Private

# **Enrolment Form 2013-14**



#### Section 1: Personal Details:

Please enter your name as you would wish it to appear on your certificates         Title: Mr/Mrs/Miss/Ms/other         Gender: Male       Female         Family name:          First name(s):          Date of birth:      //	Emergency Contact information: Name: Relationship: Tel. no Mobile no Email:
Age:years National Insurance No: Your Address:	Do you live/have you recently lived in supported accommodation e.g. foster care/hostel/residential care?
Post code: Post code: Tel. no.: Mobile no: Email: STAFF: Please tick ID seen: Bank card □ British Pass	Yes       No       Prefer not to say         Do you have caring responsibility for a parent/sibling/ other?         Yes       No       Prefer not to say         * This will help us to offer you support services where appropriate         port       Other passport       Driving License
Other	

#### Section 2: Information to Assess Fee Status

Α.	What state	is	your	Nationality	?	(e.g.	Indian,	Czech,	Britis	h) Please
В.	Have yo	u bee	n residen	t in the UK/EU for	the la	ast 3yrs? Yes	□go to s	ection 3	No □ <i>go</i>	to question c
C.	In whicl	h cour	ntry do yo	u normally live? _		What d	ate did yo	u enter the	UK?	
	What co	ountry	did you li	ive in before enter	ing th	1e UK?	How long	did you live	e there?	
	Do you	have a	any restri	ctions in the amou	nt of	time you can s	tay in the	UK? Yes	□ No	
STA	FF INSTRU	CTION	S: Please	ensure a copy of pass	sport d	or visa is taken a	nd checked	for students	who require	a status check

#### Section 3 Your Choice of Course:

Ρ	Please indicate which course you are applying for:						
	Course Title	Level					
	L Have any of the above qualifications above been completed in part? <b>Yes</b>	□ No □					
	If yes please give details:						
	Have you ever studied with Chiltern Training Ltd before? Yes	No 🗆					

Post to: Chiltern Training Ltd, 15 Station Rd, Reading RG1 1LG

4. Equality & Diversity We are committed to equality & diversity. To help us monitor our policy please complete the following:

Ethnicity	Religion					
White	□ No religion	Disability/learning difficulties CTL				
31 🗆 English/Welsh/Scottish/N Irish/	□ Christian	welcomes learners with disabilities. The				
British	Buddhist	information you supply here will be used to identify any support needs and will be				
32 🗆 Irish	🗆 Hindu	kept confidentially. Please tick the box				
33 🗌 Gypsy/Irish Traveller	□ Jewish	(es) that best describes your disability/ learning difficulty:				
34 $\square$ any other white background	□ Muslim	□ I have no disabilities/learning				
Mixed/Multiple Ethnic group	□ Sikh	difficulties				
35 🗌 White & Black Caribbean	Other	Visual impairment				
36 🗌 White & Black African	Prefer not to say:	□ Hearing impairment				
37 🗌 White & Asian	Sexual Orientation:	□ Disability affecting mobility				
38 🗌 Any other mixed	□ Heterosexual	□ Other physical disability				
Asian/Asian British	Homosexual	□ Other medical conditions e.g.				
39 🗆 🛛 Indian	Lesbian	epilepsy, asthma				
40 🗌 Pakistani	□ Bi-sexual	Emotional/behavioral difficulties				
41 🗌 Bangladeshi	Do not know	Mental Health difficulties				
42 🗌 Chinese	□ Other	□ Temporary disability after illness				
43 🗌 Any other Asian Background	<ul> <li>Prefer not to say</li> </ul>	□ Profound complex disabilities				
Black/African/Caribbean/Black British		□ Asperger syndrome				
44 🗆 African		□ Other				
45 🗌 Caribbean		□ Moderate learning difficulty				
46 🗆 any other Black/African/		□ Severe learning difficulty				
Caribbean						
Other		Dyscalculia				
47 🗆 Arab		□ Other specific learning difficulty				
98 🗌 Any other ethnic group		□ Autistic Spectrum Disorder				
		Do you have a statement of Educa- tional Needs?				
		Yes 🗆 No 🗆				

### 5. Declaration/Criminal Convictions: *This section must be completed*

A. Do you have any criminal convictions? Yes		No	
If yes please give details:			
Please be aware that for some courses e.g. childcare spent sentences, cautions & reprimands.	e you mi	ust tel	l us about any criminal convictions, including
6. Marketing information			
A) How did you hear about CTL?			

## 7. Employment Details

Please tick the box which best describes your employment status:					
Employed   (go to section A)	Self Employed  (go to sec	tion A)	Unempl	oyed 🗆 (go t	to section B)
Section A					
Are you employed? Full Time	□ Part Time □	Number of	of hours per	week	
How long have you been employe	<b>d?</b> Less than 6 months $\Box$	6-11 months	□ 12-2	3months 🗆	24months+ 🗆
Employer name:					
Employer Address:				Post cod	e:
Employer phone no.:	ema	il:			
Does the company employ 250 or	more employees?	∕es □	No 🗆	Don't know	
Will you be attending the course i	n your employer's time?	Yes 🗆	No 🗆		
Section B					
How long have you been unemplo	yed? Less than 6 months	6-11 montl	hs 🗆 🛛 12	2-23months 🗆	24months+ 🗆
Are you in receipt of Job Seekers	or Employment Allowance	Yes		0	

## 8. Prior Attainment Please check the table and tick each line if the description of qualifications applies to you.

NVQ Level	Examples of Academic/Vocational Level Equivalent	Details/ Grades	Tick
No formal qualifications	No qualifications taken	Grades	
Other qualifications— level unknown			
Entry Level	Entry level Word Power/ Number Power, Entry Certificate in Adult Nu- meracy/ Literacy, Entry level English for Speakers of Other Languages (ESOL), Entry Skills for Life, Other Entry Level qualifications		
Level 1	GCSE's/ CSE's grades D-G, 1 AS level, Level 1 in Adult Literacy/ Numer- acy, Level 1 English for Speakers of Other Languages (ESOL), Level 1 Skills for Life, BTEC 1 <sup>st</sup> Certificate, Foundation Diploma, GNVQ Founda- tion, NVQ Level 1, other Level 1 qualifications		
Level 2	5 or more GCSE's/ CSE's grades A*-C, 1 A Level, 2 or 3 AS levels, Level 2 in Adult Literacy/ Numeracy, Level 2 English for Speakers of Other Languages (ESOL), BTEC 1 <sup>st</sup> Diploma, Higher Diploma, GNVQ Interme- diate, NVQ Level 2, other Level 2 qualifications		
Level 3	2 or more A levels, 4 or more AS levels, AVCE Double Award, Baccalau- reate (L"), BTEC National Award, EDEXCEL Advanced Diploma, National Diploma, Access to Higher Education, GNVQ Advanced, NVQ Level 3, other level 3 qualifications		
Level 4	Teaching Certificate, Higher Education Certificate, HNC, Nursing (SRN) NVQ Level 4, other Level 4 qualifications		
Level 5 and above	Teaching Diploma including DTTLS, Foundation Degree, Higher Educa- tion Diploma, HND, Higher Nursing Diploma, GNVQ Level 5, NVQ Level 5, Other Higher Level qualifications		

### 9. Courses Studied

<u>Courses Studied-</u> include GCSE's, AS and A-Levels and any other college courses	Qualifications taken, or to be taken, and results if known	Course/ Qualification Date
	(predicted or actual):	

## 10. Declaration

Data Protection: The company needs to collect and use certain types of information about applicants, in order to operate its business and to fulfil its legal obligations under the Data Protection Act 1998. The company will take all reasonable precautions at all times to guard information against any unauthorised access and use.

To the best of my knowledge and belief the information I have given on this form is correct. I consent to the company holding this information on file, for as long as it is considered necessary, to fulfil the purpose for which it was obtained and to process it in accordance with the requirements of the Act or other procedures implemented by the Company for this purpose from time to time.

Learner Signature:	Date:	
CTL Staff Signature:	Date:	
	This activity has been directly or indirectly part-financed by the European	

This activity has been directly or indirectly part-financed by the European Social Fund– helping develop employment by promoting employability, business spirit and equal opportunities and investing in human resources.

