

2 Ethnicity

Please choose what is best describes your ethnic group

- | | | | | | | | |
|----|--------------------------|--|--------------------------|--------------------------|-------------------------------|--------------------------|--------------------|
| 31 | <input type="checkbox"/> | English/Welsh/Scottish/Northern Irish | 40 | <input type="checkbox"/> | Pakistan | | |
| 32 | <input type="checkbox"/> | Irish | 41 | <input type="checkbox"/> | Bangladeshi | | |
| 33 | <input type="checkbox"/> | Gypsy or Irish Traveler | 42 | <input type="checkbox"/> | Chinese | | |
| 34 | <input type="checkbox"/> | Other White Background | 43 | <input type="checkbox"/> | Other Asian background | | |
| 35 | <input type="checkbox"/> | White and Black Caribbean | 44 | <input type="checkbox"/> | African | | |
| 36 | <input type="checkbox"/> | White and Black African | 45 | <input type="checkbox"/> | Caribbean | | |
| 37 | <input type="checkbox"/> | White and Asian | 46 | <input type="checkbox"/> | Other Black African/Caribbean | | |
| 38 | <input type="checkbox"/> | Other Mixed/Multiple Ethnic Background | 47 | <input type="checkbox"/> | Arab | | |
| 39 | <input type="checkbox"/> | Indian | <input type="checkbox"/> | Not Known/Not provided | 98 | <input type="checkbox"/> | Other Ethnic Group |

Collection Of Equality Information

Doesn't it seem like everywhere you go, people want to know your business. How old you are, gender, sexuality, race, religion, whether your disabled or not, but where does all this information go?

It goes to help make things better. It tells organisations where to direct services and shows if certain people aren't making the most of services. It can also help make sure that you get the right slice of what you're entitled to. To put things simply, we can't change anything without your help.

It's Not About You Really

Occasionally you may fill in a form with your name and address, but your personal details are about you and the rest are statistics. We may keep these statistics on file, but it will only ever be to make sure that you are being properly catered for.

Some people worry about giving information in case it should fall into the wrong hands, but there are very strict laws to make sure we protect those details and deal with them responsibly.

3 Learning Difficulty/Disability/Health Problem

We offer additional support to help you achieve to the best of your ability. Please tell us what support you may need. This information will be treated as confidential and will only be used to help us ensure you get the support you need on your course. Completing this section will not affect you getting onto a course.

Do you consider yourself to have any long term disability, health problem or any other learning difficulties? Yes No

- | | | | | | |
|---|--------------------------|------------------------------------|----|--------------------------|---|
| 1 | <input type="checkbox"/> | Moderate Learning Difficulty | 1 | <input type="checkbox"/> | Visual Impairment |
| 2 | <input type="checkbox"/> | Severe Learning Difficulty | 2 | <input type="checkbox"/> | Hearing Impairment |
| 3 | <input type="checkbox"/> | Dyslexia | 3 | <input type="checkbox"/> | Disability Affecting Mobility |
| 4 | <input type="checkbox"/> | Dyscalculia | 4 | <input type="checkbox"/> | Other Physical Disability |
| 5 | <input type="checkbox"/> | Other Specific Learning Difficulty | 5 | <input type="checkbox"/> | Other Medical Condition (For Example Epilepsy, Asthma, Diabetes) |
| 6 | <input type="checkbox"/> | Autism spectrum disorder | 6 | <input type="checkbox"/> | Emotional/Behavioral Difficulties |
| 7 | <input type="checkbox"/> | Multiple Learning Difficulties | 7 | <input type="checkbox"/> | Mental Health difficulty |
| 8 | <input type="checkbox"/> | Other | 8 | <input type="checkbox"/> | Temporary Disability After Illness (For Example Post-Viral or accident) |
| 9 | <input type="checkbox"/> | Not known/ Not provided | 9 | <input type="checkbox"/> | Profound Complex Disabilities |
| | | | 10 | <input type="checkbox"/> | Asperger's syndrome |
| | | | 11 | <input type="checkbox"/> | Multiple Disabilities |

4 Household Situation

- | | | |
|----|--------------------------|---|
| 1 | <input type="checkbox"/> | No household member is in employment and the household includes one or more dependent children. |
| 2 | <input type="checkbox"/> | No household member is in employment and the household does not include any dependent children. |
| 3 | <input type="checkbox"/> | Single adult household with dependent children |
| 98 | <input type="checkbox"/> | Prefer not to say |
| 99 | <input type="checkbox"/> | None of the above apply |

5 Prior Qualifications

Please indicate the highest level of qualification you have completed in the past;

- | | |
|---|---|
| 09 <input type="checkbox"/> Entry | 11 <input type="checkbox"/> Level 5 |
| 07 <input type="checkbox"/> Other qualification below Level 1 | 12 <input type="checkbox"/> Level 6 |
| 01 <input type="checkbox"/> Level 1 | 13 <input type="checkbox"/> Level 7 |
| 02 <input type="checkbox"/> Level 2 | 97 <input type="checkbox"/> Other qualification level not known |
| 03 <input type="checkbox"/> Level 3 | 99 <input type="checkbox"/> No Qualification |
| 10 <input type="checkbox"/> Level 4 | |

Prior Attainment Description

Level 1: GCSE/O Level (5 or more at grades D-G or fewer than 5 at grades A-C, 1 AS Level, NVQ Level 1, GNVQ Foundation, BTEC First Certificate

Level 2: 5+ O level/GCSE grades A-C, NVQ Level 2, Intermediate GNVQ, 1 A-level, 2/3 AS Levels, BTEC 1st Diploma

Level 3: 2+ A-levels, 4+ AS levels, NVQ Level 3, Advanced GNVQ, BTEC National Certificate/Diploma

Level 4: HNC, NVQ Level 4, Certificate of Higher Education, QCF Award/Certificate/Diploma Level 4

Level 5: HND, Foundation Degree, QCF Award/Certificate/Diploma Level 5

Level 6: Bachelor's degrees, QCF Award/Certificate/Diploma Level 6

Level 7: QCF Award/Certificate/Diploma Level 7 or 8, Masters Degrees, postgraduate Certificates and Diplomas

Qualification Title	Date Achieved	Level/Grade	Cert Available

Please use the back sheet for additional list of qualifications if required

6 Employment Details

Please tick any of the following that applies to you:

Employment Indicator:

- 2 Employed less than 10 hours per week
- 3 Employed 11-20 hours per week
- 4 Employed 21 hours or more per week
- 0 Not Employed – looking for work

Length of Employment:

- 1 I have been employed for up to 3 months
- 2 I have been employed for 4 - 6 months
- 3 I have been employed for 7 - 12 months
- 4 I have been employed for more than 12 months

If you are UNEMPLOYED, Length of Unemployment:

- 1 I have been unemployed for less than 6 months
- 2 I have been unemployed for 6-11 months
- 3 I have been unemployed for 12-23 months
- 4 I have been unemployed for 24-35 months
- 5 I have been unemployed for 36 months or more

Your Benefit Status:

- 1 In receipt of Job Seekers Allowance JSA
- 2 In receipt of Employment and Support Allowance – (ESA WRAG)
- 3 In receipt of another state benefit other than JSA, Universal Credit or ESA (WRAG)
- 4 In receipt of Universal Credit
- 5 Other Please specify:.....

7 Contact Details

Preferred method of contact: (Please select your preferred method of contact)

By telephone

By email

For courses and surveys

By post

Not to be contacted

For Market research

8 Declaration and Signatures

LEARNER'S CONSENT AGREEMENT

DATA PROTECTION ACT 1998 - CONSENT TO PROCESS

PDT collects information about all our staff and learners for various administrative, academic and health and safety reasons. Due to the GDPR and the Data Protection Act 1998, we need your consent before we can do this. We cannot operate the College effectively without processing information about you, we need you to sign the consent to process clause. If you do not do so, we will be unable to offer you a place, and may withdraw any offer already made. If you require any further information about this, please contact Information Services on 02074606488.

The information will be used for the following purposes:

Transmission of appropriate learner records information for external bodies such as The Education Skills Funding Agency (ESFA), The Higher Education Funding Council for England (HEFCE), The Department for Education and Skills (DfES), Awarding Bodies and administrative purposes.

Managing and maintaining a safe environment

Monitoring and improving the quality of provision

Monitoring for equal opportunities purposes

I agree to PDT Training collecting, recording and processing my personal data as contained in this form, or other data or images which PDT Training may obtain from me or other relevant agencies, whilst I am a learner. I agree that the provider will process such data only for purposes connected to my studies or my health and safety whilst on the premises or for other statutory purposes.

The information to be recorded and processed (at the date of this agreement) has been completed by me and I confirm that it is correct. I also note that you may need to process sensitive personal data on me in respect of any special needs I may have, to enable you to deliver the agreed course properly and to have proper regard for my health, safety and well-being whilst I am a learner with you. This will enable you to fulfil your obligations to me under this Learner Agreement and as required by law, and I consent to such use.

Learner Record Service Privacy Notice

The information you supply will be used by the Chief Executive of Skills Funding, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record.

How We Use Your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Department for Education, including the Education Funding Agency to meet legal responsibilities under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a Unique Learner Number (ULN) and a Personal Learning Record (PLR). The information you provide may be shared with other organisations for education, training and employment-related purposes, including for research. Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at: www.gov.uk/government/organisations/and-skills-funding-agency This activity has been directly financed by the European Social Fund – helping develop employment by promoting employability, business spirit and equal opportunities and investing in human resources.

I agree that the information given is correct and will abide by the training rules, my learning agreement and respect the Health and Safety Regulations.

I have read the data protection information and give my consent to PDT to process information about me. I understand that if I have declared false information the provider may take action against me to reclaim the tuition fees and any support costs provided.

Learner
Signature:

Date:

Staff
Signature:

Date:

Paddington Development Trust - Office B, Norland House, 9 Queensdale Crescent, London W11 4TL – Tel: 0207 4606488

9 Learning Agreement

Learners are expected to:

Attend all workshops if they are part of the programme. If you are due to go on holiday please let us know and call us on the day if there is a problem

All Learners will be given a pack with standards, checklists and work sheets at the start of the programme. You need to look after these as the contents are expensive and once you start building your portfolio the contents may be irreplaceable, Learners who need to replace any documents may be required to pay for replacements

Complete all work/assignments given out at workshops or assigned by assessors – it is important to keep up with your work as you will not be able to achieve your qualification without doing this. We are always happy to help to try and sort out any problems, so please talk to us!

At workshops we encourage co-operation and sharing of ideas between participants, however the work you produce for your portfolios **must** be your own. If you include information written by 'the team' you work with this must be clearly indicated and signed by your manager/supervisor. Work that has been copied in any way from another learner's portfolio or from any other source not previously agreed with tutor or assessor will not be accepted.

If an external assessor makes an appointment with you, it is your responsibility to inform your managers and the other people you work with and gain consent if applicable.

If an assessor is going to observe you working with members of the public you must have negotiated consent in advance. Use the consent forms in your handbook and show these to your assessor at your planning meeting before the assessment begins.

If for any reason it is not convenient for your assessor to see you, learners must let assessors know at least 24 hours before the meeting.

Learners who miss three assessments or are absent from programme for 8 weeks or more may **not be able to continue with their programme** and will receive a withdrawal warning letter followed by a withdrawal notification letter if requested action is not undertaken following the withdrawal warning letter.

We are contractually required by our funder: the **Education and Skills Funding Agency** to withdraw any learners that do not actively participate in their agreed learning programme for a continuous period of 4 weeks.

Any professional misconduct will lead to being excluded from the award and no certification will be awarded.

Plagiarism will NOT be accepted it is the responsibility of student to comply with the Policy and Procedures, and to ensure that you do not commit, or collude with another person to commit, plagiarism. Work submitted or presented should be genuine and original.

We are Equal Opportunities provider and employer and we expect all learners to behave in a way that actively supports this philosophy. We also expect to be treated as we treat learners – with respect and recognition of skills and experience.

We agree to:

- Provide impartial Advice and Guidance prior to enrolment on training programme(s)
- Make provision for ongoing Advice and guidance where needed/requested by learner.
- Provide regular feedback on learners' progress.
- Undertake regular customer satisfaction surveys and learner reviews every 12 weeks.
- Assess at least 6 workplace-based observations of work activities for (for Diploma programmes).

Provide regular one-to-one tutorials with learners &/or regular workshop sessions depending on Provide regular one-to-one tutorials with learners &/or regular workshop sessions depending on agreed delivery method.

Provide regular one-to-one tutorials with learners &/or regular workshop sessions depending on We will provide teaching/learning materials relevant to the award.

Provide regular one-to-one tutorials with learners &/or regular workshop sessions depending on We will provide or source additional learning support where required and also support learners where possible with additional welfare and other support needs.

Provide regular one-to-one tutorials with learners &/or regular workshop sessions depending on When observing the candidate's practice, we will endeavor not to interrupt usual work activity.

Provide regular one-to-one tutorials with learners &/or regular workshop sessions depending on Support learners in their personal and professional goals and objectives and encourage personal development.

Provide regular one-to-one tutorials with learners &/or regular workshop sessions depending on Respond fairly and swiftly to any complaints or criticisms and respond/investigate in accordance with the process set out in our complaints policy.

Provide regular one-to-one tutorials with learners &/or regular workshop sessions depending on Treat all learners fairly, in a professional manner and with respect in accordance with our Equal Opportunities and general Code of Conduct policies and statements.

If problems do occur they are always best sorted out early rather than later – please talk to us if you feel that you are having difficulties or need extra help and support from us.

Learner Declaration:

- I have read and understood the above Learning Agreement statement.
- I agree to abide by the above terms and conditions set out in the above agreement.

Learner:

This form represents your Enrolment and Learning Agreement at Paddington Development Trust (PDT). The information you have provided and the courses you have been enrolled onto will be recorded in the provider's Information Systems. In signing this agreement you agree to the PDT's code of conduct and expectations as detailed in the Student Handbook and confirm that you have received appropriate Advice and Guidance in the selection of the subject and level of the programme of study chosen.

Learner Signature:

Date:

Staff/IAG Signature:

Date: