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| Enrolment Form 2023/2024 | Student Reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Personal Details |  |
| Given Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PLEASE USE CAPITAL LETTERS AND PRINT | Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_  PLEASE USE CAPITAL LETTERS AND PRINT |
| Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | What is your gender?\* Female  Male  \*The government requires us to collect gender which is restricted to just female and male. You will be asked about your gender identity later in the form |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |   Please provide your National Insurance No. | |
| Proof of ID\* must be seen before enrolling Type of ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Seen by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*Types of valid proof of ID: Passport, Driving Licence, IDCard, National Insurance Card, Certificate of Entitlement to Funding, Bank/Credit/Debit card, Birth Certificate, Marriage Certificate, National Identity Card (for non-UK students). | |

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| Ethnicity (Please tick one box) |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **White** |  | **Mixed/Multiple** |  | **Asian/Asian British** |  | **Black/African/Caribbean/**  **Black British** |  | | 31 English/Welsh/Scottish/ Northern Irish/British | o | 35 White and Black Caribbean | o | 39 Indian | o | 44 African | o | | 32 Irish | o | 36 White and Black African | o | 40 Pakistani | o | 45 Caribbean | o | | 33 Gypsy or Irish Traveller | o | 37 White and Asian | o | 41 Bangladeshi | o | 46 Other Black/African/Caribbean background | o | | 34 Any Other White background | o | 38 Any other mixed/multiple  ethnic background | o | 42 Chinese | o | 47 Arab | o | |  |  |  |  | 43 Any other Asian background | o | 98 Any other ethnic group | o | |  |  |  |  |  |  |  |  | |

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| Contact Details | |
| Student Address:        Postcode: | Student Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Next of Kin/Emergency Contact  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 2nd Next of Kin/Emergency Contact  PLEASE NOTE THIS IS **MANDATORY** FOR UNDER **18 YEAR OLD** STUDENTS  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Residency | |
| Are you a UK or Irish national and lived continuously in the UK or Ireland for the past 3 years? Yes ¨ No ¨  ***If no, please continue below.***  Have you been an EEA/UK national and lived continuously in the EEA/UK for the past 3 years and entered the UK before 31/12/2020? Yes ¨ No ¨ | |
| What was your date of entry into the UK?  What is your country of National Identity?  Are you an Asylum Seeker? Yes ¨ No ¨  Are you a Refugee? Yes ¨ No ¨ | What type of Passport or Visa do you hold?  Passport / VISA / Identity Card Number  Passport / VISA / Identity Card expiry date |

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| Other | |
| Will you be studying with another institution at the same time as studying with Birmingham Metropolitan College? Yes ¨ No ¨  If so, where will you be studying? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  What is your first language spoken at home? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Previous School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Are you in Care(LAC)/Care leaver? Yes ¨ No ¨  Are you a Carer? (i.e. caring for someone else) Yes ¨ No ¨  Are you being supported by a social worker? Yes ¨ No ¨  Is your household income less than £30,000? Yes ¨ No ¨ |

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| Disabilities and Learning Difficulties - Please tick relevant boxes and indicate your primary difficulty with an \* | | | | | |
| 0 No Declared Difficulties | o | 10 Moderate learning difficulty | o | 17 Speech, language and communication needs | o |
| 4 Visual impairment | o | 11 Severe learning difficulty | o | 93 Other physical disability | o |
| 5 Hearing impairment | o | 12 Dyslexia | o | 94 Other specific learning difficulty (eg. dyspraxia) | o |
| 6 Disability affecting mobility | o | 13 Dyscalculia | o | 95 Other medical condition  (for example epilepsy, asthma, diabetes) | o |
| 7 Profound complex disabilities | o | 14 Autism spectrum disorder | o | 96 Other learning difficulty | o |
| 8 Social and emotional difficulties | o | 15 Asperger's syndrome | o | 97 Other disability | o |
| 9 Mental heath difficulty | o | 16 Temporary disability after illness or accident | o | 98 Prefer not to say | o |
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| Qualifications on Entry |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  | | --- | | What is the highest level of qualification that you have achieved so far? Please tick one of the following: | | | | | | No qualifications | o | |  | | --- | | Level 2 (eg.5 or more GCSE grade A-C, 1 A Level, NVQ Level 2) o | | | |  | | --- | | Qualifications below level 1 (eg. pre-entry) | | o | |  | | --- | | Level 3 (eg.2 or more A Levels, BTEC Diploma, NVQ Level 3) o | | | |  | | --- | | Entry Level (eg. Skills for Life, Functional Skill at Entry Level) | | o | |  | | --- | | Level 4 (eg.BTEC Professional Certificate, NVQ Level 4) o | | | |  | | --- | | Level 1 (eg. less than 5 GCSE grade A-C, NVQ Level 1) | | o | |  | | --- | | Level 5 or above (eg.HND, HNC, Foundation Degree) o | | | If other, state your main qualification title and level: |  |  | |
| Have you gained a GCSE in English? Yes ¨ No ¨ If so, specify the grade here: and the year achieved here: |
| Have you gained a GCSE in Mathematics? Yes ¨ No ¨ If so, specify the grade here: and the year achieved here: |

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| In Paid Employment? Yes ¨ *if yes, please continue below. If no, go to Unemployed section* | |
| What is the name of your employer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Are you self-employed? Yes ¨ No ¨ |
| What is the postcode or address of your employer? | How many hours are you contracted to work?  ¨ 0 – 10 hours ¨ 11 – 20 hours  ¨ 31 + hours ¨ 21 – 30 hours |
| For how many months or years have you been employed? |  |
| To assess whether you would be eligible for a free course, is your earned income from employment less than £30,000? Yes ¨ No ¨ | |
| *Staff use only: income evidence seen*? Yes ¨ No ¨ |  |

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| Unemployed? Yes ¨ *if yes, please continue below* |
| Will this course help you to move into work, progress in work or remove a barrier to getting into work? Yes ¨ No ¨  How many months or years have you been unemployed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Are you in receipt of:  Job Seekers Allowance (JSA)? ¨ Employment and Support Allowance - Work Related Activity Group (ESA WRAG)? ¨  Universal Credit ¨ Not in receipt of benefits (Economically inactive) ¨  Other (please specify): |
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| Diversity and Inclusion | |
| These questions help us understand who makes up our college community. The information helps us understand if some groups have different experiences or outcomes so that we can make things better for everyone.  If you do not wish to answer any of these questions you can choose ‘prefer not say’ | |
| Sexual Orientation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Prefer Not to Say o | What is your gender identity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Prefer Not to Say o |

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| Contact Preferences | |
| o Phone | o SMS |
| o Email | o Social Media |
| o Post |  |

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| Enrolment Course List (to be completed or provided by staff) | | You should have received adequate advice and guidance for the learning programme that you have chosen. If you feel that you need further advice please speak to the member of staff who is completing your enrolment with you. | | | |
| **Course Code or ID** | **Course Title** | | **Start Date** | **End Date** | **Training Provider**  ***(if not BMet)*** |
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| **Data Protection - How We Use the Information You Provide**  Birmingham Metropolitan College (BMet) is the data controller of personal information about you. All personal information that is collected and processed is done so in accordance with the retained General Data Protection Regulation (EU) 2016/679 (UK GDPR) and the Data Protection Act (DPA) 2018. You, as that data subject, are entitled to the individual rights set out within the UK GDPR including the right of access to your personal information. The processing of your personal information is required to fulfil legal obligations to the Department for Education (DfE), parents or guardians for data subjects under 18 years on 1 September 2023 and other third parties/ agencies, as well as to fulfil our public task of providing students with the most appropriate learning opportunities and the best possible education, training and pastoral support to meet their goals. We also use this data to carry out our obligations to monitor and improve the way we carry out public tasks as an FE College. The College does not sell or rent personal information. Where there is a legitimate or lawful (including statutory) basis to do so, the College may disclose personal data to third parties. Refer to the College Privacy Notice for further information on how we use your personal information. The College will not share your personal information with any other party, or for any reason other than as set out in this enrolment form or within the College’s Privacy Notice, without your prior consent.  Ipsos Mori delivers the National Student Survey (NSS) to eligible HE students on behalf of the Office for Students (OfS) on an annual basis. The Graduate Outcomes Survey is delivered by the Higher Education Statistics Agency (HESA), which is now part of Jisc, 15 months following completion of a HE course. More information on the surveys and how your personal information will be used can be found at https://www.officeforstudents.org.uk  By signing this Agreement, I understand the information provided by me will be handled in accordance with the UK GDPR and DPA 2018 for the management of the College as described in this Agreement. The College Privacy Notice provides full details on how we use your data and our legal basis for doing so. You can view our Privacy Notice by visiting <https://www.bmet.ac.uk/privacy-notice/>  **How We Use Your Personal Information**  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 Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).  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 your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at [https://www.gov.uk/government/collections/individualised-learner-record-ilr](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fcollections%2Findividualised-learner-record-ilr&data=05%7C01%7CRichard.Coton%40bmet.ac.uk%7Cedc585172c1c4c232cd708db765123ff%7C51aed29d2b2c40e1bc910a58503ecf06%7C0%7C0%7C638233863104962847%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Qyl7g%2BGqeMMbuQXIuKXWz6VtVRQ30Re1VA8bdhRQ%2FcQ%3D&reserved=0)  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](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Forganisations%2Fdepartment-for-education%2Fabout%2Fpersonal-information-charter&data=05%7C01%7CRichard.Coton%40bmet.ac.uk%7Cedc585172c1c4c232cd708db765123ff%7C51aed29d2b2c40e1bc910a58503ecf06%7C0%7C0%7C638233863105119070%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=nl9xPqi8OX7t8vZohHEEFg4FmMUVFagEJRCb9UnHb54%3D&reserved=0)) and the DfE Privacy Notice ([https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fgovernment%2Fpublications%2Fprivacy-notice-for-key-stage-5-and-adult-education&data=05%7C01%7CRichard.Coton%40bmet.ac.uk%7Cedc585172c1c4c232cd708db765123ff%7C51aed29d2b2c40e1bc910a58503ecf06%7C0%7C0%7C638233863105119070%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=dx0ABdK7XEqxIpxNvTyP8zBk4DsjsaZYYfPa0xpkiI4%3D&reserved=0))  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://form.education.gov.uk/service/Contact\_the\_Department\_for\_Education](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fform.education.gov.uk%2Fservice%2FContact_the_Department_for_Education&data=05%7C01%7CRichard.Coton%40bmet.ac.uk%7Cedc585172c1c4c232cd708db765123ff%7C51aed29d2b2c40e1bc910a58503ecf06%7C0%7C0%7C638233863105119070%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=naaKYBMlK7Nh%2FKW187WKkhQEjv0Ct%2Bj4%2FeYhVkVnJ20%3D&reserved=0) * By telephoning the DfE Helpline on 0370 000 2288 * Or in writing to: Data Protection Officer, Department for Education (B2.28), 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW   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://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ico.org.uk%2F&data=05%7C01%7CRichard.Coton%40bmet.ac.uk%7Cedc585172c1c4c232cd708db765123ff%7C51aed29d2b2c40e1bc910a58503ecf06%7C0%7C0%7C638233863105119070%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=JP%2F5yNQCaIXPNWbW77zqJLK%2BJ6EXRmx5vlV5Wg0GigA%3D&reserved=0)  This course may be funded through West Midlands Combined Authority (WMCA). For further information on how WMCA will use your personal data please visit: [2023 - 2024 Privacy Notice (wmca.org.uk)](https://www.wmca.org.uk/documents/productivity-skills/skills-programme-documents/2023-2024-privacy-notice/)  Date last updated: 27/06/2023  **Learner Declaration** By signing this form you agree:  Studying at BMet: Please ensure you read and understand fully the following:-   * That you have checked the information on this form and that the information is, to the best of your knowledge, correct. If you have given false information the College may invoice you in full for any fee due to the College; * That you have received information and guidance appropriate to the course you have chosen, including entry requirements, support available and the suitability of the course in terms of your career aspirations; * To work co-operatively with staff and fellow students, behaving in a way that ensures everyone can learn productively; * To comply with the College's rules (Ready, Respectful, Safe) and to attend all timetabled activities punctually and account clearly for any absences or lateness; To wear your ID card at all times whilst on the College's premises. * To take responsibility for your learning by bringing all you need to classes, participating fully in all learning activities and review  processes, attending all study support sessions arranged for you and completing work to the best of your ability by agreed deadlines; * To play an active part in equal opportunities by respecting the rights of others and refusing to take part in behaviour that degrades others; * To help to make the college a safer place by following all health and safety guidelines and taking care of the College buildings, furniture and equipment; * To conduct yourself at examinations in an appropriate way, and as directed by examination invigilators. * If you do not declare that you have a learning difficulty/ disability and/or EHCP we cannot guarantee that the college can meet these needs. * That, if you have a disability, you are responsible for completing a Personal Emergency Evacuation Plan with your tutor if you require assistance with evacuating the building in case of an emergency; * If you have an unspent criminal conviction which you fail to disclose at enrolment the college reserves the right to suspend or withdraw your enrolment with immediate effect in line with our duty to safeguard students. * You are responsible for all book and equipment loans from the Library/LRC. Failure to return items by the return date will result in the accrual of fines, any lost items will be charged at the replacement value. You will be notified by email with a reminder in advance of your items being due for return and at identified periods once items become overdue. If you fail to return items on loan you may be referred to debt collection, if this is the case you will be responsible for the cost of any debt collection fees in addition to the cost of outstanding items; * CCTV is in operation throughout this facility and images are being monitored and recorded for the purpose of crime prevention & public safety. The scheme is controlled by BMet college for more information call 0121 446 4545 or website [www.bmet.ac.uk](http://www.bmet.ac.uk).   Key Finance Information: Please ensure you read and understand fully the following:-   * I will be charged fees in accordance with BMet's 23/24 fee policy. I fully understand the following points that have been extracted from that policy. The Fee policy can be found at https://www.bmet.ac.uk/student-experience/student-services/fee-payments/; * Whilst the College supports students with instalment plans, I will need to have paid for the total cost of the course before the course ends; instalments will usually cover three payments but can be extended in exceptional circumstances at the discretion of the Finance Director and the Chief Financial Officer; * Refunds are not generally given unless the College cancels the course, that all courses less than 12 weeks will not qualify for a refund and that any refund I am awarded may be reduced to take into account sessions I have attended ; * That bank details will be securely stored by the College where I pay by direct debit; * That if I pay for my fees individually or through sponsorship or for an Advanced Learning Loan or for Loans for Higher Education and withdraw from the course I will be liable to fund the remaining value of the course as the funding will have stopped. If you do not have your loan in place prior to enrolment, you will not be able to complete enrolment without paying a refundable deposit, so please have evidence of your approved loan when you enrol; * That if my fees are waivered assuming I will get support from the Discretionary Learner Support Fund and I do not provide the appropriate evidence or become ineligible I will become liable for the total course fees myself; Which are payable within 30 days. Failure to provide payment within 30 days of an invoice being issued may result in referral to debt collection agencies. |

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| Learner Declaration | | | |
| I confirm that all information entered on this form is a true and accurate position of my details to date | | | |
| **Learner Signature** |  | **Staff Signature** |  |
| **Learner Name** |  | **Staff Name** |  |
| **Date** |  | **Date** |  |