

COLLEGE USE ONLY: Please initial	CD	CC	HHS	REC	EMP	DS
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Learner ID:

## Learning Agreement Further Education / Higher Education 2020/21



This document forms a learning agreement between you and East Riding College. The College agrees to provide the resources necessary to achieve your learning goals and you agree in turn to register for the appropriate qualification and to complete the programme of study which you have chosen. **Please complete this document as fully as possible in BLOCK CAPITALS.** Without your details, we cannot apply for the funding which allows us to run the course that you wish to study. Discuss any problems or uncertainties that you may have with staff and then finally sign and date the agreement.

### 1 - PERSONAL DETAILS - You must give your full legal name

Title (please tick):	Mr	Mrs	Miss	Ms	Other		Date of birth:	D	D	M	M	Y	Y	Y	Y	Age on 31 Aug 2020
Surname					First name in full					Middle / Other name (s)						
Previous Surname(s)					Preferred name					Sex (Please tick)	Male		Female			
Unique learner no. (If known)							National Insurance no.									
Permanent home address:																
														Postcode:		
Mobile phone					Home phone					Daytime / Work phone						
Personal email address:																
Higher Education learners only										Parental / Guardian home			Own residence or rented accommodation			
Term time accommodation type (Please tick one):																

<b>Contact details in case of emergency</b>				<b>To be completed by all learners</b>			
First contact's name					Relationship to Learner		
First contact's number					First contact's email address		
Second contact's name					Relationship to Learner		
Second contact's number					Second contact's email address		

**Learners under 19 only** - If you live with a parent or guardian please provide their details.

Parent / Guardian name					Mobile phone number	
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### 2 - COUNTRY OF RESIDENCE

Have you been living in the UK or any EEA country since 1st September 2017?														Yes		No*					
<b>*If you have answered No to the question above please complete the following details and state date of entry into the UK or EEA:</b>														D	D	M	M	Y	Y	Y	Y
What is your nationality:										Are you a British citizen?				Yes		No					
<b>*Please tick the relevant box if your passport indicates that your current status is any of the following:</b>																					
Asylum Seeker				Exceptional or Discretionary leave to Enter or Remain																	
Overseas Learner				Indefinite leave to Enter or Remain (ILE/R) / Full refugee / Right of Abode																	
Humanitarian Protection				Other (Please give details)																	

**Non-UK residents will be required to produce evidence of their current status (Passport or other official documentation e.g. visa details)**

### 3 - ETHNIC ORIGIN To help us monitor equal opportunities, please indicate how you would describe your origin:

47	Arab	
44	African	
41	Bangladeshi	
45	Caribbean	
42	Chinese	
31	English / Welsh / Scottish / Northern Irish / British	
33	Gypsy or Irish Traveller	
39	Indian	
32	Irish	
40	Pakistani	
37	White and Asian	

36	White and Black African	
35	White and Black Caribbean	
43	Any other Asian background	
46	Any other Black / African / Caribbean background	
38	Any other Mixed / multiple ethnic background	
34	Any other White background	
98	Any other ethnic group	

Your programme is financed in whole or part by the European Social Fund.



**European Union**  
European Social Fund

#### 4 - CRIMINAL CONVICTION DISCLOSURE

Have you ever been <b>convicted</b> of a criminal offence of a violent or sexual nature or involving the supply or use of illegal substances?	Yes		No	
<b>If you have answered Yes, you are required to complete a criminal convictions form, unless you have already provided details for this year.</b>				
If applying for a course leading to work with children (under 18) or vulnerable adults please provide information on any spent convictions or cautions.				

#### 5 - PERSONAL NEEDS Please complete the following section - MANDATORY

This section helps us to provide the additional support you may need on your course and to access College facilities.

Tick **all** that apply **and** insert the number from the left hand column of the one that has the most impact on your education and learning here

Disability or Health Issues		Learning Difficulties	
15	Asperger's syndrome	14	Autism spectrum disorder
6	Disability affecting mobility	13	Dyscalculia
5	Hearing impairment	12	Dyslexia
9	Mental Health difficulty	10	Moderate learning difficulty
7	Profound complex disabilities	11	Severe learning difficulty
8	Social and emotional difficulties	17	Speech, Language and Communication Needs
16	Temporary disability after illness or accident	94	Other specific learning difficulty (e.g. Dyspraxia)
4	Visual impairment	96	Other learning difficulty
95	Other medical condition (e.g. epilepsy, asthma, diabetes)	<b>Other</b>	
93	Other physical disability	00	I do not have a disability, health issue or learning difficulty.
97	Other disability		

**If you have ticked any of the 'Other' needs above please provide more details:**  
(You may also be required to complete a medical form)

Do you have an Education Health and Care Plan (EHCP)? Yes  No

Do you require any special arrangements (exam concessions) in relation to exams? Yes  No

If Yes can you please provide more details:

Are you currently in care or have you recently left care? Yes  No

#### 6 - MANDATORY FOR LEARNERS AGED UNDER 19 Please complete the following section

Have you been on a full-time course at school, college or another provider since:

September 2019?		September 2020?	
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If Yes, please state the name and town of the school, college or provider:

Will you be attending a course at another school / college / provider when your course begins at East Riding College? Yes  No

If Yes, please provide the school, college or provider name and course title:

#### 7 - MANDATORY FOR LEARNERS AGED 19 OR OVER Please complete the following section

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	
<b>OR</b> - I confirm that I wish to withhold this information	

#### 8 - EMPLOYMENT INFORMATION All learners to complete this section - MANDATORY

On the day before the start of the course do you expect to be:

Section A - Employed	Section C - Not Employed
Working for 0 to 10 hours per week	In full-time education ( <b>Please move on to the Prior Attainment Section</b> )
Working for 11 to 20 hours per week	Not in paid employment, looking for work and available to start work
Working for 21 to 30 hours per week	Not in paid employment, not looking for work and/or not available to start work
Working for more than 31 hours per week	<b>Please complete Sections D and E</b>
Self employed (Please also tick one of the options above)	<b>Section D - If not employed, please complete the following:</b>
<b>Section B - If employed, is your employer paying for your place on the course?</b>	I was made redundant
Yes* <input type="checkbox"/> No <input type="checkbox"/>	I am in receipt of Job seekers Allowance (JSA)
<b>* If Yes, a letter of authorisation from your employer must accompany this form.</b>	I am in receipt of Employment and Support Allowance (ESA)
<b>Please provide the name of your employer:</b>	I am in receipt of Universal Credit (mandated)
	I am in receipt of another state benefit not listed above (You will need to complete a declaration form)
	<b>Section E - How many months have you been unemployed?</b>
	Less than 6 months <input type="checkbox"/> 6-11 months <input type="checkbox"/> 12-23 months <input type="checkbox"/>
	24-35 months <input type="checkbox"/> Over 36 months <input type="checkbox"/>

## 9 - PRIOR ATTAINMENT ALL learners to complete this section

To help us assess your eligibility for fee remission, please tick the level that corresponds with your highest qualification before coming to the College. ✓

Level	Examples	
99	None	No formal qualifications
09	Entry level	QCF Award or Certificate, Certificate in Adult Literacy, Numeracy or ESOL, Functional Skills / Stepping Stones, RQF qualification
07	Other qualification below level 1	Any other qualifications not listed above below Level 1
01	Level 1	GCSE/O Level (less than 5 at grades A*-C or 9-4), 1 AS Level, QCF Award, Certificate or Diploma, Functional Skills, Certificate in Adult Literacy, Numeracy or ESOL, NVQ or RQF qualifications.
02	Full level 2	GCSE/ O Level (5 grades A*-C or 5 grades 9-4), 1 A Level, 2 or 3 AS Levels, QCF Diploma or Certificate (13 or 14 credits before 2014/15), QCF Certificate at 15 credits or above, GNVQ Intermediate or NVQ.
03	Full level 3	A Levels (2 or more), AS Levels (4 or more), QCF Diploma, Access to HE, GNVQ Advanced or NVQ.
10	Level 4	HNC, QCF Award/Certificate/Diploma, NVQ, Higher Education Certificate, RQF qualification
11	Level 5	HND, QCF Award/Certificate/Diploma, Foundation Degree, RQF qualification
12	Level 6	QCF Award/Certificate/Diploma, Bachelor's Degree; Graduate Certificate/Diploma, RQF qualification
13	Level 7 and above	QCF Award/Certificate/Diploma, NVQ L5, Masters degrees, Doctorate, Postgraduate Certificate/Diploma , RQF qualification
97	Other, level not known	Please state:

## 10 - FEE DISCOUNT ELIGIBILITY - FE Courses Only Proof of eligibility is required for all discounts

Please tick the appropriate box if you are: ✓

01	Under 19 on 31 August 2020	No fee	<input type="checkbox"/>
55	<b>COLLEGE USE ONLY – 19-24 with Education, Health &amp; Care Plan (EHCP)</b>	No fee	<input type="checkbox"/>
Please tick the appropriate box if you are enrolling on a course at level 2 or below and you are: ✓			
15	In receipt of Jobseekers Allowance (JSA), with the relevant self-declaration attached	No fee	<input type="checkbox"/>
15	In receipt of Employment Support Allowance (ESA), with the relevant self-declaration attached	No fee	<input type="checkbox"/>
54	In receipt of Universal Credit, with the relevant self-declaration attached	No fee	<input type="checkbox"/>
51	In receipt of other State Benefits, <b>with the relevant self-declaration attached</b>	No fee	<input type="checkbox"/>
57	Employed and earning less than £17,004.00 annual gross salary ( <b>College to confirm eligibility</b> )	No fee	<input type="checkbox"/>

Please tick the appropriate box if your main qualification is: ✓

22	My first full level 2 qualification and I am aged 19-23 at the start of my qualification ( <b>College to confirm qualification eligibility</b> )	No fee	<input type="checkbox"/>
24	My first full level 3 qualification and I am aged 19-23 at the start of my qualification ( <b>College to confirm qualification eligibility</b> )	No fee	<input type="checkbox"/>
52	GCSE Maths and/or English, and I have not previously achieved grade A* to C or grade 9-4 in GCSE Maths/English	No fee	<input type="checkbox"/>
50	Foundation learning as progression towards a full level 2. I am aged 19-23 at the start of my qualification and I have not attained any qualification higher than a Level 1.	No fee	<input type="checkbox"/>
09	A Basic Skills course (excluding ESOL)	No fee	<input type="checkbox"/>
31	Already paid in full in a previous year	No fee	<input type="checkbox"/>
10	Staff development (ERC employees only) and the appropriate staff development form is attached	No fee	<input type="checkbox"/>

## Higher Education and Adult Advanced Learning Loans—administered by the Student Loans Company (SLC) / Student Finance England (SFE)

- I have applied for a Loan - my SLC / SFE loan application no. is:
- I have not yet applied, but intend to apply for a Loan. **Please note loans must be fully approved within 6 weeks of the start date of your course.**
- I understand that if my Loan application is rejected, I will be responsible for paying the course fees. (Please also refer to Refund Policy section overleaf).
- I have been given and read a copy of the Adult / HE loans 'My Responsibilities' sheet.

### COLLEGE USE ONLY—Evidence to be checked by Tutor

Aged 19-23 at start of course and enrolling to Full Level 2 or Full Level 3 - <b>Qualification eligibility checked?</b>	Yes <input type="checkbox"/>
19-24 years old with EHCP - <b>Documentation checked?</b>	Yes <input type="checkbox"/>
Employed and earning less than £17,004.00 annual gross salary - <b>What Evidence was provided</b> <input type="text"/>	<b>Has this been checked?</b> Yes <input type="checkbox"/>

<b>Print name:</b>	<b>Signature</b>	<b>Date:</b>
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## 11 - COURSE ENROLMENT DETAILS

Please record all courses to be enrolled and ensure all boxes are completed.

Course code	Course title	Start date <sup>1</sup>	End date <sup>1</sup>	Fees (£)	Paid by <sup>2</sup>

<sup>1</sup> Specific start and end dates relevant to the learner

Invoice No:

<sup>2</sup> (L) Learner, (E) Employer, (S) Student Loans co., (O) Other

### COLLEGE USE ONLY - Enter the English and/or maths GCSE grades (if attained). If the learner is exempt from English or maths, tick the relevant box.

English GCSE Grade	Exempt for English?	Maths GCSE Grade	Exempt for maths?
English Course Number & Title		Maths Course Number & Title	

## 12 - 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 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     Post     Telephone     Email     Text

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: <http://bit.ly/ESFAPN>

Any changes to the privacy notice will be published on Moodle (for current students) and the website (for applicants) as soon as they become available. Please check for updates.

### Learning Records Service Privacy Notice

The information you supply will be used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and created Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department of Education (DfE) in England. For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <http://bit.ly/lrsPLR>

## 13 - REFUND POLICY

All requests for fee refunds need to be made to the Learner Services Department in the first instance.

If the College cancels a course prior to commencement, we will contact you and refund the full fees paid. If you withdraw from a course 14 days or more before the commencement of the course and advise Learner Services in writing, you will be entitled to a full refund less the administration fee and less any awarding organisation charges incurred. Where there are exceptional circumstances, a pro-rata refund may be considered for learners who have withdrawn. Refunds will not include administration charges or any awarding organisation charges incurred. Requests must be made in writing with any supporting evidence e.g. medical evidence. The full Fees and Charges Policy is available here: <http://bit.ly/ERCfee>

For Higher Education (HE) courses, or level 3 or 4 courses funded through an Adult Advanced Learning Loan, if you withdraw, intercalate or transfer to another institution, the College is entitled to retain/charge a proportion of the fee in accordance with current Student Loan Company or Student Finance England guidance.

## 14 - DISCLAIMER

Before accepting any place offered on a course, prospective students should be aware that the provision of an education service is subject to written terms and conditions of contract. Such conditions include limiting the College's liability should industrial action or other circumstances prevent or interfere with the provision of services or cause the College to alter or rearrange any of the educational service offered. The College also reserves the right to withdraw any advertised class for which insufficient numbers of full fee paying students enrol and to close any class if low numbers attending make it no longer viable.

The enrolment of a learner with a criminal record, caution or reprimand will depend upon the nature of the course and the details of any conviction or caution. If you are convicted of a criminal offence, after you have enrolled, you **MUST** let us know immediately. If you are not sure whether to tell us about a previous conviction you can get more advice from Learner Services.

Jobcentre Plus clients please note: East Riding College can confirm that this is a part-time course. 16-18 learners on study programmes will attend full-time courses which include English, maths, tutorials, enterprise and work experience.

The College is bound by relevant data protection legislation and your data and image will be stored in accordance with these regulations.

## 15 - LEARNING AGREEMENT declarations

- I confirm that all the information on this form is correct and that I have declared all of my current qualifications. I understand that if I have declared false information the College may take action against me to reclaim the tuition fees and any support costs incurred.
- I intend to follow the programme of study as specified by the qualifications listed. I have discussed the programme with relevant staff and understand the entry requirements and progression routes offered by the course, its suitability to my needs, the workload required of me and any financial or learning support which may be available during my studies.
- I agree to be responsible for the payment of tuition, registration and examination fees (as applicable) by the due date and any additional costs should I make a late entry. I accept liability for any examination or registration fees should I fail to attend or complete my programme.
- I will comply with all College Rules and Regulations and any other regulations specific to my chosen programme.
- **Learners under 19 years of age at start of course and learners with an EHCP only:**  
I am aware that in addition to the main qualification detailed on this form, my Study Programme will incorporate other elements which may include Maths and/or English skills development; Work Experience; Tutorials; and other Qualifications and non-Qualification activities. These will be agreed and recorded in my learning plan. **I understand that I will be required to attend all sessions.**
- **I am aware of the College's fees and charges policy (available on the website or on reception).**

## 16 - CONSENT Please give your consent - All learners should complete this section

### All learners

- I have read and understood the East Riding College Learner Privacy Notice available here: <http://bit.ly/ERCPN>
- I consent to the College using my image for press, social media and assessment purposes.

### Learners under 19 years of age at start of course and learners with an EHCP

The College has found that it is very beneficial to the young person's progress if the College is able to engage with the parents (or guardian).

- I consent to the College sharing information regarding my progress, attendance and other relevant issues with my parents (or guardian).

### Employer sponsored learners (Employer pays for the course in full or part)

Where a course is paid for by an employer, the College has found it is beneficial to the learners' progress if we are able to engage with the employer directly.

- I consent to the College sharing information regarding my progress, attendance and other relevant issues with my employer.

<b>Signed (Learner)</b>	Please tick box to consent to being enrolled	<b>Date</b>
<b>Signed (College)</b>	<b>Print name</b>	<b>Date</b>