

**LA6 Community Grants
Assessment and Enrolment Form 2021-2023**

Section 1: Personal Details- please complete in black pen and print in BLOCK CAPITALS

Title	Mr/Mrs/Ms/Miss/Other	Surname	
Forename (First Name)			
Home Address			
Postcode		Email	
Home Telephone		Mobile Telephone	
Date of Birth	Age	National Insurance Number (MANDATORY)	
Emergency Contact Name			
Emergency Contact Number			
TICK ONLY ONE OF THE BELOW			

Economically Inactive- I have not been looking for work and not completed job search in the last 4 weeks,
(NO REQUIREMENT TO SEEK WORK)

Unemployed- actively seeking work
(REQUIREMENT TO SEEK WORK)

ELIGIBILITY CRITERIA

Participants must be an 'ordinary resident' in The UK and be able to work in the UK. Workers who have come to the UK with valid work permits are eligible without the normal three-year waiting period.

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| 1. Have you been a UK/EU resident for the last 3 years? If YES, please go to question 3 | YES | NO |
| 2. Do you have a valid UK work permit? | YES | NO |
| 3. Are you living legally in the UK and able to take paid employment in the EU? | YES | NO |

EVIDENCE OF ELIGIBILITY REQUIRED	Supporting document <i>Only ONE item from the list is required for each section.</i>	Document seen and Unique Reference
1. Right to live and work in the UK Nationality Residency Status	<ul style="list-style-type: none"> Full passport (EU Member) Birth/adoption certificate (EU Member State) ID cards from citizens from other EU countries Residency permits for foreign nationals (usually in a passport) Marriage/Civic partnership certificate (if partner has legal right to live in the UK and this can be evidenced) Self-declaration document 	Example: Passport Ref-
2. Unemployed or Economically Inactive	<ul style="list-style-type: none"> HMRC/DWP/Jobcentre Plus benefits decision notification letter, new claims award/decision or change of circumstances decision letter. Written confirmation or referral from DWP, JCP, Careers Service or similar. Universal Credit correspondence can also be evidenced Self-declaration document 	Example: DWP/HMRC decision
3. National Insurance Number	<ul style="list-style-type: none"> Payslip/P60 from previous employment (please state month and year on payslip) P45 Letter from HMRC about Tax or Tax Credit Letter from Job Centre Plus National Insurance Number Card Bank statement showing payments by direct debit for class-2 National Insurance contributions, or benefits payments received. For example, state pension. Self-declaration document 	Example: National Insurance card
IF LEARNER CANNOT PROVIDE THE ABOVE. A SELF-DECLARATION DOCUMENT MUST BE SUBMITTED WITH THIS ENROLMENT.		

Section 2: Ethnicity- please tick the box that best represents you			
White		Asian/ Asian British	
English/ Welsh/ Scottish/ Northern Irish/ British		Indian	
Irish		Pakistani	
Gypsy or Irish Traveller		Bangladeshi	
Any other white background		Any other Asian background	
Mixed/ Multiple Ethnic Group		Black/ African/ Caribbean/ Black British	
White and Black Caribbean		African	
White and Black African		Caribbean	
White and Asian		Any other Black/ African/ Caribbean background	
Arab		Any other mixed/ multiple ethnic background	
Other Ethnic Group		Any Other Ethnic Group	

Section 3: Disability and/or Learning Difficulty			
Disability:		Learning Difficulty:	
Visual impairment		Moderate learning difficulty	
Mental illness		Autism spectrum disorder	
Other medical condition		Dyscalculia	
Post-illness		No learning difficulty	
Profound complex			
Asperger's syndrome			
Other- please state		Other- please state	
Hearing impairment		Severe learning difficulty	
Other physical disabilities		Multiple learning difficulties	
Disability affecting mobility		Dyslexia	
Multiple disabilities			
Emotional/ behavioural			
No disability			

Section 4: Prior Qualifications			
What level is your highest qualification?			

Please tell us what English and maths qualifications you have (if any) and when you took them.			
MATHS	DATE COMPLETED	LEVEL ACHIEVED	
ENGLISH	DATE COMPLETED	LEVEL ACHIEVED	
Please tell us about other qualifications you have, the subject they are in and the level. If you don't have any, please state 'none'.			
Name of qualification		Date completed	Level achieved

Section 5: Employment Status			
Section 5a: Employment Status		Section 5b: In receipt of which benefit	
Unemployed (requirement to seek work)		In receipt of Job Seekers Allowance	
Economically Inactive (no requirement to seek work)		In receipt of Employment and Support Allowance (WRAG)	
Other Please state:		In receipt of Universal Credit	
		In receipt of other state benefit:	
		Please state	
Length of unemployment			
Less than 6 months		6-11 months	
24-35 months		Over 36 months	
		12-23 months	

Household Status	
No member of the household in which I live is employed	
The household in which I live includes only one adult (over 18)	
The household in which I live includes only one adult one and or more dependent children (i.e. LONE PARENT)	
None of the above apply to my household situation.	

Section 6: PAPS (Participant Assessment Planning and Support) This is the date this assessment was completed between the tutor and learner, (the start and end date should be the same)

Assessment A09	ZESF0001	Start Date Enrolment		Date enrolment form is completed	
Tutor Signature				Tutor Name Printed	

Section 7: Provider and Programme Details

Provider Name		Local Authority (Area Programme is being delivered)	
Project Name			
Funding Round		Start of learning date	
		Planned End of learning date	
Please state the minimum learning hours you expect this learner to complete:			

OFFICE USE ONLY

Non-regulated code		Regulated code(s)	
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Section 8: Eligibility for ESF Support (Tick as many of these that may apply)

Unemployed	<input type="checkbox"/>	Economically inactive	<input type="checkbox"/>	BME	<input type="checkbox"/>	Asylum seeker	<input type="checkbox"/>
Refugee	<input type="checkbox"/>	Over 50 years of age	<input type="checkbox"/>	Lone Parent	<input type="checkbox"/>	Disability/ health issues	<input type="checkbox"/>

Section 9: Main Participant Need (Tick as many of these that may apply)

Looked after/ in care	<input type="checkbox"/>	Care leaver	<input type="checkbox"/>	Lone Parent	<input type="checkbox"/>	Pregnancy	<input type="checkbox"/>
Parent-caring for own child	<input type="checkbox"/>	Parent-not caring for own child	<input type="checkbox"/>	Carer – not own child	<input type="checkbox"/>	Substance misuse	<input type="checkbox"/>
Learning difficulty/disability	<input type="checkbox"/>	Mental Health Issues	<input type="checkbox"/>	Homelessness	<input type="checkbox"/>	Refugee/asylum seeker	<input type="checkbox"/>

Section 10: Potential Barriers to Progression

Please give a summary of the learner's current situation, (home environment, family, what barriers can the learner identify that the project can help them overcome?)

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Section 11: Multi-Agency Assessment

Is support in place, or needed from more than one service or practitioner to meet this person's needs? **YES** **NO**

IF YES, WHO IS CURRENTLY SUPPORTING THE LEARNER. PLEASE GIVE, NAME, JOB TITLE AND EMAIL TO SUPPORT WRAP AROUND INTERVENTION.

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Section 12: Support

PLEASE COMMENT ON ANY OTHER FACTORS WHICH MAY HELP YOU TO SUPPORT THE PARTICIPANT INCLUDING ASPIRATIONS, LIFE SKILLS, ACHIEVEMENTS, PARTICIPATION, ATTITUDE AND MOTIVATION:

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Section 13: Identified Needs- (Tick as many of these that may apply)

Communication	<input type="checkbox"/>	Numeracy	<input type="checkbox"/>	Literacy	<input type="checkbox"/>	ICT	<input type="checkbox"/>
ESOL	<input type="checkbox"/>	Attendance	<input type="checkbox"/>	Confidence	<input type="checkbox"/>	Self-esteem	<input type="checkbox"/>
Working with others	<input type="checkbox"/>	Drugs and Alcohol	<input type="checkbox"/>	Housing	<input type="checkbox"/>	Personal presentation	<input type="checkbox"/>
Anger Management	<input type="checkbox"/>	Risk of Violence	<input type="checkbox"/>	Offending behaviour	<input type="checkbox"/>	Family Issues	<input type="checkbox"/>
Risk of harm	<input type="checkbox"/>	Mental Health	<input type="checkbox"/>	Physical health	<input type="checkbox"/>	Finance	<input type="checkbox"/>
Independent travel	<input type="checkbox"/>	Learning difficulties	<input type="checkbox"/>	Other – Please state			

Section 14: Declaration (Learner)

The information I have given on this form is correct. I agree that my admission as a participant to the LA6Community Grant Project is subject to regulations. I have read and accept the terms and conditions of enrolment. I agree to provide any additional information which may be required and to inform LA6Community Grant Project/Provider of any alteration to the information provided. I agree to the LA6Community Grant Project storing or processing personal data contained in this form, or other data including electronic photographic images, which the LA6Community Grant Project may obtain from me or other people. Whilst I am a participant I agree to being contacted by SMS/email and to the processing of data for any purposes connected with my programme or my health and safety while on the premises or for any other legitimate reason. I agree to respect LA6Community Grant Project/Provider property, all members of the LA6Community Grant Project/Provider staff and other participants and to follow LA6Community Grant Project/Provider policies and procedures.

I understand that my course is funded through the European Social Fund programme and that support is for individuals who will contribute to the growth and economy through employment or increased skills levels.

I confirm that I have not previously participated in a course that was funded through the LA6 Community Grant Project.

Participant Signature	<input type="text"/>	Date completed	<input type="text"/>
Provider (Tutor)Signature	<input type="text"/>	Date completed	<input type="text"/>

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) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009.

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well being purposes, including research. We retain ILR learner data for 3 years for operational purposes and 66 years for research purposes.

For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>. ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training. In these cases, it is part of our statutory duties and we do not need your consent.

Where sharing is not part of our statutory duties, you can give your consent to be contacted by other third parties about: Please tick relevant boxes to give your consent

courses or learning opportunities, or for surveys and research by: post phone e-mail.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the ESFA Privacy Notice (<https://www.gov.uk/government/publications/esfa-privacy-notice>) If you would like to get in touch with us, you can contact the DfE in the following ways:

Using our online contact form at [https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact_the_Department_for_Education)

By telephoning the DfE Helpline on 0370 000 2288

Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD If you are unhappy with how we have used your personal data; you can complain to the Information Commissioner's Office (ICO) at – Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE). For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notice>