

# ADULT PATHWAYS ENROLMENT FORM 2013–2014



Westminster Kingsway  
central London's College

Student Number

ULN

Office use  
only

Please complete only the **BORDERED WHITE BOXES** of the form in **BLOCK CAPITALS** and in **ink**

## Section 1 – Your personal details

Please enter your name as it appears on official documents:

Title: Mr  Mrs  Miss  Ms  Other

Male  Female

Family name/Surname

First name(s)

Date of Birth

D	D	M	M	Y	Y	Y	Y
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Age on day 1 of course

National Insurance no.

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**Address** (please remember to let us know if you change address  
after starting your course)

**Name and address of employer** (if applicable)





Postcode

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Postcode

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EDRS employer no.

--	--	--	--	--	--	--	--

Your contact no.

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Your mobile no.

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Your email address

**Person to contact in an emergency - if College based** (if you are under 18 years old, please give parent or guardian details)

Name

Relationship

Contact no.

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Daytime contact no.

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## Section 2 – The courses you are applying for/enrolling on

Please list courses here:

Start date:

Expected end date:

	Start date:	Expected end date:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

AG

Surname/Family name

First name

Student number



## Section 3 – Additional support

SUP

The College has a wide range of additional support. We welcome students with disabilities, learning difficulties and health problems. Please mark the boxes that are appropriate to you. This will not affect your application but is to enable us to consider your additional support needs.

### Disability

- No disability (98)
- Visual impairment (01)
- Hearing impairment (02)
- Disability affecting mobility (03)
- A disability or special need not listed (04).  
Please state below:

### Health

- No health problems
- Other medical condition (e.g. epilepsy, asthma, diabetes (05). Please state below:
- 
- Emotional/behavioural difficulties (06)
- Mental health difficulty (07)
- Temporary disability after illness (e.g. post-viral) or accident (08)
- Profound complex disabilities (09)
- Aspergers syndrome (10)
- Multiple disabilities (90)
- Other (97)
- I do not wish to give this information (99)

### Learning Difficulty

- No learning difficulty (98)
- Moderate learning difficulty (01)
- Severe learning difficulty (02)
- Dyslexia (10)
- Dyscalculia (11)
- Other specific learning difficulty (19)
- Autistic spectrum disorder (20)
- Multiple learning difficulties (90)
- Other (97)
- I do not wish to give this information (99)

### Support at interview and on course?

Please tick the following box(es)

- I have a disability and may need support at interview or on course.  Yes  No
- I have dyslexia and/or a learning difficulty and may need support on course.  Yes  No

### Please help us to focus the college support and services by answering the following question:

Are you living in the care of social services, leaving care services or living in any type of hostel accommodation?  Yes  No

## Section 4 – Equal opportunities

We are committed to equal opportunities. Please tick the box which best describes your ethnicity:

### Asian/Asian British

- Indian (39)
- Pakistani (40)
- Bangladeshi (41)
- Chinese (42)
- Any other Asian background (43)

### Black/African/Caribbean/Black British

- African (44)
- Caribbean (45)
- Any other Black/African/Caribbean background (46)

### Mixed/multi ethnic group

- White and Black Caribbean (35)
- White and Black African (36)
- White and Asian (37)
- Any other mixed/multiple ethnic background (38)

### Other ethnic group

- Arab (47)
- Any other ethnic group (98)

### White

- English/Welsh/Scottish/Northern Irish/British (31)
- Irish (32)
- Gypsy or Irish Traveller (33)
- Any other White background (34)

## Section 5 – Residency

RES

What is your nationality?

What is your first language?

Have you lived in the UK/EU for the last 3 years?  Yes  No

If no what countries have you lived in during the last 3 years?

Country




From




To




Reason for visit




What is your country of domicile (the place you call home)?

Is there any limit on your stay in the UK?  Yes  No

## Section 6 – Employment/Education

Prior to enrolment were you in full time education or training?

Yes  No

On the day before your course starts will you be?

- In paid employment for less than 16 hours per week (10)  
 In paid employment for between 16-19 hours per week (10)  
 In paid employment for 20 hours or more per week (10)

- Not in paid employment, looking for work and require this course to help gain employment (11)  
 Not in paid employment, not looking for work and require this course to help gain employment (12)  
 Self employed

If you were employed before your course started, how long were you working?

(Complete only if you will be aged 19 and over on the 31 August 2013)

- Up to 3 months  4-6 months  7- 12 months  More than 12 months

If you were unemployed before your course started, how long were you out of work?

(Complete only if you will be aged 19 and over on the 31 August 2013)

- Less 6 months (1)  6-11 months (2)  12-23 months (3)  24-35 months (4)  Over 36 months (5)

For learners enrolling on an Apprenticeship:

Are you currently on the New Deal programme or any other government funded programme?

Yes  No

Are you currently attending a higher education course?

Yes  No

Are you a graduate of higher education Level 4 or above?

Yes  No

Does this Apprenticeship required you to learn/develop new skills in your job?

Yes  No

## Section 7 – Who will pay my course fees?

Learners under 19

- I will be 16-18 at the start of my course  
 Fully-funded apprenticeship

No fee to be charged

Learners over 19

- I will pay the fees myself  
 Funded by WKC partnership arrangement  
 I am being funded by a 24+ Advanced Loan

My employer will pay 100% of the fees

My employer will pay £  of the fees

No fee to be charged

## Section 8 – Education and qualifications

QUL

What is the highest qualification you hold, including those achieved overseas.?

- Entry Level  Level 2  Level 4  Other - Level 1  
 Level 1  Level 3  Level 5 or above  No qualifications

## Section 9 – Criminal convictions



**Do you have any unspent criminal convictions?**  Yes  No

You do not have to tell us about any convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974), or about any cautions, reprimands or final warnings. You must disclose all unspent convictions of any offence. For further advice about whether convictions are unspent please contact the NACRO Helpline on 0800 0181 259.

**Do you have any 'relevant' criminal convictions** (see below)?  Yes  No

'Relevant' means offences against a person, whether of a violent or sexual nature and convictions involving unlawful supplying of or possession of controlled drugs or substances.

Declaring a conviction will not necessarily prevent you from being offered a place at College but failure to disclose something which we later become aware of could result in disciplinary action. Please note that some of our courses, such as care, childcare or health studies, require you to disclose spent and unspent convictions, as well as cautions, reprimands and final warnings in the context of legislation on safeguarding children and vulnerable adults.

## Section 10 – Tell us about yourself

Remember to tell us why you want to do this course, what skills and experience you have that may be useful when studying this course? (E.g. part-time work, voluntary work, other courses you have taken in a similar subject.) What do you plan to do after you finish this course? What are your career plans? Please continue on a separate sheet of paper if necessary.

## Section 11 – How you heard about Westminster Kingsway College (Westking)

In order that we might target our publicity more effectively, we would be grateful if you would tell us how you heard about Westminster Kingsway College – please tick all that apply.

Source type	Sources
<b>Internet/ Websites</b>	<input type="checkbox"/> Westking <input type="checkbox"/> HotCourses <input type="checkbox"/> Floodlight <input type="checkbox"/> LearnDirect <input type="checkbox"/> LondonColleges <input type="checkbox"/> MyChoiceLondon <input type="checkbox"/> nextstep Directory <input type="checkbox"/> Facebook <input type="checkbox"/> Twitter <input type="checkbox"/> MSN Messenger <input type="checkbox"/> Choice FM <input type="checkbox"/> YouTube <input type="checkbox"/> Careers World <input type="checkbox"/> notgoingtouni <input type="checkbox"/> TAC <input type="checkbox"/> Other website – please state
<b>Emails</b>	<input type="checkbox"/> Westking <input type="checkbox"/> Other email – please state
<b>Text Messages</b>	<input type="checkbox"/> Westking <input type="checkbox"/> Other email – please state
<b>Newsletters</b>	<input type="checkbox"/> Westking <input type="checkbox"/> Choice FM <input type="checkbox"/> Other Newsletter – please state:
<b>Radio/TV</b>	<input type="checkbox"/> Choice FM <input type="checkbox"/> LBC <input type="checkbox"/> Heart FM <input type="checkbox"/> Kiss FM <input type="checkbox"/> Magic FM <input type="checkbox"/> XFM <input type="checkbox"/> Kismat <input type="checkbox"/> Buzz <input type="checkbox"/> Sunrise <input type="checkbox"/> Punjabi <input type="checkbox"/> Other radio or TV – please state
<b>Outdoor Advertising</b>	<input type="checkbox"/> Train station – please state which station <input type="checkbox"/> Underground station – please state which station <input type="checkbox"/> Bus stop – please state which stop
<b>Prospectuses, printed media</b>	<input type="checkbox"/> Westking Prospectus <input type="checkbox"/> HotCourses <input type="checkbox"/> Floodlight <input type="checkbox"/> Parent Guide <input type="checkbox"/> Newspaper/magazine ad – please name
<b>Advice providers</b>	<input type="checkbox"/> Your school <input type="checkbox"/> Your college <input type="checkbox"/> Connexions <input type="checkbox"/> Westking Advisors <input type="checkbox"/> Careers fair <input type="checkbox"/> School Open Day <input type="checkbox"/> Jobcentre Plus <input type="checkbox"/> Employer <input type="checkbox"/> Library <input type="checkbox"/> LearnDirect <input type="checkbox"/> SkillsLondon <input type="checkbox"/> Notting Hill Carnival <input type="checkbox"/> Other advice provider – please state
<b>Word of mouth</b>	<input type="checkbox"/> Family member <input type="checkbox"/> Friend <input type="checkbox"/> Neighbour <input type="checkbox"/> Current student <input type="checkbox"/> Past student <input type="checkbox"/> Other – please state
<b>Other</b>	

## Section 12 – Declaration and signature

DEC

**I hereby agree to abide by the Student Charter and Student Code and the provisions set out in the notes below:**

### Course advice, guidance and fees

- I confirm that I have completed a pre-entry process with Westminster Kingsway College whereby I received appropriate advice, guidance and support to help me choose my programme and I understand that after assessment I may also be enrolled on a functional skills course(s).
- I fully understand the entry requirements, fees, suitability and progression opportunities (where applicable)
- I understand and accept that the College reserves the right to close or combine one class with another.
- I accept that where the fee assessment process has determined I pay fees I will pay them or I will provide a formal letter of sponsorship from my employer or other sponsoring organisation. I also acknowledge that if my sponsor does not pay promptly I will be required to settle any outstanding fees.
- I agree that if I am eligible and the College accepts me onto an instalment arrangement I will pay each instalment promptly as it falls due. I also understand that should I withdraw from the course(s) any outstanding payments remain payable and must be paid immediately.
- I acknowledge that I have read the college's refund policy and agree to be bound by it.

### Data Protection

- I understand that if I request a letter from the College confirming my status as a student my address may be in the letter.
- I declare that I understand the information I have entered is correct and I understand that this information will be used by WKC staff for enrolment and reporting purposes and that some information requested will be stored on computer.

### Contacting you

The Skills Funding Agency (SFA), Education Funding Agency (EFA) and its partners, values your views on the education or training which you receive and will use these to help bring about improvements for learners in England. They may also wish to contact you from time to time about courses or learning opportunities relevant to you.

Please tick the box(es) below if you **do not wish** to be contacted by the SFA, the EFA or its partners in respect of **surveys and research**.

by post    by telephone    by email

Please tick the box(es) below if you **do not wish** to be contacted by the SFA, the EFA or its partners about **courses or learning opportunities**.

by post    by telephone    by email

Further details can be found at: [www.learningrecordservice.org.uk/documentlibrary/documents/Code+of+Practice+for+Sharing+of+Personal+Information.htm](http://www.learningrecordservice.org.uk/documentlibrary/documents/Code+of+Practice+for+Sharing+of+Personal+Information.htm)

The data you supply on this form will be used to issue you with a Unique Learner Number (ULN) and share information about your learning. Details of how your data is processed and shared can be found at [www.learningrecordservice.org.uk](http://www.learningrecordservice.org.uk)

**I give consent for my details to be shared**

Yes    No

### For Learners who have been given a remission of fees please see below:

I have understood the basis on which I have been given:

- Free tuition under the Entry/Level 1; Level 2 or Level 3 offer. I confirm that I do not already have a full level 2, 3 or higher qualification (or the overseas equivalent).
- Remission of fees because I am in receipt of Job Seekers Allowance or Employment Support Allowance (in the Work Related Activity Group)
- Remission of fees because I am in receipt of an income based benefit (as ticked on page 4 of this form) and I am unemployed, actively looking for work and undertaking this course as a means to enter employment.

By signing this enrolment declaration I am confirming that the information I have provided is correct. I understand that if false information is declared, action may be taken to reclaim the course fees and any associated costs.

### Data Protection Act 1998

The information you provide on this form will be passed to the Skills Funding Agency (SFA), Education Funding Agency (EFA). The SFA/EFA is registered under the Data Protection Act 1998. The registration is primarily for the collection and analysis of statistical data. The SFA/EFA will collect and share this information with other organisations for the purpose of administration, careers and other guidance, statistical and research purposes. This will enable the Council and its partners to monitor performance, improve quality and plan future provision. If you are under 19 years some information may be passed to Connexions.

All data is stored and processed in accordance with the Data Protection Act.

I do not wish the SFA/EFA or its partners to contact me about my learning experience.  (Please tick here if you do not wish to be contacted.)

Signature of applicant:

Date:

Staff name (print):

Date:

**PLEASE NOTE: We require a reference for any applicant aged 16–18.**

**Please send this completed application form to your school or other appropriate referee (not friend or family). Your application will not be considered until the reference form on page 4 has been completed.**

Screen

Ref

FA

PhotoID

ID type:

**WKC use only – ID produced and verified**

- Passport
- Birth Certificate
- EU ID Card
- Photo Driving Licence
- Home Office document
- Other

Passport number (last 4 digits)     Issue date

**Notes**

**Is the learner in receipt of one of the following benefits?**

- Job Seekers Allowance
- Employment Support Allowance
- Universal Credits
- Asylum seeker in receipt of AS/NASS/Section4 support
- Council tax benefit
- Guaranteed pension credit
- Housing Benefit
- Income Support

Staff name (print):  Date: