



Learning Agreement Part 2

Student Reference Number	00000000	  Barking & Dagenham College  
Unique Learner Number	0000000000	



Self-Declarations	
First Full Level 1 or Level 2 Qualification	
I declare that I do not already have a full level 2 qualification or higher. I understand that if I have declared false information the college may take action against me to reclaim the tuition fees and any other support costs provided, and may be removed from my course.	<input type="checkbox"/>
First Full Level 3 Qualification	
I declare that I do not already have a full level 3 qualification or higher. I understand that if I have declared false information the college may take action against me to reclaim the tuition fees and any other support costs provided and may be removed from my course.	<input type="checkbox"/>
In Receipt of a Benefit Requiring Self-Declaration	
I confirm that I am unemployed and that I am either ;	<input type="checkbox"/>
<p>a. The main claimant or named as an unwaged dependant; and that the benefit received is on the following list: Job Seekers Allowance, Employment and Support Allowance, Universal Credits (and Jobcentre Plus determine as being in one of the following groups; All Work-Related Requirements Group, Work Preparation Group; Work-Focused Interview Group) and earn either less than 16 times the appropriate age-related rate of national minimum wage/national living wage a week or £338 a month (individual claims) or £541 a month (household claim) or I am released on temporary licence, studying outside a prison environment, and not funded by the Ministry of Justice.</p> <p>b. The main claimant or named as an unwaged dependant; and receive a state benefit not listed above and I want to enter employment or progress to more sustainable employment and I earn less than 16 times the appropriate age-related rate of national minimum wage/national living wage a week or £338 a month (individual claims) or £541 a month (household claim).</p>	<input type="checkbox"/>
I confirm that I am employed and earn less than £15,736.50 annual gross salary.	<input type="checkbox"/>

Evidence Seen									
UK/EU Passport	<input type="checkbox"/>	UK/EU Driving Licence	<input type="checkbox"/>	UK/EU Birth Certificate	<input type="checkbox"/>	Other	<input type="checkbox"/>	Not Verified	<input type="checkbox"/>

Fee Remission					
Job Seekers Allowance	<input type="checkbox"/>	Employment & Support Allowance	<input type="checkbox"/>	Income Support	<input type="checkbox"/>
Housing Benefit	<input type="checkbox"/>	Council Tax Benefit	<input type="checkbox"/>	Universal Credits	<input type="checkbox"/>
Pension Credit	<input type="checkbox"/>	Working Tax Credit (Must be named as an unwaged dependant)	<input type="checkbox"/>	Qualification Type	<input type="checkbox"/>
Other (Please Specify)	<input type="checkbox"/>			

Assessor Declaration			
I have personally seen the above information and attached supporting documents where required		Date	
Assessor Name	x	Assessor Signature	x

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Student Reference Number	00000000	 European Union European Social Fund	 Barking & Dagenham College Your route to success
Unique Learner Number	0000000000		

GDPR – General Data Protection Regulation – Privacy Notice 2018/19

Terms:

The College: this refers to Barking & Dagenham College

Academic Age: this refers to your age on 31st August 2018

Data Controller & Data Protection Officer

The Data Controller is Barking & Dagenham College, Dagenham Road, Romford, RM7 0XU. 0208 090 3020 / www.bdc.ac.uk /

The Data Protection Officer for Barking & Dagenham College is Victoria Eastwood / Victoria.Eastwood@bdc.ac.uk / 0203 667 0084.

Barking & Dagenham College is required to collect information from all its students for academic, administrative, audit, funding, health & safety, safeguarding, security and wellbeing reasons. The College is registered under the GDPR and is committed to being transparent about the data it collects. Your consent is needed under the GDPR, to allow the College to use your information for the purposes stated above and detailed below. By signing the declaration below you are authorising the College to process your information for the purposes above and for any that you opt in for below. It is your responsibility to ensure the College has an up-to-date record of your details. This includes, changes in Name, Address, Contact Details, Next of Kin Details and Medical Details.

Your Details

The College collects a range of details about yourself including, your name, date of birth, gender, address, previous address (if applicable), telephone number and email address. We also collect details of your previous/current qualifications, employment, employment status, educational history, nationality, residency and ethnicity. Your Household information is collected for the ESFA only (see below) and are not used by Barking & Dagenham College for the enrolment purpose.

If your academic age is 14-18, the College can send to or discuss with your Parent(s) / Carer(s) / Guardian(s) and School/Local Education Authority (LEA) regarding Attendance, Progression and Disciplinary details/data. If your academic age is 14-18, the College will give your Parent(s) / Carer(s) / Guardian(s) access to your 'Educational Record' including access to our 'Parent Portal' containing performance information on your E-ILP (Electronic Individual Learner Plan) such as Attendance and Punctuality

If your employer or managing agent releases you from employment to attend College or pay your fees they will routinely be supplied with your attendance details and progress on the course.

Education and Skills Funding Agency Privacy Notice

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). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data Protection legislation. The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: <https://www.gov.uk/government/publications/esfa-privacy-notice>

Data Storage/Deletion

Your data will be stored electronically and on paper. Our electronic systems are encrypted and only authorised individuals are given access to your data where appropriate for the above purposes. Paper records are stored in a secure location, this may be onsite/offsite. Your data is kept according to the College's Data Retention Policy. We are required to keep your data once you have finished your course for reasons relating to Achievements, Auditing and Funding. After this time your data is appropriately destroyed.

Eligibility / Fee Remission

The College is required by the ESFA Funding Guidance to retain copies of all non-UK/EU Passports and associated documents for verification of Eligibility to study. They College may also retain copies of your Benefits/Bank Statements to provide evidence/reasoning for fee remission.

Your Rights

As this is your data, you have the right to access and obtain a copy of your data on request. You have the right to require Barking & Dagenham College to change incorrect or incomplete data. You have the right to require Barking & Dagenham College to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing. You have the right to object to the processing of your data where the organisation is relying on legitimate interests as the legal ground for processing. The College will only use "legitimate interests" as grounds for processing in a very few situations. If you would like to exercise any of these rights please speak to our College Data Protection Officer (stated above).


Imagery

Your photo will be taken when you are issued an ID card. This image will be assigned to your student file. It will be used for internal systems/processes such as registers, ID Cards and day passes.

European Social Fund

You may be enrolled on to an Education & Skills Funding Agency (ESFA) programme that could be used as match and is therefore deemed part funded by the European Social Fund (ESF).

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GDPR – General Data Protection Regulation – Privacy Notice 2018/19 continued ...

Information Learning and Communications Technology

The College provides IT facilities to students for course related activities. These activities are monitored to ensure appropriate and lawful use. Before using the College IT systems you must read and agree to abide by the ILCT Policy for Students. A copy of which can be made available on request. Your consent is required to allow the College to monitor student IT activity. Your first use of the College IT system demonstrates your consent to the terms of the policy.

Next of Kin / Emergency Contact Details

If your academic age is 14-18 years old or under 25 years old and you are classified as a vulnerable adult, this must be a Parent / Carer / Guardian. We will primarily use these details to contact them in the case of an emergency/incident of which you are involved in. We may also use these details to liaise with Parent(s) / Carer(s) / Guardian(s) regarding 'Parents'/Information' Evenings.

Additional Learning Support

To best support you whilst you are at College, you will be asked information relating to your individual needs. This means, we record any and all declared Learning Difficulties and/or Disabilities, Medical Conditions and Educational Health Care Plans. We also record if you declare any current, previous or pending criminal convictions or if you are 'under 25 years old and a care experienced young person' so we can make appropriate arrangements to support you whilst at the College. All information relating to Additional Learning Support is processed by our Additional Learning Support Team and kept strictly confidential. We will pass information to the police for the purpose of crime prevention and prosecution of offenders, where applicable.

ID Cards/Lanyards

College lanyards and ID Cards, must be worn at all times whilst on College premises, except when instructed to remove it for safety reasons whilst undertaking certain activities, such as, Sports related and working in workshops. ID Cards are to be presented or given to any member of staff who request it. If lost a replacement card will cost you £5. You can be refunded £4 providing you produce proof of receipt, the 'Lost' ID card and the replacement card.

CCTV/Security

The College sites are monitored by CCTV and access control barriers/doors, this is for the protection of all site(s) users. Your ID card access around site(s) will be appropriate depending on your chosen course and personal circumstances, such as, lift access and car park access. If you wish to receive car park access, you will be required to provide us with your Vehicle Registration. You may be asked to participate in preventative screening searches for unauthorised and illegal items / substances to maintain site security and the safety of all users of the premises.

Contact Preferences – please tick if you give your consent

I consent to the College to contact me

- about course and/or learning opportunities [6]
- for surveys and research [7]
- regarding my appointments, examinations, attendance/absence and punctuality

I consent to the College to contact me via the ticked preferences below:

- Post
- Phone
- E-Mail
- SMS (text)

Declaration

By signing this Privacy Notice, I confirm that I am not an Overseas Student (a student not defined as a 'Home' student as specified in the ESFA funding guidance). If this information is found to be false, I may be removed from my course and remain liable for the full course fees and associated cost and my information may be passed on to the authorities.

I further confirm:

- that I have read or have been communicated the General Data Protection Regulation – Privacy Notice above.
- that I understand the General Data Protection Regulation and its relation to myself as a learner at Barking & Dagenham College.
- that all of the information provided on this form is correct including information relating to the benefits I claim and my status of gaining employment.
- that I have correctly identified my prior qualifications.
- that I understand that if I have declared any false information, the provider may take legal action against me to reclaim tuition/ exam fees and any additional costs incurred due to false information I have provided.
- that the pre-entry information, advice and guidance has been carried out and the full requirements of the course of study have been explained to me.
- that understand that the College may withdraw me from my course(s) if I am absent without permission and notification, for more than four consecutive weeks.
- that I have shown all proof of Eligibility and any benefit proof required

Student Signature / Consent to Process	x	Date	x
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