

Please fill in the shaded spaces in BLOCK CAPITALS, as appropriate, using Black or Blue ink

Title (Mr, Mrs, etc.)	Given/Personal/First Names(s)	Surname/ Family Name		Gender (M or F)	
				Date of Birth	
Address				Telephone number	
				Mobile number	
Postcode		Tick if you have NOT been resident in EEA for 3 years		Email address	

Course Details - Please complete below the details of the course that you are enrolling on

Course title:		Start date:		Time:	
Location:	Ely College	End date:		Total hours:	

Equality & Diversity - To help us monitor our Equality and Diversity, please mark the appropriate boxes

Ethnicity – please record the number from the list overleaf that relates to your ethnicity	
Do you have any difficulties that may affect your learning or evacuation from the building in the case of an emergency? You have the right not to disclose your disability, but this will mean we may not be able to provide you with relevant support. (See over)	
Disability/Evacuation Type (or None)	Learning Difficulty Type (or None)

Previous Qualifications

No qualifications		Level 3 (e.g. NVQ3 or 3 A Levels)	
Entry Level / Below Level 1		Level 4 (e.g. NVQ4, HNC or BTEC professional diploma)	
Level 1 (e.g. NVQ1 or GCSEs grade D-G)		Level 5 or above (e.g. HND, Degree)	
Level 2 (e.g. NVQ2 or 5 GCSEs grade A-C)		Other qualification, level unknown	

Employment Status

Average Working Hours per week (if not working state 0)			Self-Employed			Retired		
No. of months not employed	Less than 6	6-11	12-23	24-35	36+			
You may be eligible for a discounted fee if you are in receipt of the following (proof of benefit is required)								
If any of the categories below are ticked, you must supply your NI number:								
Employment Support Allowance (ESA) in the Work Related Activity Group		Job Seekers Allowance		Universal Credit		Other Benefit		

Household Situation (Required for all accredited courses), including yourself

No. of Adults Employed		No. of Adults un-employed		No. of dependent children	
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The personal information you provide is passed to the Chief Executive of Skills Funding (“the Skills Funding Agency”) and the Department for Business, Innovation and Skills (BIS). Please refer to the full text in the terms and conditions.

Please tick your opt out options below

Courses/ Learning	Surveys/research	By Post	By Phone	By E-mail

Declaration: By signing I certify that the information given is current and correct. I have read and agree to the terms and conditions available to me. I have received guidance on my choice of course(s) and understand the costs, entry requirements and suitability of the course of study.

Signature:		Date		Fee Paid £	
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FOR PROVIDER USE ONLY

Course code:		Targeted code:		ID code:	
Provider	Ely College	Qual aim:			

Learning and Health Problem Types – Please make a note of the number and enter this in the space provided on the first page	
Disability / Evacuation	Learning Difficulty
4 – Visual Impairment	10 - Moderate Learning Difficulty
5 – Hearing Impairment	11 - Severe Learning Difficulty
6 – Disability Affecting Mobility	12 - Dyslexia
7 – Profound complex disabilities	13 - Dyscalculia
8 – Social and Emotional difficulties	14 - Autism spectrum disorder
9 - Mental Health Difficulty	15 - Asperger's syndrome
16 - Temporary Disability After illness (For Example 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)	96 - Other Learning Difficulties
97 – Other disability	
98 – Prefer not to say	98- Prefer not to say

Ethnicity codes – Please record the number on the first page					
White		Mixed/ Multiple ethnic group		Asian/Asian British	
English/ Welsh/ Scottish/ Northern Irish/ British	31	White and Black Caribbean	35	Indian	39
Irish	32	White and Black African	36	Pakistani	40
Gypsy or Irish Traveller	33	White and Asian	37	Bangladeshi	41
Any Other White background	34	Any other Mixed/Multiple ethnic background	38	Chinese	42
				Any other Asian background	43
Black/ African/ Caribbean/ Black British		Other ethnic group			
African	44	Arab	47		
Caribbean	45	Any other ethnic group	98		
Any other Black/African/Caribbean background	46				

For Provider reference - Type of ID seen (required for accredited learning only)			
Bank/Credit/Debit card	1	National Insurance Card	5
Certificate of Entitlement to Funding	2	Passport	6
Driving Licence	3	Other	7
ID Card or other form of National ID	4	None	8