

If paying by credit/debit card please telephone 0845 155 1014 – do not complete this form

### PERSONAL DETAILS

Title (Ms, Mrs, Mr, Miss)		Work tel.
Surname		Home tel.
Forename		Mobile tel.
Gender	Date of Birth	email
Address		Have you lived in the EU/UK for the last 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No if no, please state country:
		Post Code
Do you have a disability and / or health problem and / or learning difficulty? If yes, please specify:		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to discuss what support is available to you with an appropriate member of staff?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you hear a fire alarm in normal circumstances?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you need assistance to evacuate a building in an emergency?		<input type="checkbox"/> Yes <input type="checkbox"/> No
To which of these ethnic groups do you consider that you belong? Please ✓ one box		
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Black African	<input type="checkbox"/> Mixed White and Asian
<input type="checkbox"/> Indian	<input type="checkbox"/> Black Caribbean	<input type="checkbox"/> Mixed White and Black African
<input type="checkbox"/> Pakistani	<input type="checkbox"/> Black Other	<input type="checkbox"/> Mixed White and Black Caribbean
<input type="checkbox"/> Asian - Other	<input type="checkbox"/> Chinese	<input type="checkbox"/> Mixed Other
		<input type="checkbox"/> British
		<input type="checkbox"/> Irish
		<input type="checkbox"/> White Other
		<input type="checkbox"/> Other
Have you participated in any courses since August 2006?		<input type="checkbox"/> Yes <input type="checkbox"/> No

### COURSE DETAILS

Course code	Title	Start Date	Fee
			£
			£
<b>Total</b>			£

### REDUCED FEES (please ✓ to show why you are not paying the full fee)

- |  |  |
|--|--|
| <input type="checkbox"/> 16-18 year old (on 31 <sup>st</sup> August 2009)  | <input type="checkbox"/> Course is Free  |
| <input type="checkbox"/> 60+ years   | <input type="checkbox"/> Employment & Support Allowance (ESA) *                  |
| <input type="checkbox"/> Council Tax Benefit *   | <input type="checkbox"/> Unemployed and in receipt of Job Seekers Allowance *    |
| <input type="checkbox"/> Housing Benefit *   | <input type="checkbox"/> Pension Credit (Guarantee Credit only)                  |
| <input type="checkbox"/> Income Support *  | <input type="checkbox"/> Working Tax Credit - household income less than £15,276 |
| <input type="checkbox"/> Unwaged dependant (as defined by JobCentre Plus) of a person in receipt of one of the above benefits marked with an * |  |

Please note: evidence must be provided which confirms your status at the time of enrolment.

### PAYMENT METHODS (cheques to be made payable to Devon County Council)

- Credit/Debit Card, please phone 0845 155 1014    
  Cheque    
  Cash (in person only)

- Invoice please complete following details:  
 (note: information relating to your attendance and achievement will be disclosed to your employer at their request)
- Employer Name: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_

**Note: The Learner Consent statement overleaf applies to the information you have supplied**

Signature:

Date:

Office use only

Receipt no:

## LEARNER CONSENT STATEMENT

I give my consent to Devon Adult and Community Learning, Devon County Council recording and processing the personal information on this form for any service associated with the provision of advice and guidance to potential learners on the range of courses available to them, facilities and any associated information. I also give consent to sharing details on my programme of study, subsequent achievement and destination on leaving, for marketing purposes. I also give my consent to sharing details on issues regarding attendance, punctuality, academic progress and achievements with my parents/ carers/ employer. If I do not wish for parents/ carers/ employers to be informed of these matters I should contact the Systems Manager in writing. I understand that the information given on this form will be shared with MIAP to allocate a Unique Learner Number. I understand that the information will be used only for the above mentioned purpose and my consent is conditional upon all organisations with access to the information provided being registered with and complying with duties under the Data Protection Act 1998. At no time will your personal information be passed to other organisations for marketing or sales purposes. The full Data Protection Act 1998 statement and information about MIAP is available on the Devon Adult and Community Learning Website.

## Use of Personal Information

At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan future provision.

**Please** ✓  if you do not wish to be contacted by the LSC or its partners in respect of surveys and research. The LSC values your views on the education or training which you receive, and will use these to help bring about improvements for learners in England.

The LSC or its partners may wish to contact you from time to time about courses, or learning opportunities relevant to you.

**Please** ✓  if you do not wish to be contacted about courses or learning opportunities by post

## MIAP (Managing Information Across Partners)

**Please** ✓  if you wish to opt-out of sharing participation and achievement data with those organisations listed in section 537A of the education act.

Further details can be found at [www.miap.gov.uk](http://www.miap.gov.uk) or by telephoning the MIAP helpdesk on 0845 6022589.

## Communication with Devon Adult & Community Learning

As part of our commitment to reducing waste, our preferred method of communication is e-mail.

**Please** ✓  if you would prefer to receive confirmation of your place on the course by post.

This applies where you have provided a full email address in the personal details overleaf.

This activity may have been directly or indirectly part-financed by the European Union through European Social fund – helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources



**European Union**  
European Social Fund  
Investing in jobs and skills