**Learning Agreement**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Learner Information** | | | | | | | | | | |
| **Title:** |  | | **Surname/Family Name:** | | | |  | | | |
| **First Name(s) in full:** | | |  | | | | **Preferred Name:** | | |  |
| **Previous Name (if applicable):** | | | | | | |  | | | |
| **Address:** | | | **Postcode:** | | | | | | | |
| **If you have changed address within the last 3 years, please provide previous UK Postcode / Country (if not living in the UK):** | | | | | | | | |  | |
| **Date of Birth (dd/mm/yyyy):** | |  | | | **Age:** |  | **National Insurance Number:** | |  | |
| **Legal Sex** **as stated on passport/birth certificate:** | | | | | | | Male ☐ Female ☐ | | | |
| **Gender:** | | | | | | | Male ☐ Female ☐  Other ☐ (Please specify) | | | |
| **Undergoing Gender reassignment?** | | | | | | | Yes ☐ No ☐ | | | |
| **Home Tel No:** | | |  | | | | **Mobile No:** | |  | |
| **Email address:** | | |  | | | | | | | |
| 1. **Please indicate your ethnic group: please tick ONE box** | | | | | | | | | | |
| **White**   * English/Welsh/Scottish/Northern Irish/British * Irish * Gypsy or Irish Traveller * Any Other White Background   **Mixed/Multiple ethnic groups**   * White and Black Caribbean * White and Black African * White and Asian * Any other Mixed/multiple ethnic background | | | | | | | **Asian/Asian British**   * India * Pakistani * Bangladeshi * Chinese * Any other Asian background   **Black/African/Caribbean/Black British**   * African * Caribbean * Any other Black/African/Caribbean background   **Other ethnic group**   * Arab * Any other ethnic group | | | |
| Do you have a criminal conviction (excluding minor motoring offences)? **Yes ☐ No ☐**  Are you currently caring for children or other adults? - please tick ONE box **Yes ☐ No ☐** | | | | | | | | | | |
| 1. **Emergency Contact Details** | | | | | | | | | | |
| **Emergency contact name:** | | | |  | | | **Relationship:** |  | | |
| **Mobile Tel No:** | | | |  | | | **Home Tel No:** |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Prior Attainment/Highest Previous Qualifications** | | | | | | | | | | | | |
| * Entry Level (*Basic Entry Level, E)* * Qualifications below Level 1 (Pre-entry) * Level 1 (5GCSEs D-G/3-1; 1 AS Level; GNVQ Foundation; BTEC First Certificate) * Full Level 2 (5 GCSEs A\*-C/9-4; NVQ2; 2 or 3 AS Levels; GNVQ Intermediate; BTEC First Diploma * Full Level 3 (4 AS Level; 2 A2/A Level; NVQ3; BTEC Diploma/Extended Diploma/Access to HE) | | | | | | | |  | * Level 4 (Certificate of Higher Education; HNC) * Level 5 (Foundation Degree; HND) * Level 6 (Bachelor’s Degree; Graduate qualification) * Level 7 or above (Master’s Degree; Postgraduate qualification; Doctorate) * Other qualification: level not known * No qualifications * Not known | | | |
| 1. **Employment Information** | | | | | | | | | | | | | |
| **1. On the day prior to this course, what is your employment status? (please tick ONE box)** | | | | | | | **2. If you are unemployed, how long have you been unemployed (please tick ONE box)** | | | | | **3. If unemployed, please state what benefit you receive (please tick ONE box)** | |
|  | 0 – 10  Hours | | 11 – 20  hours | 21 – 30  hours | 31+  hours | |
| * Less than 6 months * 6-11 months * 12-23 months * 24-35 months * 36 months or over | | | | | * In receipt of JSA * In receipt of ESA (Part of WRAG group) * In receipt of Universal Credit * In receipt of another State Benefit * None | |
| Paid employment Self employed | ☐  ☐ | | ☐  ☐ | ☐  ☐ | ☐  ☐ | |
| * Not in paid employment & looking for work * Not in paid employment & not looking for work * In full-time education or training prior to enrolment | | | | | | |
| **If ticked in Paid Employment above, please state name of your employer, your current job role, and your current hourly rate:** | | | | | | | | | | | | | |
| **Name of Employer and Postcode:** | | | | | | **Postcode:** | | | | | | | |
| **Current Job Role:** | | | | | |  | | | | | | | |
| **Current Hourly Rate:** | | | | | | **£** | | | | | | | |
| **Are you attending this bootcamp via your current employer (has applicant been sent on bootcamp through their current employment)?** | | | | | | | | | | | **Yes ☐ No ☐** | | |
| **Which bootcamp are you undertaking?**     * 1: * 2: * 3: * 4: * 5: * 6: | | | | | | | | | | | | | |
| **If you are currently unemployed, please give your most recent occupation:**   * Major Group * Managers, directors and senior officials * Professional occupations * Associate professional and technical occupations * Administrative and secretarial occupations * Skilled trades occupations * Caring, leisure and other service occupations * Sales and customer service occupations * Process, plant and machine operatives * Elementary occupations | | | | | | | | | | | | | |
| **If employed, do you plan to work alongside the bootcamp?**   * Yes (Full-time employment) * Yes (Part time employed) * Yes (Self-employed) * No | | | | | | | | | | | | | |
| **Industry/sector of current occupation (if currently unemployed, please give most recent occupation)**   * Agriculture / forestry / fishing * Banking / finance * Construction * Distribution / hotels / restaurants * Energy / water * Manufacturing * Public admin / education / health * Transport / communication * Other services (Please specify below) | | | | | | | | | | | | | |
| 1. **Disability, Learning Difficulty and or Health Problem – please tick all that apply, if no option is indicated the starred \* option will be selected** | | | | | | | | | | | | |
| **Do you consider that you have a learning difficulty, disability or health problem?**  **Yes ☐ \*No ☐** Other ☐ *Please specify:* | | | | | | | | | | | | |
| * Allergy * Asperger’s Syndrome * Asthma * Autism Spectrum Condition * Cystic Fibrosis * Diabetes * Disability Affecting Mobility * Dyscalculia * Dyslexia | | * Epilepsy * Hearing Impairment * Diagnosed mental health condition * Moderate Learning Difficulty * Physical Disability * Other Specific Learning Difficulty e.g. Dyspraxia * Profound/Complex Disabilities * Severe Learning Difficulty | | | | | | | | * Social, Emotional & Behavioural Difficulties * Speech, Language and Communication needs * Temporary Disability after Illness or accident * Visual Impairment-excluding glasses/contact lenses * Prefer not to say * Are you a wheelchair user? | | |
| **If you have ticked more than one of the above, please state which disability, learning difficulty and/or health problem impacts most on your learning** | | | | | | | | | |  | | |
| If you have a support need and would benefit from a confidential interview, please tick this box **☐** | | | | | | | | | | | | |

|  |
| --- |
| 1. **Contact and Marketing Information** |
| **How did you hear about us?**   * Employer * Job Centre * Social Media * Local Press * Search Engine * Friends / Family * Other Source |
| 1. **Learner Declaration and Commitment** |
| I agree that initial assessment and information advice and guidance concerning the course has been provided to me, this included information about the course, its entry requirements, the implications of the choice of course, its suitability and the support which is available to me. I agree that the information given on this agreement is true, correct and completed to the best of my knowledge and I understand that xxx has the right to cancel my enrolment if it is found that I have provided false or inaccurate information. I agree that this information can be used to process my data for any purposes connected with my studies or my health and safety whilst on the premises. This also includes any other contractual requirements and in particular to the disclosure of all the data on this form or otherwise collected about me to the DfE for the purposes noted in the Privacy Notice in section 9. I also agree with the below points relating to my chosen programme:   * Take appropriate responsibility for my own learning, development and progression * Attend and undertake training required to achieve the Skills Bootcamp identified in Programme Details in the ILP * Promptly inform the Employer and/or xx if any matters or issues arise, or might arise, that will, or may, affect my learning, development and progression * All times behave in a safe and responsible manner and in accordance with the statutory requirements of health and safety law relating to my responsibilities from time to time * comply with the policies, regulations and procedures of my Employer and/or Intertrain, notified to me from time to time;   If you wish to raise a complaint about how we have handled your personal data email to xxx or any other issues, please email xxx with full details of your issue. If you are not satisfied how your complaint has been dealt with, please be aware of Authority’s Whistleblowing and Complaints policies and processes. Whistleblowing involves entering a 'whistleblowing' webform on the 'Contact the Department for Education' page, which can be found below:  [Complaints Procedure - Department for Education - Gov.uk](https://www.gov.uk/government/organisations/department-for-education/about/complaints-procedure)  [Contact the Department for Education - Gov.uk](https://www.gov.uk/contact-dfe) . Whistleblowing entries for Skills Bootcamps must be clearly marked as 'Skills Bootcamps' and will submitted via the DfE's whistleblowing submission process and will be escalated to the relevant policy team.  Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation. You can agree to be contacted for other purposes by ticking any of the following boxes:   * About courses or learning opportunities. ☐ By post. * For surveys and research. ☐ By phone   + By Email   I agree to visual images being used for marketing purposes. ☐ Yes ☐ No |

|  |  |
| --- | --- |
| **Learner Name:** |  |
| **Signature:** |  |
| **Date:** |  |

|  |
| --- |
| 1. **DfE Privacy Notice** |
| **Skills Bootcamps - Privacy Notice - individuals**  **Privacy Notice for Skills Bootcamps**  **Who we are**  This privacy notice explains how we collect and use your personal information for the purposes of evaluating the Employer Led Training Initiatives/Skills Bootcamps. This data is being collected by the DfE for the National Skills Fund.  For the purposes of relevant data protection legislation, the Department for Education (DfE) is the data controller for personal information processed for this research. More information about how the DfE handles personal information is published here:  <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>  **Why we collect your personal information**  We are collecting data on Skills Bootcamp applicants, candidates, and participants to help the DfE understand how well the courses are working and if they are achieving their outcomes. This is important because it allows us to be transparent about how government spends public money and measures the impact that policies are having, as well as helping us make improvements to future training courses. This data also helps us check if the people who are on the course do complete the course and ensures that the correct amount of funding is paid.  **The nature of your personal data we will be using**  As part of the data collection we are asking for your personal data;   * National Insurance Number * First name * Surname * Postcode and * Date of birth * Education and qualifications information * Earnings and employment information * Benefits information * Caring responsibilities   The special category data we will be processing includes:   * Gender * Disability and * Ethnicity   As part of our work to evaluate the effectiveness of Skills Bootcamps in supporting people to gain employment and higher incomes we will link this data to records on education and training, income, employment and benefits which are held by the Department for Education, the Department of Work and Pensions and Her Majesty’s revenue and customs. This is to evaluate the programme’s overall impact. For more information on this, please look at our supplementary materials.  **Our legal basis for collecting your personal information.**  We collect personal information only where we need to and law permits. In order for our use of your personal data to be lawful, we need to meet conditions in the data protection legislation. For the purpose of this programme, the relevant condition(s) that we are meeting are:   1. Article 6 (1)(e): It is necessary to collect data from users in order to effectively access the service and to evaluate outcomes of the service. The legal basis is public task and the legal gateway is Section 87 of the Education and Skills Act 2008. 2. Article 6 (1)(f): It is necessary to collect data from users as the processing is necessary for the organisation’s legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual’s individual data that overrides those legitimate interests.   And for the processing of special category data:   1. Article 9(2)(g) of the GDPR, and Schedule 1, Part 2 paragraph 8 of the Data Protection Act 2018: to ensure equality of opportunity or treatment.   We may request your participation in interviews and surveys as part of the evaluation of the programme. We may request your participation to make checks to ensure that the correct amount of funding is paid.  **How we use your personal information**  Personal information collected from research participants is treated as confidential and collected for research purposes contract management assurance purposes and to prevent the risk of fraud. Any information shared publicly will be anonymised so you cannot be identified.  DfE (and its contracted research organisation) will use the data for policy development and to help improve education services. We may publish the findings for use by other relevant organisations and for the purposes of transparency in how we are using public funds. None of you individualized data will be identified.  **How long we will keep your personal data**  We will keep your personal data in its original format for a maximum of 3 years, after which point it will be securely destroyed. A pseudonymised version of your personal data to be used for research purposes will be kept for a maximum of 20 years. We will conduct reviews every 5 years to test if it necessary to still retain this data. For qualitative interviews, DfE (or its contracted research supplier) will review the notes, recordings and other research data after the session.  Voice recordings will be deleted by the research contractor as soon as they are transcribed and no later than one year after the interview has taken place.  **Who we will make your personal data available to**  We sometimes need to make personal data available to other organisations. These include contracted partners whom we may employ to process your personal data on our behalf and/or other organisations (with whom we need to share your personal data for specific purposes). We plan to track participants’ longer-term outcomes through links to administrative data held by DfE, DWP and HMRC.  Where we need to share your personal data with others, we ensure that this sharing complies with data protection legislation. For the purposes of this project, we need to share your personal data with external evaluators who will:   * analyse your personal data on behalf of DfE to evaluate digital skills bootcamp provider and participant outcomes, to contribute to improving the next wave of provision. * follow up with you directly to invite you to take part in qualitative interviews or a survey to understand your experience of participating in the Skills Bootcamps.  Participation in surveys and/or interviews is voluntary and you can opt out by requesting this from our 3rd party contractor.   **Request to access, rectify or erase your information**  This service is optional for individuals to use. As part of the public task and legitimate interest purposes we collect personal information and use this to link to government administrative records on income, employment and benefits. If participants decide they do not want their data used on an ongoing basis for research they can notify the department and withdraw from the training. No further data will be collected/linked on that individual beyond that point.  Our privacy notices make clear how data is processed once it is received by the Department.  Special category data collection will include a ‘prefer not to say’ option, this means that the individuals have the free will to choose whether to provide it or not**.**  Under the Data Protection Act 2018, you are entitled to ask if we hold information relating to you and ask for a copy, by making a ‘subject access request’.  Your data protection rights;   * The right to access: you are entitled to ask if we hold information relating to you and ask for a copy by making a “subject access request.” * The right to rectification: you have the right to request to correct any information you believe is inaccurate. * The right to erasure: you have the right to request for your information to be erased, under certain circumstances. * The right to restrict processing: you have the right to request that DfE restricts the processing of your personal data, under certain circumstances. * The right to object to processing: you have the right to object to DfE’s processing, under certain circumstances. * The right to data portability: You have the right to move your personal data to another data controller   For further information and how to request your data, please use the ‘[contact form](https://form.education.gov.uk/service/Contact_the_Department_for_Education)’ in the Personal Information Charter at: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter> under ‘How to find out what personal information we hold about you’ section.  We will respond to your request within one month of receiving it. If your request is complex we may extend the period by a further 2 months but will let you know we are doing this.  You can also find more information from the Information Commissioner’s Office at <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>  For further information about this Privacy Notice or queries about how DfE handles your personal information, please contact our Data Protection Officer at <https://form.education.gov.uk/service/Contact_the_Department_for_Education> or write to our postal address: Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT  **Skills bootcamps privacy notice Q&A**  **Why do you need my personal data?**  We’re collecting personal data on applicants, candidates and participants to help effectively administer the programme with the training providers and to support with the evaluation of the programme. We only collect information which is necessary for these purposes.  **What will you be doing with my personal data?**  We will be collecting your personal data and then linking this to administrative data government holds on tax and benefits to evaluate the impact of skills bootcamps has on earnings and employment over a number of years. This is to test if the programme is effective, provides value for money and to improve service provision.  Identifying details will be removed in the process and no individual details will be made public. This is to evaluate the bootcamps programme overall. We may also contact you to participate in surveys or interviews about your experience with the programme. Participation is voluntary.  **What other of my data in government will you be linking my personal data you are collecting to?**  We intend link your details to information held by DfE, HMRC and DWP on your education, tax and benefits data to allow us to evaluate whether skills bootcamps improves earnings and employment. Namely;   * HMRC P45, P46, P14 and Self-Assessment data on employment and earnings * HMRC Pay as you earn Real Time Information * DWP National Benefit Database data, Labour Market System data and Juvos data. * DWP Universal Credit data * Individual Learner Record (“ILR”), Higher Education Statistics Agency (“HESA”), and Student Loans Company (“SLC”) data. * Higher Education Funding Council for England (HEFCE) has powers to authorise the collection of information on students studying Higher Education courses (the student record data). This data is collected by HESA. * The Student Loans Company is a non-departmental public body, owned by DfE, Scottish Ministers, the Welsh Assembly Government and the Department for Employment and Learning in Northern Ireland. * DfE National Pupil Database (“NPD”)   **Why are collecting information on protected characteristics? What if I do not want to share information?**  We collected information on protected characteristics, such as ethnicity, to support us monitoring how well the policy is doing on equality and diversity. Providing this information is optional with a ‘Prefer Not Say’ option.  **What happens with my information afterwards?**  Your information is used for the purposes specified. Personal information will be kept for a maximum of three years after which point it will be securely destroyed. A pseudo-anonymised version of your data, used for research purposes, will be kept up to a maximum of 20 years. |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Office Use Only:*** | | | |
| Has the learner lived in the UK for the last 3 years? | |  | |
| Current ID checked | |  | |
| I confirm that I have checked the form for completeness and accuracy, have seen certification to validate the qualification/grades entered and have witnessed the identification ticked above. | | | |
| **Suitable for course?** | **Yes ☐ No ☐** | **Accepted on Programme?** | **Yes ☐ No ☐** |
| **Planned Start Date:** |  | Updated Data Submission Spreadsheet: | **Yes ☐** |
| Staff Signature: |  | Date: |  |