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|  Enrolment FormThis activity is part-financed by the European Union through the European Social Fund (ESF). ESF supports activities to extend employment opportunities and develop a skilled workforce.  |
| PERSONAL DETAILS |
| Name......……………………………………………………………….....……………………………………………..................…..Home Address…………………………………………………………………………………………………………........................Postcode…………………………………………………………………………………………………………………..................…Home Tel. No………………………………………………………………………………………………………….….................…Mobile phone No………………………………………………………………………………………………………........................ .Email address......................................................................................................................................................................... Date of Birth............................................................................................................................................................................Start Date of Programme........................................................................................................................................................National Insurance number.................................................................................................................................................... Age on start date.................................................................................................................................................................... Gender (Please tick): Male Female Other Is your gender identity the same as the gender you were originally assigned at birth? Yes NoFirst Emergency contact name and mobile number...............................................................................................................Second Emergency contact name and mobile number..........................................................................................................Parent/Carer email address (under 19s only.......................................................................................................................... |
| **RESIDENCY** |
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|  Are you legally able to reside in the UK? Yes No  If English is not your first language, please specify your first language?.................................................................................. What is your nationality? British Citizen Other (Please state) |

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| **Evidence seen by Pathways to Health & Social Care Project advisor**  | **Document Number or Date**  | **Add X for documents seen**  |
| Passport    |  ……………………………….. |  ………………………… |
| National Insurance Card  |  ……………………………….. |  ………………………… |
| Birth certificate   |  ………………………………. |  ………………………… |
| Home Office letter confirming refugee status  |  ………………………………. |  ………………………… |
| Home Office correspondence confirming settlement or pre-settlement status  |  ……………………………….. |  ………………………… |
| Driving Licence  |  ………………………………. |  ……………………….. |
| Self-Declaration of Eligibility Form (**Dec 2020 version)**  |  ………………………………. |  ……………………….. |
| Third Party Referral letter (**Dec 2020 version)**  |  ………………………………. |  ……………………….. |
| Correspondence from DWP confirming they are in receipt of Job Seekers Allowance (JSA)  |  ………………………………. |  ……………………….. |
| [Other – please provide details]   |  ………………………………. |  ……………………….. |
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|  Participant’s Universal Credit account confirming no evidence of earnings in the most recent payments section   |  ………………………………. |  ……………………….. |
| the individual has permanent address in the UK  | Yes No |
| that they are legally able to reside (and work) in the UK | Yes No |
| that they are currently not in employment   | Yes No |

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| **ETHNICITY** |
| How would you describe your ethnic origin or personal identity? (please tick)

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| --- | --- | --- | --- | --- |
| **White** | **Mixed / Multiple Ethnic Group** | **Asian / Asian British** | **Black / African / Caribbean / Black British** | **Other Ethnic Groups** |
| English/Welsh/Scottish/Northern Irish/British  | White and Black Caribbean | Indian | Any other Asian background | Arab |
| Irish | White and Black African | Pakistani | African | Other ethnic group, state below |
| Gypsy or Irish Traveller | White and Asian | Bangladeshi | Caribbean |  |
| Any other white background | Any other Mixed/Multiple Ethnic Background | Chinese | Any Other Black/African/Caribbean background | Prefer not to say |

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| **CRIMINAL CONVICTION DISCLOSURE** |
| Do you have any pending/unspent criminal convictions other than minor driving offences and/or a single minor offence showing dishonesty or untrustworthiness such as petty theft, or drunk and disorderly behaviour? Yes No If you are unsure, please tick Yes. If you indicate that you have an unspent criminal conviction you will be required to complete a declaration of criminal convictions form. Your place on the programme will be secured pending the completed declarationform.  |
| **LEARNING DIFFICULTY/DISABILITY OR HEALTH PROBLEMS** |
| Do you consider yourself to have a Learning Difficulty and/or Health Problem? (If Yes, please tick all relevant boxes below.)

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| Vision Impairment | Severe Learning Difficulty | Other Physical Disability |
| Hearing Impairment | Dyslexia | Learning Disability (e.g. Dyspraxia)  |
| Disability Affecting Mobility | Dyscalculia | Conditions (e.g. Epilepsy, Asthma, Diabetes)  |
| Profound Complex Disabilities | Autism Spectrum Disorders | Other Learning Difficulty |
| Social And Emotional Difficulties | Asperger's Syndrome | Other Disability |
| Mental Health Difficulty | Temporary Disability After Illness e.g. Post-Viral) Or Accident | Prefer Not To Say |
| Moderate Learning Difficulty | Speech, Language and Communication Needs | Not Provided  |

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| **CARE** |
| Are you in the care of the local authority or are a care leaver? Yes No |
| **PRIVACY NOTICE: How we use your personal information** |
| Joined Up Careers Derbyshire - Your personal information will be used for purposes relating to education, training, employment, general advice services, wellbeing and research. Joined Up Careers Derbyshire may share non-sensitive personal information about you with other organisations as follows:Most of the information is passed to Government agencies (including but not limited to the Education and Skills Funding Agency) to meet the statutory duties placed upon us (see Funding Agencies & DFE for further information).It is used by education providers to: 1. Support student learning 2. Monitor and report on student attainment progress. 3. Provide appropriate pastoral care. 4. Assess the quality of our services. 5. Keep students safe. 6. To contact individuals via e-mail telephone or mail research purposes. 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: ICB privacy notice----------------------------------------------------------------------------------------------------------------------------------------------------------------**FUNDING AGENCIES & DFE -** 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) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Appren- ticeships, Skills, Children and Learning Act 2009.The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well being purposes, including research. We retain ILR learner data for 3 years for operational purposes and 66 years for research purposes. For more information about the ILR and the data collected, please see the ILR specification at [https://www.gov.uk/government/collections/](https://www.gov.uk/government/collections/individualised-learner-record-ilr) [individualised-learner-record-ilr](https://www.gov.uk/government/collections/individualised-learner-record-ilr)ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training.For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (https://[www.gov.uk/government/organisations/department-for-education/about/personal-information-charter)](http://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter%29) and the ESFA Privacy Notice ([https://www.gov.uk/government/publications/esfa-privacy-notice)](https://www.gov.uk/government/publications/esfa-privacy-notice)If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:* Using our online contact form <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>
* By telephoning the DfE Helpline on 0370 000 2288
* Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner’s Office (ICO) at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit [https://www.ico.org.uk](https://www.ico.org.uk/) |
| **EMPLOYMENT STATUS** |
| Are you in receipt of a DWP benefit that requires you to actively seek work?  Yes NoIf No - Have you applied for a job in the last 4 weeks? Yes NoDate of last employment: MMYYYYDate of last benefit payment: MMYYYYJUC USE ONLY: Staff name and signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Evidence seen  |
| **HOUSEHOLD SITUATION** |
| Are you currently ‘Homeless’? Yes No Prefer not to say How many people in your household are currently in work? None  One or more Prefer not to sayIf None, do any dependent children also live in the household? Yes No Would you describe your household as a `single adult household’ with a dependent child / children? Yes No Prefer not to say |
| **EDUCATION** |
| Do you have a UK Level 2 Qualification in Maths? (equivalent to GCSE or O-level grade A to C or GSCE level 4-9. e.g. Level 2 Functional Skills) Yes NoDo you have a UK Level 2 Qualification in English? **(**equivalent to GCSE or O-level grade A to C or GSCE level 4-9. e.g. Level 2 Functional Skills**)**  Yes NoDo you have a UK Level 2 Qualification in ESOL? Yes NoAre you currently participating in education or training (part-time or full time) Yes No If YES, which institution?........................................................................................................................................................**Which of these best describe your Education History (Please tick one box)**I have never attended school or I left school before I finished Year 11 (ISCED Level 1)  I have not been in any education or training since I left school after finishing Year 11 (ISCED Level 2) After finishing Year 11 I went onto complete further qualifications at school, college or in the workplace (e.g. a Level 2 Apprenticeship) (ISCED Level 3) I have completed a University degree or an Advanced Apprenticeship (ISCED Level 4)  |
| **CONSENT TO CONTACT & STUDENT DECLARATION** |
| **I consent that Joined Up Careers Derbyshire may use photos or videos of myself for promotion purposes e.g., social media and websites Yes No****-------------------------------------------------------------------------------------------------------------------------------------****ALL STUDENTS TO SIGN - I have completed this enrolment form and confirm that this is accurate to the best of my knowledge. Please note that a false claim could result in a retrospective fee.** **Student signature & Date: …………………………………………………………………………………………………………..** |
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| **These documents confirm:**  |
| JUC USE ONLY– proof of identificationI confirm I have enrolled the Student above and that the Student has provided me with proof of identification.Staff name, signature & date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| We support this programme through the Derbyshire and Nottinghamshire Pathways to health and social care project. For more information please contact hazel.jones22@nhs.net |