

## **Application Form**



Investing in jobs and skills

Please use BLOCK CAPITALS in blue or black ink, tick where appropriate

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	No household member is in employment and the household includes one or more dependent children $\square$																					
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	Learner lives in a single adult household with dependent children $\Box$																					
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Criminal	Convi <u>c</u>	tion	s																			
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you have any relevant unspent criminal convictions? Yes LI NO LI

Relevant means offences against the person, whether of a violent or sexual nature, and convictions involving unlawful supplying or possession of controlled drugs or substances. If you declare that you have a conviction, you will be asked to complete a separate information sheet. This is to help us assess any potential risk to yourself or others. Having a criminal record will not necessarily prevent you studying. This will depend on the course you choose and the circumstances of the offence. If you do not disclose a relevant conviction, which is ultimately discovered, this could result in you being excluded.

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). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of the European General Data Protection Regulation (GDPR), the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009, and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). This will only take place where the law allows it and the sharing is in compliance with GDPR. All information gathered by this form in necessary to enrol you on the desired course. You may exercise the right to have your information withdrawn after the completion of your course. The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training. You can opt in for contact for other purposes by ticking any of the following boxes if you wish to be contacted: About courses/learning opportunities For surveys and research By post By phone By email D
For more information about how your information is processed and shared, refer to the Extended Privacy Notice available on Gov.UK. I confirm that I have received sufficient guidance from TrainPlus about: the choice of courses available to me; course entry requirements; my suitability for the course; the financial and learning support available to me, as appropriate. I understand TrainPlus reserves the right to amend course arrangements as published.
I agree to abide by TrainPlus' policies and procedures, Learner Code of Conduct (available at enrolment) and, where relevant, the Higher Education Student Contract. I understand any breaches of these may result in disciplinary action being taken against me and my learning agreement terminated. I understand that it is my responsibility to pay the fees for my course(s) unless I meet the concessionary criteria or have funding from another source. I accept that where it has been agreed that I may pay my fees by instalments, I shall make payments due in full and on time, and that TrainPlus will pursue late or non-payment of fees. Except in respect of death or personal injury caused by TrainPlus' negligence, TrainPlus' total liability to me, whether in contract, tort, negligence, breach of statutory duty or otherwise, shall not exceed the amount of fees paid to TrainPlus by me or on my behalf of in the academic year in which the circumstances leading to my claim arise. I understand if I need more details about TrainPlus' Fees Policy, I can request them from TrainPlus. I formally accept the learning programme specified on this form and confirm that all the information supplied on this form is correct. I understand if I have declared false information TrainPlus will take action against me to reclaim course fees and any associated costs. I give my consent to TrainPlus to record and process the information contained in this form where TrainPlus complies with its obligations under the Data Protection Act 1998.
Signature Of Applicant
I certify that to the best of my knowledge the above information is true and correct. I consent to TrainPlus and their training partners holding and using the information in this application.
Signature:          Date:         /
Countersignature from parent/guardian (if applicant below 18 years of age):
Full name of parent/guardian:
Phone No:
Email address:
Returning This Application

Phone:01268 574299E-Mail:info@TrainPlus.co.uk