



## Enrolment Form 22/23

Please complete form using black or dark blue ink only. Payment, proof of concession or a letter from the employer must accompany this form. Incomplete forms will not be accepted. Please ensure that all sections have been completed. This form is also available in Welsh.

Surname		Forenames			Date of Birth	Surname on your 16th birthday	
					/	/	
Known as name		Date of original entry into UK (if non UK/non EU)				/ /	
		If non UK/non EU, do you have indefinite leave to remain/enter?				Yes	No
Gender	Male		Female		Other	Nationality (as on Passport)	
Domicile (country of permanent residence)				National identity			

Address	
Postcode	
Telephone No	
Mobile No	
Email	
National Insurance Number	

Employment details	Employed (excluding self-employed)	
Short-term unemployed		Long-term unemployed
Self-employed		
Economically inactive (excluding FT education and training)		
Full-time education or training		
Other (including part-time education or training)		
If employed, how many hours in a typical week do you work?		
Employer Name		
Employer Postcode		

Which school did you last attend?		Year left school	
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Course code	Course title	Start date	Total course fee
1.			
2.			
3.			

Preferred language of communication		Welsh		English	
Welsh Speaker (please tick)		Fluent		Welsh speaker not fluent	
				Not a Welsh speaker	
Highest Welsh language qualification achieved (Please Tick)		Level 1 (GCSE D-G)		Was this qualification a Welsh First Language or a Welsh Second Language qualification?	
Pre-entry Level		Level 2 (GCSE A*-C)		First	Second
Entry Level		Level 3 or higher (Level A, AS)		I have no Welsh Language qualification.	

Do you have a disability or learning difficulty? Please tick if you feel that this impacts on your ability to learn or use general facilities		Visual impairment (21)	
No disability (91)	Physical and/or medical disability (23)	Speech, language & communication difficulties (27)	
Autistic Spectrum Disorder (26)	Severe learning difficulties (29)	Dyspraxia (34)	
Dyscalculia (33)	Profound and multiple learning difficulties (30)	Dyslexia (32)	
Behavioural, emotional and social difficulties (24)	Hearing impairment (22)	Attention Deficit Hyperactivity Disorder (35)	
Multi-sensory impairment (25)	Moderate learning difficulties (28)		

Ethnic origin (please tick)	Roma	Pakistani	Mixed (White & Black Asian)
White (Welsh/English/Scottish/North Irish/British)	Caribbean	Bangladeshi	Any other Mixed or Multiple background
White (Irish)	Any other Black, Black Welsh, Black British or Caribbean background	Chinese	Other ethnic background
White (Gypsy or Irish Traveller)		Mixed (White & Black Caribbean)	Arab
Any other White Background	Indian	Mixed (White & Black African)	

This section is to be completed by fee paying learners only.

Fee Details - Who is responsible for paying your fees? (please tick) If this section is empty, the student will be invoiced.

No fee	<input type="checkbox"/>	Sponsor/Employer	
Self	<input type="checkbox"/>	Sponsor/Employer's Name	
Other (please state)	<input type="checkbox"/>	Sponsor/Employer's Address (including postcode)	
Staff Development	<input type="checkbox"/>		
Staff Development Code			
		Sponsor/Employer's Tel No	

Contact details in the event of an emergency	Name	
Telephone No		Mobile No

Finance	Tuition Fee	£	Additional College Information	
Less 50% concession on Tuition Fee (if claiming) Proof of entitlement must accompany this form		(£ )	<p>The College has a duty of care to all students and staff. In view of this, all applicants are required to declare any criminal convictions.</p> <p>All information will be treated as sensitive data under the General Data Protection Regulation (GDPR) and dealt with in accordance with the College Equal Opportunities Policy. A satisfactory enhanced DBS check is required before enrolling on certain courses.</p> <p>Do you have any unspent convictions (excluding motor offences)? If YES, please provide further information in writing and address to Director of Learner Experience, Grŵp Llandrillo-Menai.</p>	
Type of Concession				
Exam Fee (No concession available)		£		
Total Fee Payable		£		
Instalment Plan: Paying by Instalments* (*Only if Total Fee Payable is more than £100)	Yes	No		
Amount of deposit paid		£		
Standing order form completed	Yes	No		

Learner Declaration - I have read, understood and agree with the declaration on the next pages.

Learner's signature		Date	/ /	Please note Personal Tutor (if different)
Tutor's signature		Tutor's name		
Tutor Declaration - This learner has been interviewed and approved for the course(s) indicated.				

Office Use Only - Received Date	Learner ID	Quick - Date	Input Initials
Full - Date	Input Initials	Scan - Date	Input Initials
			Finance Stamp

# Declaration:

I agree to comply with the rules and policies of Grŵp Llandrillo Menai (including plagiarism, bullying and harassment, fees, disciplinary, ICT Usage Policy and attendance policies), abide by the provisions of the Health and Safety at Work Act and to conform to the no smoking policy on all Grŵp Llandrillo Menai premises.

I agree to pay all fees as they become due, and to the release of information concerning my progress, achievement and attendance to my Sponsor, Training Provider or Employer where I am released from work to attend the course as appropriate and to my parent/guardian if I am under 18 on the first day of my learning programme. I confirm that I remain liable for the full fee if I withdraw early from a course where a fee is payable. I agree that should I fail to pay all fees and charges as they fall due, I will become liable for all administration costs incurred by Grŵp Llandrillo Menai in recovering my debt. Should my sponsor/employer not pay my fees as agreed, I will be liable to pay these fees as they become due. Grŵp Llandrillo Menai uses the data on this form to assess student learning needs and will send some of the information it holds about you to the Welsh Government and other approved users which may include academic researchers, public and commercial bodies. Such personal data is treated in confidence and will not be disclosed to any third party except where the college is required to do so by law or to plan support. For a full copy of the Grŵp Llandrillo Menai privacy notice please see the Grŵp Llandrillo Menai website [www.gllm.ac.uk](http://www.gllm.ac.uk)

The learning programme you are about to enrol on is funded either directly by the Welsh Government (WG) or part funded via the European Social Fund (ESF) approved operations (through the Welsh Government).

Your participation in the programme is dependent on you providing personal data. The legal basis we rely on to process your personal data is article 6(1)(e) of the General Data Protection Regulation. This allows us to meet our legal duties and administer and monitor the funding we provide. Where you provide special category information, such as ethnicity, this will be processed with your consent. A full list of special category data can be found in Part Two/Full Version of the privacy notice.

The Welsh Government will be the data controller for the personal information you provide.

If your programme is ESF funded, you will be asked by your learning provider to supply additional evidence such as a passport, recent payslip or qualification certificate. A copy of this evidence will be kept by your learning provider for ESF audit purposes, and a sample of learner evidence across providers will be sent to the Welsh Government.

## **What will the Welsh Government use your information for?**

The Welsh Government uses your data for funding, planning and policy development as well as monitoring learner outcomes (such as achievement of qualifications, learner progress and destinations).

Additionally, your data will be used in official statistics and research about post-16 learning, including how health and individual circumstances affect the educational outcomes of learners in Wales. Our official statistics reports give an overall picture of learners in Wales, what they study, their achievements and their destinations after they leave learning. They include, for example, information on patterns in learners' gender, ages, and the qualifications, subjects and levels they are studying. Individual learners cannot be identified in these publications.

Research organisations will also use post-16 learner data to evaluate Welsh education policies and programmes. As part of these evaluations, they may also conduct optional learner surveys, which will assess the impact of a programme on the individual learner as well as contribute to future Welsh Government policy development; for example, establishing how much apprentices are paid, which then contributes to developing a national minimum wage policy.

In order for the Welsh Government to evaluate the impact of its programmes on certain groups of learners, we will link your data with other educational records we hold, such as the Pupil Level Annual Schools Census, Welsh Examinations Database and Higher Education Statistics Authority. We use this linked data to help us understand the progress and outcomes of learners in Wales, to inform our research, performance measures and statistical publications. We may also share this linked data with researchers and with our partners, including Estyn and Qualifications Wales, to help them carry out their own data analysis to inform inspections and reviews. Individual learners cannot be identified in the linked data we share with our partners.

## **Your rights and choices under the General Data Protection Regulation (GDPR) include:**

- access to the personal data the Welsh Government holds on you
- requiring the Welsh Government to rectify inaccuracies in that data
- objecting to processing on grounds relating to your particular situation (in some circumstances)
- restricting processing (in some circumstances)
- having your data erased (in certain circumstances)
- lodging a complaint with the Information Commissioner's office (ICO) who is the independent regulator for data protection

## How long will the Welsh Government keep your information?

Data Type	Data Retention Period	Data Uses
Further Education and Adult Community Learning	Your data will be deleted after 10 years	This enables the Welsh Government to analyse funding and create reports over a period of time. These reports can be used to help inform policy decisions or to forecast future funding.  Where learning is ESF funded, data is kept so that it can be checked and audited. The timescales for keeping data are decided by the European Union.
Work Based Learning	Your data will be deleted 10 years after the end of the contract period	
Your data will be kept for a longer period for statistical and research purposes.		

### Contacts

For further information about the information which Welsh Government holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer  
Welsh Government  
Cathays Park  
CARDIFF  
CF10 3NQ

[dataprotectionofficer@gov.wales](mailto:dataprotectionofficer@gov.wales)

To contact the Information Commissioner's Office, please see details below:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
029 2067 8400 (Wales helpline) or 0303 123 1113 (UK helpline)

<https://ico.org.uk/>

### Notifications of changes

This Privacy notice was last updated 1 April 2022 and we keep it under regular review to make sure it is up to date and accurate. We will always notify you of changes to the use of your data via this Privacy notice and your provider. All of the Welsh Government's processing will comply with data protection legislation.

If you prefer not to supply your special category data at any time, you must contact Grŵp Llandrillo Menai who will update your record.  
<https://gov.wales/lifelong-learning-wales-record-privacy-notice>

The data you supply will also be used by the Learning Records Service only to issue you with an ULN and share information about your learning with organisations linked to your education and training. Further details of how your data is processed and shared can be found at <https://www.gov.uk/education/learning-records-service-lrs>

**I confirm that I have fully read the information on the document and agree that all data is correct. I fully agree to the Individual Learning Plan and confirm that I have started the learning activities on the dates approved. I also confirm that I am aware of no issues that will prevent me from completing the programme.**