## The Learning for Work program is designed to support individuals to re-engage in learning with the view to progressing to employment, further education, training or volunteering. These courses are funded by the Welsh Government and are therefore free to eligible individuals.

This form is also available in Welsh. Completing this form in Welsh will not lead to any additional delay to your enrolment.

Do you wish to receive correspondence from us in:

|  |  |
| --- | --- |
| English [ ]  | Welsh [ ]  |

Do you wish to take this course in the Welsh Language

|  |  |
| --- | --- |
| Yes [ ]  | No [ ]  |

Were you previously in receipt of furlough pay?

|  |  |
| --- | --- |
| Yes [ ]  | No [ ]  |

1.0 Eligibility Information

Please tick which best describes your situation

|  |  |
| --- | --- |
| I am employed full time [ ]  | I am employed part time [ ]  |
| I am unemployed [ ]  | For Click or tap here to enter text. Months |

Please tick which applies to you

|  |
| --- |
| I am not in education, employment or training and I am in receipt of one of the benefits as listed below**.** [ ]  |
| I am over 50 years of age and not in full-time employment. [ ]  |

Please tick which applies to you

|  |  |
| --- | --- |
| B3 Income Support/ Pension Credit \*[ ]  | B10 Industrial Displacement Benefit[ ]  |
| B4 Working Tax Credit [ ]  | B11 Carer’s Allowance[ ]  |
| B5 Jobseekers Allowance [ ]  | B12 Incapacity Benefit[ ]  |
| B6 Housing Benefit [ ]  | B13 Council Tax Benefit Reduction \*\*[ ]  |
| B7 Exceptionally Severe Disablement Allowance [ ]  | B14 Personal Independence Payment (PIP)[ ]  |
| B8 Disability Living Allowance[ ]  | B15 Universal Credit[ ]  |
| B9 Employment Support Allowance (ESA) [ ]  |

B3 \*Does not relate to savings element of pension credit

B13 \*\* Does not relate to single person reduction

PLEASE COMPLETE IN CAPITAL LETTERS

2. Personal Details

|  |  |
| --- | --- |
| Title Ms | Gender Female |
| Forename Click or tap here to enter text. | DOB Click or tap to enter a date. |
| Surname Click or tap here to enter text. | Surname at age 16 Click or tap here to enter text. |

3. Address

|  |  |
| --- | --- |
| House No & Street Click or tap here to enter text. | Town City Click or tap here to enter text. |
| Area Click or tap here to enter text. | Post Code Click or tap here to enter text. |

4. Contact Details

|  |  |
| --- | --- |
| Mobile Number Click or tap here to enter text. | Home Click or tap here to enter text. |
| Email Click or tap here to enter text. |

5. Course Information

|  |  |
| --- | --- |
| Course Code Click or tap here to enter text. | Term Select Term. |
| Course Title Click or tap here to enter text. | Day Select start day. |
| Start Date Click or tap to enter a date. | Time Click or tap here to enter time. |

6. National Identity

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Welsh [ ]  | Scottish [ ]  | Irish [ ]  | English [ ]  | British [ ]  | Other Please specify |
| Have you been a resident in the UK for the last 3 years [ ]  |
| If not, please state your country of domicile Click or tap here to enter text. |

7. Ethnicity

|  |  |  |  |
| --- | --- | --- | --- |
| White [ ]  | Irish [ ]  | Traveller [ ]  |  Other White [ ]  |
| White and Asian [ ]  | White and Black African [ ]  | White and Black Caribbean [ ]  | Other [ ]  |
| Black Caribbean [ ]  | Caribbean [ ]  | Black African [ ]  | Other Black [ ]  |
| Bangladeshi [ ]  | Pakistani [ ]  | Indian [ ]  | Other Asian [ ]  |
| Arab [ ]  | Chinese [ ]   |  | Other Ethnicity [ ]  |

8. Help and Support

Do you have a disability, learning difficulty, mental health problem or any long standing illness?

|  |  |
| --- | --- |
| Yes [ ]  | No, Go to Section 9 [ ]  |
| Visual impairment [ ]  | Severe learning difficulties [ ]  |
| Hearing impairment [ ]  | Profound and multiple learning difficulties [ ]  |
| Physical and/or medical difficulties [ ]  | Specific learning difficulties [ ]  |
| Behavioural, emotional and social difficulties [ ]  | SPLD – Dyslexia [ ]  |
| Multi-sensory impairment[ ]  | SPLD - dyscalculia[ ]  |
| Autistic spectrum disorders[ ]  | SPLD - dyspraxia[ ]  |
| Speech, language and communication difficulties[ ]  | SPLD - attention deficit hyperactivity disorder[ ]  |
| Moderate learning difficulties[ ]   | General learning difficulties[ ]  |

Will you need support with your learning? e.g hearing loop, large print etc…

|  |  |  |
| --- | --- | --- |
| No[ ]  | Yes [ ]  | If yes, Please specify Click or tap here to enter text. |

Help to evacuate the building in the event of an emergency/fire drill? (eg. Use of a wheelchair)

|  |  |
| --- | --- |
| No [ ]  | Yes [ ]  |
| Name of Support Organisation, if applicable Click or tap here to enter text.  |
| Full contact name and telephone number Click or tap here to enter text. |

9. Languages

Do you know how to read/write/speak in English

|  |  |  |  |
| --- | --- | --- | --- |
| Read[ ]  | Write [ ]  | Speak [ ]  | None [ ]  |

Do you know how to read/write/speak in Welsh

|  |  |  |  |
| --- | --- | --- | --- |
| Read [ ]  | Write [ ]  | Speak [ ]  | None [ ]  |

Please indicate your level of Welsh Language skills

|  |  |  |
| --- | --- | --- |
| Fluent Welsh Speaker [ ]  | Welsh Speaker not Fluent [ ]  | Not a Welsh Speaker[x]  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Level | **Pre-Entry**e.g. Agored Cymru, pre-entry credits | **Entry Level**e.g. Agored Cymru entry credits | **Level 1**e.g. GCSE D-G | **Level 2**e.g. GCSE A\*- C | **Level 3** and abovee.g. AS, A level |
| Welsh 1st Language |[ ] [ ] [ ] [ ] [ ]
| Welsh 2nd Language |[ ] [ ] [ ] [ ] [ ]

10. GDPR – Consents

Please read the consents below and tick the ones you are happy to agree to. If you do not agree to this, please leave the relevant box blank. Please note that any agreements marked with \* are required if you want to undertake one of our courses. If you would like to withdraw your consent or require further information about our Data Protection policy please contact Adult Learning Cardiff on 02920 872030 or email adultlearningquery@cardiff.gov.uk

10a.GDPR Consent—Future Learning Opportunities

* I consent to receiving marketing information about future learning opportunities and understand that I can withdraw my consent at any time.

|  |  |  |
| --- | --- | --- |
| Agree (Not mandatory) [ ]  | I can be contacted by phone [ ]  | I can be contacted by email [ ]  |

10b. GDPR – Learner Survey

* I consent to receiving communication about my enrolment and I understand that I can withdraw my consent at any time. My data will be kept confidential and that there will be no personal identification in the data. I understand that the personal responses/comments will not be cited in published articles or professional presentation, without my explicit permission. Such permissions are covered by a separate consent.

|  |  |  |
| --- | --- | --- |
| Agree (Not mandatory) [ ]  | I can be contacted by phone [ ]  | I can be contacted by email [ ]  |

10c. GDPR—Into Work Mentor

* I am aware that I will be referred to the Into Work Advice Service and will be assigned an Into Work mentor as a result of enrolling on this course. This referral may be shared with other Council Departments and will only be used to benefit you the learner or for the prevention of fraud.

Agree\* (Mandatory) [ ]

10d. GDPR Consents— General Agreement

* I understand that my data will be handled, processed and stored securely in line with the General Data Processing Regulation.
* I understand that my data may be shared with Welsh Government and the accreditation body to ensure that we are meeting standards of quality required by our learners. Furthermore, this data helps employers determine the validity of programs of study.
* I can confirm that the Privacy Notice has been made available to me which explains how my data will be processed

Agree\* (Mandatory) [ ]

Signature (Enter name)