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LEARNER REGISTRATION FORM 2023/2024

**PLEASE COMPLETE ALL FIELDS IN BLOCK CAPITALS**

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| 1. NAME AND VENUE | |
| **FULL NAME** | **WHICH CENTRE ARE YOU ATTENDING TODAY?** |
|  |  |
| **HOW DID YOU FIND OUT ABOUT OUR COURSES?** | |
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**Adult Education and Workzone Privacy Notice**

**Introduction**

This Privacy Notice is issued by Cheshire West and Chester’s Skills and Employment team to inform learners/customers how their personal information will be collected, used and kept safely in line with the new General Data Protection Regulations 2018.

**Data control**

In line with the new Data Protection Regulations, the Senior Manager for Economic Growth is the Data Controller for personal information processed by the Skills and Employment team, including Workzones. For learner data passed to the Education and Skills Funding Agency (ESFA) under our Adult Education contract, the Department for Education (DfE) is the Data Controller.

**Why do we collect your personal data?**

Your personal information is used by the council’s Skills and Employment team to exercise its functions, ensure eligibility for provision, secure funding, register learners for qualifications with awarding bodies, and to update the Individual Learner Record (ILR) as per our contract with the ESFA (an executive agency of the DfE).

**Our legal basis for collecting data**

The lawful basis for processing your data is ‘public task’, as the council’s Skills and Employment team are fulfilling contracts from the DfE relating to relevant education and skills legislation.

**Sharing your data**

Your information may be shared with third parties for education, training, employment and wellbeing-related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation. For example, the Workzone, DfE, managing authority or their agents may contact you to find out what impact your learning and/or participation in our service has had on you. We may also share your data with prospective employers or training organisations in the interest of helping you to positively progress.

**How we protect your data**

We have an Information Security Policy in place covering all customer/learner data collected by ourselves and our sub-contracted learning provider partners. Learner/customer records are always stored in secure environments and can only be accessed by eligible staff.

**Data storage**

Whenever we collect or process your personal data, we’ll only keep it for as long as necessary for the purpose for which it was collected. For learners on DfE funded provision, your personal information will be stored securely for up to 14 years but may be destroyed before this point if there is no further need to hold the information.

**Your rights over your personal data**

You have the right to

* have access to the personal data we hold about you
* the correction of personal data when incorrect, out of date or incomplete
* object to the use of your data

Further information about the use of and access to your personal data and the details of organisations with which we regularly share data are available at: www.cheshirewestandchester.gov.uk/your-council/data-protection-and-freedom-of-information

www.cheshireadultlearning.org/privacy-notice

www.gov.uk/government/publications/esfa-privacy-notice

**Learner declaration**

I understand that Cheshire West and Chester council will process my data as outlined above.

I understand that in line with best practice, Cheshire West and Chester council and their partners may need to contact me to check on my progress to employment or further learning, to offer further help towards employment or further learning, or to seek my views on work of the council’s Skills and Employment team or their partners.

In addition I understand that I can opt in to be contacted by the ESFA, its partners of funders by ticking the boxes below

I agree to be contacted: about courses or learning opportunities for surveys or research

I prefer to be contacted by: phone email post

A picture containing text, clipart

Description automatically generated**Learner signature Date**

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| 1. CONTACT INFORMATION | |
| **ADDRESS** | |
|  | |
| **TITLE** | **GENDER** |
| MR/MRS/MISS/MS/OTHER (PLEASE STATE) |  |
| **DATE OF BIRTH (DD/MM/YYYY)** | **NATIONAL INSURANCE NUMBER** |
|  |  |
| **PHONE** | **EMAIL ADDRESS** |
|  |  |
| **ETHNICITY** | **HAVE YOU LIVED IN THE UK FOR OVER THREE YEARS?** |
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| 1. HOUSEHOLD INFORMATION | | | |
| **DO YOU OWN YOUR OWN HOME?** | | **IF YOU ARE RENTING, WHO IS YOUR HOUSING PROVIDER?** | |
| YES/NO | |  | |
| **HOW MANY PEOPLE LIVE IN YOUR HOME?** | | **HOW MANY PEOPLE IN YOUR HOME ARE IN WORK?** | |
|  | |  | |
| **NUMBER OF CHILDREN (0-19)** | | **NUMBER OF CHILDREN (0-19) IN EDUCATION** | |
|  | |  | |
| **CHILD HEALTH PROBLEMS** | **CHILD ATTENDANCE PROBLEMS** | | **ADDITIONAL HELP AT SCHOOL** |
| YES/NO | YES/NO | | YES/NO |
| **DO YOU HAVE A COMPUTER/LAPTOP/TABLET/PHONE?** | **DO YOU HAVE MS OFFICE SOFTWARE OR EQUIVALENT?** | | **DO YOU HAVE WI-FI?** |
| YES/NO | YES/NO | | YES/NO |

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| 1. EMERGENCY CONTACT | |
| **ADDRESS** | |
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| **NAME** | **RELATIONSHIP** |
| MR/MRS/MISS/MS/OTHER (PLEASE STATE): |  |
| **TELEPHONE NUMBER – THIS MUST BE DIFFERENT FROM YOUR OWN NUMBER** | **EMAIL ADDRESS (ONLY USE IF NO MOBILE NUMBER AVAILABLE)** |
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| 1. HEALTH INFORMATION | |
| **DO YOU HAVE ANY MAJOR MEDICAL CONDITIONS?** | **PRIMARY MEDICAL CONDITION** |
| YES/NO |  |
| **SECONDARY MEDICAL CONDITION** | **ANY OTHER MEDICAL CONDITIONS** |
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| 1. EMPLOYMENT INFORMATION | | | | | | | | |
| **ARE YOU EMPLOYED? PLEASE INDICATE** | | | | **WHAT TYPE OF WORK DO YOU DO?** | | | | |
| YES/NO | | | |  | | | | |
| **WHAT EMPLOYMENT SECTORS HAVE YOU PREVIOUSLY WORKED IN?** | | | | **ARE YOU EX-SERVICES?** | | | | |
|  | | | | YES/NO | | | | |
| **ARE YOU ACTIVELY LOOKING FOR WORK?** | | | | **APPROXIMATE DATE YOU BECAME UNEMPLOYED (DD/MM/YYYY)** | | | | |
| YES/NO | | | |  | | | | |
| **WHAT BENEFITS ARE YOU CLAIMING?** | | | | | | | | |
| Universal Credit | Job Seekers Allowance | Employment Support Allowance | Child Tax Credit | | Working Tax Credit | Child Benefit | Food Vouchers | Other please enter below |
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| **MINIMUM NUMBER OF HOURS YOU WOULD WORK PER WEEK** | | | | **MAXIMUM NUMBER OF HOURS YOU WOULD WORK PER WEEK** | | | | |
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| **DO YOU HAVE A CV?** | | | | **DO YOU HAVE DIFFERENT SECTOR-SPECIFIC CVs?** | | | | |
| YES/NO | | | | YES/NO | | | | |
| **DO YOU HAVE A COVERING LETTER TO GO WITH YOUR CV?** | | | | **DO YOU KNOW WHERE THE SORT OF JOB YOU ARE LOOKING FOR IS ADVERTISED?** | | | | |
| YES/NO | | | | YES/NO | | | | |
| **CAN YOU SEARCH FOR JOBS ONLINE?** | | | | **CAN YOU APPLY FOR JOBS ONLINE?** | | | | |
| YES/NO | | | | YES/NO | | | | |
| **HAVE YOU HAD A JOB INTERVIEW IN THE LAST 6 MONTHS?** | | | | **DO YOU FEEL CONFIDENT ABOUT ATTENDING JOB INTERVIEWS?** | | | | |
| YES/NO | | | | YES/NO | | | | |
| **DO YOU HAVE YOUR OWN EMAIL ACCOUNT?** | | | | **HOW CONFIDENT ARE YOU ABOUT YOUR JOB SEARCHING SKILLS?**  **(From 1 – no confidence to 10 – very confident)** | | | | |
| YES/NO | | | |  | | | | |

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| 1. TRAVEL INFORMATION | | |
| **DO YOU HAVE YOUR OWN TRANSPORT?** | **ARE YOU ABLE TO USE PUBLIC TRANSPORT?** | **ARE YOU CONFIDENT TRAVELLING TO AND FROM THE CENTRE?** |
| YES/NO | YES/NO | YES/NO |



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| 1. BARRIERS | | | |
| **WHAT ARE YOUR BARRIERS TO WORK?** | | | |
| LACK OF CONFIDENCE | LACK OF KNOWLEDGE | MEDICAL CONDITION | OTHER PLEASE ENTER BELOW |
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| 1. QUALIFICATIONS | | | | | | |
| **WHAT IS YOUR HIGHEST LEVEL QUALIFICATION IN EACH OF THE FOLLOWING?** | | | | | | |
|  | NONE | ENTRY LEVEL | LEVEL 1  (GCSE GRADES D-G OR EQUIVALENT) | LEVEL 2  (GCSE GRADES A-C OR EQUIVALENT) | LEVEL 3  (A-LEVEL OR AS-LEVEL) | LEVEL 4 OR HIGHER  (CERT. OF HIGHER ED, DEGREE ETC) |
| MATHS |  |  |  |  |  |  |
| ENGLISH |  |  |  |  |  |  |
| DIGITAL SKILLS |  |  |  |  |  |  |
| VOCATIONAL |  |  |  |  |  |  |

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| 1. DIGITAL SKILLS FOR WORK | |
| **I CAN USE A MOUSE AND KEYBOARD ON A COMPUTER, USE A SMART PHONE OR TABLET TO ACCESS WEBSITES AND SET BOOKMARKS** | **I CAN USE DIFFERENT PAYMENT SYSTEMS – SUCH AS CREDIT/DEBIT CARD AND BANK TRANSFERS – TO MAKE PAYMENTS FOR GOODS ONLINE** |
| YES/NO | YES/NO |
| **I CAN USE WORD PROCESSING APPLICATIONS TO CREATE A DOCUMENT AND SHARE IT WITH OTHERS BY ATTACHING IT TO AN EMAIL** | **I KNOW HOW TO KEEP MY ONLINE ACCOUNTS SECURE USING DIFFERENT AND SECURE PASSWORDS AND CAN MANAGE PRIVACY SETTINGS** |
| YES/NO | YES/NO |

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| 1. ATTRIBUTES AND TRANSFERABLE SKILLS | | | | | |
| **SCORE YOUR CURRENT LEVELS 1-5 WITH 1 BEING LOW, 5 BEING HIGH** | | | | | |
| Listening | Speaking/  Presenting | Problem Solving | Creativity | Staying Positive | Aiming High |
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| Leadership | Teamwork | Resilience | Confidence | Independence | Tolerance |
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| **ADMINISTRATIVE USE ONLY**  FUNDING | | |
| *FULLY FUNDED* | *CO-FUNDED* | *LOW WAGE TRIAL*  *(earning under £20,319 pa)* |
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