

# Adult Learning & Skills Service

## Online Application

### 1. Learner details (please complete in block capitals and use full name)

Title: ..... Surname: ..... Forename(s): ..... Male:  Female:

Home tel: ..... Work tel: ..... Mobile: .....

Address: .....

Date of Birth: ..... Postcode: ..... Ethnicity: .....

NI Number: ..... Email: .....

How did you find out about the Adult Learning & Skills Service? .....

Have you been a resident in the UK/EU for the whole of the last 3 years? Yes:  No:

If no, please state country of residence: ..... Date of entry to the UK: .....

### Please tick your highest qualification achieved to date:

Entry level qualifications

Other qualifications below Level 1

Level 1 (eg foundation, NVQ level)

Level 2 certificates

Full Level 2 (eg GCSE Grade A – C/NVQ Level 2)

No formal qualifications

Level 3 certificates

Full Level 3 (eg A Level/NVQ Level 3)

Level 4

Level 5 and above

Other qualifications level not known

Are you currently undertaking any other government funded training course? Yes:  No:

### Please tick a category to describe your employment status:

In paid employment

Not in paid employment and looking for work

Not in paid employment and not looking for work

Length of time unemployed .....

### Are you in receipt of one of these benefits?

Job Seekers Allowance

Employment Support Allowance - Work Related Activity Group

**Skills  
Funding  
Agency**



## 2. Choosing your course - please provide the course information for which you wish to enrol:

Course title	Venue	Start date	End date	Day	Time	Fee to pay

**You may be eligible for a full fee refund if you fall into any of the following categories. Please tick below: (if you are claiming fee refund you MUST bring evidence to your first class)**

### Aged 19+ for following:

- In receipt of Job Seekers Allowance or Employment Support Allowance (ESA) in the Work Related Activity Group
- In receipt of Universal Credit and unemployed
- Unemployed and in receipt of a state benefit and studying/training with the intention of using the training to enter employment
- Completing an English or Maths qualification up to Level 2

### Aged 19 - 23 for the following:

- Aged 19 - 23 studying an Entry Level or Level 1 qualification and do not have a full Level 2
- Aged 19 - 23 studying a first full Level 2 qualification
- Aged 19 - 23 studying a first full Level 3 qualification (Advanced Learner Loan for second Level 3)
- Aged 19 - 23 unemployed, wanting to enter into employment and believe skills training will help them to do so

### Please indicate how you intend to pay for any fees during your course

- I will pay the total amount for my course on receipt of invoice
- My course fees will be paid for by my employer
- I intend to use an Advanced Learner Loan to finance my course fees

### Data Protection Act 2018

Durham County Council complies with all relevant statutory obligations. Personal information processed by the Council will be handled in accordance with the Council's privacy statement, which can be accessed at [www.durham.gov.uk/dataprivacy](http://www.durham.gov.uk/dataprivacy).

The Adult Learning privacy notice provides more specific information on the data collected and how it is handled, a copy of which can be accessed [PrivacyNotice-AdultLearning.pdf](#).

If you have any concerns about how your data is handled, please contact either the Data Protection Officer at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk) or the Information Commissioner's Office [casework@ico.org.uk](mailto:casework@ico.org.uk)

**Declaration: I declare that the information I have given is correct and understand it will be used in accordance with the Data Protection Act 2018**

Signature: ..... Date: .....

### For office use only

Date course offered (date):	Course details	Accepted