level 3 for Matriculation	
Do you have a GCSE/O Level (grade A-C) in: Maths <input type="checkbox"/> English <input type="checkbox"/>	
Concessions	
If you are claiming a concessionary fee, which of the following applies to you?	
FEE B (80% fee) <input type="checkbox"/>	<input type="checkbox"/> Over 60 not in F/T employment
FEE C (25% fee) <input type="checkbox"/>	<input type="checkbox"/> I am aged 16 - 19
	<input type="checkbox"/> I am in receipt of:
	<input type="checkbox"/> Job Seekers Allowance
	<input type="checkbox"/> Income Support
	<input type="checkbox"/> Working Tax Credit Subject to threshold.
	<input type="checkbox"/> Housing/Council Tax Benefit Not including single person discount
	<input type="checkbox"/> Pension Guarantee Credit
	<input type="checkbox"/> Income Related ESA
	<input type="checkbox"/> I am an unwaged dependant to those listed above
Please include a photocopy of proof of concession	

Course Details and Fees					
Course Code	Course Title	Autumn Fee	Spring Fee	Summer Fee	Total

Declaration and data protection

Learner's declaration: I confirm that the above details are correct. Signed _____ Date _____

How we use your personal information: The personal information you provide is passed to the Chief Executive of Skills Funding and, where required, the Young People's Learning Agency for England (YPLA) to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK information Commissioner's Office. The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the YPLA.

The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Children, Schools and Families, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or partners of those organisations. The Skills Funding Agency also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN).

Further information about use of and access to your information is available at: Skills Funding Agency: <http://skillsfundingagency.bis.gov.uk/foi.htm> YPLA: <http://www.ypla.gov.uk/foi.htm>

At no time will your personal information be passed to organisations for marketing or sales purposes. The YPLA, the Chief Executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

I do not wish to be contacted by SFA for surveys/research I do not wish to be contacted by SFA about courses

Payment Details			
You can pay by cheque: please make payable to Kendal Brewery Arts Centre Trust Limited , or Credit/Debit card (Cash is not accepted).			
For Credit/Debit Card payments: MasterCard/Visa/Switch no _____			
Valid from _____	Valid to _____	Security Code _____	Issue No. _____

I authorise you to debit my Master Card/Visa/Switch account for the amount of £ _____ Signed _____

FOR OFFICE USE ONLY		
Receipt No	Proof of concession seen <input type="checkbox"/>	
Evidence provided:	<input type="checkbox"/> Pension credit guarantee letter <input type="checkbox"/> Rail card/bus pass <input type="checkbox"/> Birth certificate <input type="checkbox"/> Passport <input type="checkbox"/> Other	
Centre staff declaration: I confirm the above details are correct and have seen evidence of the learner's status.		
Signed _____	Printed Name _____	Date _____