****

|  |  |
| --- | --- |
| **Application & Enrolment Form 2022-2023**  Please complete in **BLOCK CAPITALS** with blue or black pen | Apprentices |

**This section to be completed by the applicant/learner**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS – To be completed by the applicant/learner** | | | | | |
| First Names: | Family Name: | | Date of birth (dd/mm/yyyy) | | Age |
| Gender: | | | | | |
| Address: | | | | Postcode: | |
| Personal Email: | | Work Email: | | | |
| Home Number:  Mobile Number: | | National Insurance Number: | | | |
| Identification:  PASSPORT & OR DRIVING LICENCE | | ID: | | | |
| **OEA Use: Unique Learner Number** | |  | | | |
| **Next of Kin/ Emergency Contact details** | | | | | |
| (16 – 18-year olds 19-24 Land Line /Direct Dial/Mobile)  Parent/Guardian/ Next of Kin Name: | | Parent/Guardian/ Next of Kin Address: | | | |
| Emergency contact number: | | Relationship: | | | |

|  |  |
| --- | --- |
| **Educational History** | |
| Name of school at age 16 |  |
| Name of last school or college |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **What qualifications do you have or are you studying? Must be completed & supporting evidence/certificates to provide upon submitting the Application & Enrolment form HARD COPIES REQUIRED**  **Please list here:** | | | |
| **English and Maths** (Please tick appropriate boxes) | | | |
|  | **Yes** | **No** | **Not Sure** |
| Do you have a GCSE in English at Grade C/ Level 4 or above? **CERTIFICATES REQUIRED** |  |  |  |
| Do You have a GCSE in Maths at Grade C/ Level 4 or above? **CERTIFICATES REQUIRED** |  |  |  |
| Do you have Functional skill in English? Level 2 is required |  |  |  |
| Do you have a Functional skill in Maths? Level 2 is required |  |  |  |
| Do you think you will need support with your English and/or Maths to complete your training programme? | | Yes | No |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **YOUR LEARNING SUPPORT NEEDS** | | | | | | | |
| Do you have any disabilities, learning difficulties or chronic health conditions? | | | | Yes | | No | |
| If YES, please tick all that apply in Column A and tick which is your primary condition in column B | | | | | | | |
| **PLEASE PROVIDE SUPPORTING EVIDENCE** | A | B |  | | A | | B |
| Visual Impairment |  |  | Hearing impairment | |  | |  |
| Disability affecting mobility |  |  | Profound complex disabilities | |  | |  |
| Social and emotional difficulties |  |  | Mental health difficulties | |  | |  |
| Moderate learning difficulties |  |  | Severe learning difficulties | |  | |  |
| Dyslexia |  |  | Dyscalculia | |  | |  |
| Autism spectrum disorder |  |  | Asperger’s syndrome | |  | |  |
| Temporary disability after illness |  |  | Speech, language & communication needs | |  | |  |
| Other physical disability |  |  |
| Other medical condition eg: epilepsy, Asthma, diabetes |  |  | Other specific learning difficulty eg: Dyspraxia | |  | |  |
| Other disability |  |  | Other learning difficulty | |  | |  |
| Prefer not to say |  |  |  | |  | |  |

|  |  |  |
| --- | --- | --- |
| Do you think you will need any additional help to complete your training programme | Yes | No |
| Do you have an Education Health Care Plan (EHCP)? | Yes | No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Industry Employment – Please complete IN FULL** | | | |  |  |
| Company name:  Trading as: (if relevant) |  | | |  |  |
| Employer Address & Postcode: | | | |  |  |
| Employer Telephone (office): | Employer Telephone (mobile): | | Employer Email: |  |  |
| Start Date of Employment with this employer: | | | |  |  |
| Supervisor’s/ Mentor’s name & Qualification: (Compulsory) | | Your supervisor’s/ Mentor’s Email | |  |  |
| Manager/ Employer: | | Your Employer Email | |  |  |
| Office manager/ Apprenticeship Manager/Admin for Funding if different from above (please state name and job title): | | Email: | |  |  |

|  |
| --- |
| Please use this space to tell us about any accomplishments, voluntary, paid or unpaid work that you feel would be relevant: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Equality & Diversity: This information is required for statistical purposes** | | | |
| **White Mixed/ Multiple Ethnic Group** | | | |
| (31) English/ Welsh/ Scottish/ N Irish/ British |  | (35) White and Black Caribbean |  |
| (32) Irish |  | (36) White and Black African |  |
| (33) Gypsy or Irish Traveller |  | (37) White and Asian |  |
| (34) Any other white background |  | (38) Any other mixed/ Multiple Ethnic Background |  |
| **Asian/ Asian British** | | | |
| (39) Indian |  | (42) Chinese |  |
| (40) Pakistani |  | (43) Any other Asian background |  |
| (41) Bangladeshi |  |  | |
| **Black/ African/ Caribbean/ Black British Other Ethnic Group** | | | |
| (44) African |  | (47) Arab |  |
| (45) Caribbean |  | (98) Any other ethnic group |  |
| (46) Any other black/ African/ Caribbean background |  | (99) Not provided/prefer not to say |  |

|  |
| --- |
| **Criminal Convictions** |
| Some employers will undertake enhanced checks on applicants as part of the application process. Is there anything that you would like to declare as part of your application for example criminal convictions?  Do you have any unspent criminal convictions? Yes / No  **DECLARATION**  I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered a place.  Signed: Date: |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Marketing Information –** How did you find out about us? | | | | | | |
| Newspaper |  | Event / Fair / Open Day |  | Friends or Family |  | Other: |
| Website |  | Careers Service |  |  |  |
| Radio |  | Social Media |  |  |  |  |
| Outdoor Advertising |  | Employer |  |  |  |
| **Contact Preference Methods – To be completed by the learner** | | | **(please tick)** | | | | |
| Learner agrees to be contacted about courses or learning opportunities | | |  | | | | |
| Learner agrees to be contacted for survey and research | | |  | | | | |
|  | | | **Allowed (please tick all methods applicable)** | | **Preferred (please tick ONE method only)** | | |
| Learner agrees to be contacted by post | | |  | |  | | |
| Learner agrees to be contacted by telephone | | |  | |  | | |
| Learner agrees to be contacted by email | | |  | |  | | |

**Application & Enrolment Declaration**

|  |  |
| --- | --- |
| Please use this information to process my application (see **How We Use Your Personal Information)**  **Learner to sign: Date:** | |
| **OEA Use: Confirm that learner/applicant details on Applicants?** | Staff Initials: |

|  |  |
| --- | --- |
| **Household Situation - Tick all those that apply (DO Not Leave Blank, see how we use Your Personal and Household Information)** | |
| 1. No household member is in employment and the households includes one or more dependent children |  |
| 2. No household member is in employment and the household does not include any dependent children |  |
| 3. Learner lives in a single adult household with dependent children |  |
| 98. Learner has withheld this information |  |
| 99. None of the above apply |  |

|  |
| --- |
| By signing this form, you understanding that your course/qualification is funded wholly or in part by the Skills Funding Agency, Education Funding Agency and/or European Social Fund. This includes programmes eligible for match funding from the European Social Fund. |

|  |
| --- |
| **Enrolment Declaration – To be completed by the learner & OEA** |
| **IMPORTANT - How We Use Your Personal and Household Information:** The personal and household information you provide is passed to the Chief Executive of the Education & Skills Funding (“the Agency”) and, when needed, the Department for Education, 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). The information you provide may be shared with other partner organisations for purposes relating to your education, employment, training and safeguarding. By signing this form, you agree for OEA or its subcontractors to use your information in this way. If you are applying for an employed position as an apprentice then some of the data you have provided may be shared with employers as appropriate. This form also acts as part of the learning agreement between you, your provider and where applicable your employer.  Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at:  <https://www.oxford-energy-academy.co.uk/privacy-and-cookies-policy/>  <https://www.gov.uk/government/publications/esfa-privacy-notice> |

|  |  |  |
| --- | --- | --- |
| **Learner signature:** | | **Date:** |
| **Provider name:**  **Oxford Energy Academy** | **Provider signature:** | **Date:** |

**MUST BE COMPLETED**

**Declaration of any medical needs, Food allergens etc**

|  |  |
| --- | --- |
| **Please use this information to provide details of medical administration needs such as Epi pens or other such needs should an emergency arise (This information is to ensure we provide medical assistance in the appropriate way)**  **Details:**  **Learner to sign: Date:** | |
| **OEA Use: Confirm that learner/applicant details on Applicants?** | Staff Initials: |

|  |
| --- |
| **Enrolment Form Guidance**  Important Learner Information – You must read this before you enrol |
| I understand that OEA reserves the right to withdraw or cancel any programme at any time and that I shall have no claim against the college in any such event except for the repayment of fees paid to OEA. I understand that the information provided by me may be passed to funding agencies and that my name and date of birth as stated will appear on examination certificates awarded to me.  The information provided in this form may be used by OEA for any matter related to the chosen programme of study and to comply with the requirements of various government agencies, the analysis of statistics and, where permission is granted, for marketing and research purposes which may be carried out by OEA or by organisations employed by it to undertake such work.  **Fees**  I accept the fee levied at enrolment and agree that the selection of other units of courses may result in further charge. I agree to reimburse OEA for the cost of any examination entries for which OEA sponsorship is cancelled. I understand that additional charges may be incurred if outstanding balances are not settled and a debt collection agency becomes involved. In these cases, fees will be subject to an interest charge. I understand that refunds are not available to students who leave courses after their commencement. Where, owing to exceptional circumstances, a refund is granted, an administration charge will be made.  **Privacy Notice**  The ILR Privacy Notice 2021 to 2022 (see enclosed, page 7).  **Existing Qualifications by Level**  In order to assist in the production of statistics for governmental bodies on the level of qualifications held by our students, please select from the various levels indicated overleaf (see Appendix G attached - ESFA Prior attainment levels), the level of attainment which most closely matches your own.  The development of skills by students with few existing qualifications is central to OEA’s mission. Such students are in no way disadvantaged by the completion of this information. |

**ILR Privacy Notice 2021 to 2022 (version 1) May 2021**

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:  
[ ] courses or learning opportunities, or [ ] for surveys and research by:  
[ ] post  
[ ] phone  
[ ] e-mail  
Please tick relevant boxes to give your consent.  
  
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>
* 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](https://www.ico.org.uk/)  
  
Date last updated: 13 May 2021

**ESFA - ILR Specification 2019 to 2020 – Appendix G –**

**Prior attainment levels**

Page 1 of 2 Version 1

**Appendix G - Prior attainment levels**

Version 1: Published March 2019.

The information shown in the table below provides a guide to the overall attainment level of learners that have achieved various combinations of qualifications. The levels shown do not necessarily coincide with the level at which individual qualifications are set. For example, GCSEs are at level 1/2, but the level of attainment achieved by a learner is dependent on the grade they achieve. Where a learner attains a grade D-G this would be considered a level 1.

For learners who started on or after 1st August 2013, the prior attainment must be recorded using the current Ofqual Regulated Qualifications Framework for levels 4 and above.

Learners whose prior attainment was recorded prior to 1st August 2013 can continue to use the National Qualification Framework codes for levels 4 and 5+.

The guidance has been updated to reflect the introduction of the [Regulated Qualification Framework (RQF)](https://www.gov.uk/government/publications/regulated-qualifications-framework-a-postcard) from the 1 October 2015 and the decoupling of AS Levels from A Levels from September 2015.

|  |  |
| --- | --- |
| **Prior**  **attainment**  **level**  **descriptors** | **Qualification equivalent** (incorporating NQF and QCF and RQF) |
| **Entry level**  (code 7, 9) | QCF qualifications at Entry level  Certificate in Adult Literacy, Numeracy, ESOL at Entry level RQF qualifications at Entry Level  English and Maths qualifications at Entry Level such as Functional Skills |
| **Level 1**  (code 1) | GCSE/O Level (at grades D-G or fewer than 5 at grades A-C) CSE grade 2 and 3  1 AS Level (for AS qualifications regulated before 1 September 2015) QCF qualifications at Level 1  Foundation 14-19 Diploma Functional Skills  Certificate in Adult Literacy, Numeracy, ESOL at Level 1 Level 1 Key Skills  Level 1 Principal Learning Introductory Diploma Introductory Certificate GNVQ Foundation  NVQ Level 1  RQF qualifications at Level 1  Technical Awards in the Key Stage 4 Performance Tables |
| **Full Level 2**  (code 2) | GCSE/O Level (5 or more GCSEs grades A\*-C)  GCSE (9-1) (5 or more GCSEs grade 4 or above)  2 or 3 AS Levels (for AS qualifications regulated before 1 September 2015)  CSE Grade 1 (5 or more)  1 A Level  Higher 14-19 Diploma QCF Diploma level 2  QCF Certificate level 2 at 13 or 14 credits undertaken before 2014 to 2015 Level 2 Principal Learning  NVQ level 2  GNVQ Intermediate |

**ILR Specification 2019 to 2020 – Appendix G – Prior attainment levels**

Page 2 of 2 Version 1

|  |  |
| --- | --- |
| **Prior**  **attainment level**  **descriptors** | **Qualification equivalent** (incorporating NQF and QCF and RQF) |
|  | Technical Certificates in the 16-19 Performance Tables  QCF Certificate level 2 at 15 credits and above  From 1 August 2015 vocational qualifications of 150 GLH or more.  These are on the level 2 and level 3 legal entitlement qualification list and can be viewed at <https://www.gov.uk/government/publications/qualifications-getting-approval-for-funding> |
| **Full Level 3**  (code 3) | A Levels (2 or more advanced level passes)  4 or more AS Levels (for AS qualifications regulated before 1 September 2015) QCF Diploma Level 3  QAA Access to HE Advanced 14-19 Diploma GNVQ Advanced  NVQ level 3  AVCE double award  Tech Levels which are in the [16-19 Performance Tables](https://www.gov.uk/government/collections/performance-tables-technical-and-vocational-qualifications)  Applied Generals which are in the 16-19 Performance Tables (from 1 August 2015)  QCF Certificate at Level 3 which is 30 to 36 credits  From 1 August 2015 vocational qualifications of 300 GLH or more.  These are on the level 2 and level 3 legal entitlement qualification list and can be viewed at <https://www.gov.uk/government/publications/qualifications-getting-approval-for-funding> |