

1. About you:

Title: Mr, Mrs, Ms, Dr. etcUnique Learner No.

SurnameFirst Name

Home Address

Home PostcodeEmail

Contact Tel Male ☐Female ☐Date of Birth

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d

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m

y

y

y

y

Have you been a permanent resident of the UK or an EU/EEA Country for the last 3 years?Yes ☐No ☐

Nationality National Insurance Number

2. Ethnic origin:

White:

☐English, Welsh, Scottish, Northern Irish, British

☐Irish

☐Gypsy or Irish Traveller

☐Any other White background

Black/African/Caribbean/Black British:

☐African

☐Caribbean

☐Any other Black, African, Caribbean background

Other ethnic group:

☐Arab

☐Any other ethnic group

White and Asian

☐Any other Mixed, multiple ethnic background

Asian/Asian British:

☐Indian

☐Pakistani

☐Bangladeshi

☐Chinese

☐Any other Asian background

Mixed/multiple ethnic group:

☐White and Black Caribbean

☐White and Black African

3. Disabilities, learning difficulties and health problems:

The tutor will use the following information to plan with you any support you may need to fully participate on this course

Do you consider yourself to have a disability and/or learning difficulty?Yes ☐No ☐

(if yes please complete section below)

Please put **1** in the box for the **main** disability or learning difficulty that may impact on your learning. Please put **2** in the box for **any other** disabilities and/or learning difficulties that may impact on your learning.

☐Visual impairment

☐Hearing impairment

☐Disability affecting mobility

☐Profound complex disabilities

☐Social and emotional difficulties

☐Mental health difficulty

☐Moderate learning difficulty

☐Severe learning difficulty

☐Dyslexia

☐Dyscalculia

☐Autism spectrum disorder

☐Asperger's syndrome

☐Temporary disability after illness (for example post-viral) or accident

☐Speech, language and communication needs

☐Other specific learning difficulty (e.g. Dyspraxia)

☐Other medical condition (for example epilepsy, asthma, diabetes)

☐Other learning difficulty

☐Other physical disability

☐Other disability

☐Prefer not to say

☐Not provided

Do you consider yourself to have a health problem which may affect you on this course?Yes ☐No ☐

4. Course details:

ProviderProvider Course Ref

Title

Start Date

Day

Time

Venue

Payment

Total Tuition Fee £Receipt/Student Loan No.

Pay as you learn £ Examination Fee £ Administration Fee £

Fee remission evidence letter. Issuing organisation Date on the letter

Evidence of learner's identity seen by provider

(please tick relevant box)

☐00 - None provided

☐01 - Relationship with school

☐02 - Passport

☐03 - Driving Licence

☐04 - ID Card

☐05 - National Insurance Card

☐06 - Certificate of Entitlement to funding

☐07 - Bank / Credit / Debit Card

☐999 - Other

Fee/Identity Evidence seen by Date

(please specify)

5. Personal circumstances:

Fees: I **WILL** be paying fees for this course ☐I will **NOT** be paying fees for this course ☐

I am in receipt of the following benefits. *(Using the list below please tick the boxes to indicate which benefits you are in receipt of)*

☐Jobseeker's Allowance (income based)

☐Housing or Council Tax Benefit (not single person's discount)

☐Income Support

☐Employment and Support Allowance

☐Working Tax Credit

☐Pension Credit (not savings credit)

☐An unwaged dependant of those listed above

☐Identified elements of Universal Credit (see paperwork guidance for details)

6. Level of learning:

What is the highest level of qualification you already have? *(please tick appropriate box)*

☐Entry level or other qualification below level 1.

☐Level 1: GCSE/O Level (at grades D-G or fewer than 5 at grades A-C). 1 AS Level.

☐Full Level 2: GCSE/O Level (5 or more at grades A*-C or grade 4 and above). AS Levels (2 or more). 1 A Level.

☐Full Level 3: A Levels (2 or more) AS Levels (4 or more).

☐Level 4: HNC. QCF Level 4.

☐Level 5: HND. QCF Level 5. Foundation degree.

☐Level 6: Bachelor's Degree. QCF Level 6. Graduate Certificate and Diploma.

☐Level 7 & above: Masters Degree, Doctorates. QCF Level 7 or 8.

☐No qualifications

☐Other *(please specify)*

Have you taken part in any education or training in the last 3 years?Yes ☐No ☐

7. Family Learning:

(only details of children attending this course are required)

Are you the child/ren's: Mother / Step Mother ☐Father / Step Father ☐Carer ☐Grandparent ☐

Child's Name DOB

d

d

m

m

y

y

UPN No

Child's Name DOB

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y

y

UPN No

Child's Name DOB

d

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y

UPN No

8. Employment status:

1. What is your employment status?

☐Not in paid employment - looking for and available to start work - go to Q2

☐Not in paid employment - **not** looking for work and/or not available to start work - go to Q2

☐In paid employment - go to Q3

☐Self-employed - go to Q3

☐In full-time education or training

☐Retired - go to Q2

☐Other *(please state)*

2. If you are unemployed/not working/retired, how long for?

☐Less than 6 months

☐12-23 months

☐6-11 months

☐24-35 months

☐36 months or more

3. How many hours per week do you work?

☐0-10hrs

☐11-20hrs

☐21-30hrs

☐Over 31hrs

4. How long have you been working?

☐Up to 3 months

☐7-12 months

☐4-6 months

☐More than 12 months

5. Do you earn less than £16,009.50 per year?

Yes ☐No ☐

9. Household situation:

Please tick which of the following statements apply *(one or more may apply)*

☐No member of the household in which I live (including myself) is employed

☐The household that I live in includes only one adult (aged 18 or over)

☐There are one or more dependent children (aged 0-17 years or 18-24 years if full time student or inactive) in the household

☐None of these statements apply

☐I confirm that I wish to withhold this information

10. Signature and declaration:

Photo Statement: Photographs may be taken during this course. These may be used for publicity purposes, including on the internet and social media Please tick the box if you are happy for your photograph to be taken. ☐

Learning Agreement, by signing this enrolment form I confirm that:
a) I have read and agree with the Learning Agreement overleaf. **b)** I am happy with my choice of course. **c)** The information I have provided is correct, to the best of my knowledge. I understand that if I give false information I may be withdrawn from my course. **d)** I agree that Inspire Learning (and/or our sub-contractors) may share my information and contact me.

ESFA Privacy Notice: I have read the ESFA Privacy Notice overleaf. You can agree to be contacted by ticking any of the following boxes:
About courses or learning opportunities ☐For surveys and research ☐By post ☐By phone ☐By email ☐

Signature (Learner) Date

Copies to:

Grey copy - Inspire

Yellow copy - Provider

Pink copy - Learner

Learning Agreement

We want you to get the most from your course with Inspire Learning. Please read this statement which sets out the agreement between learners and Inspire Learning to help to ensure learners have an outstanding learning experience.

As a learner you should:

- attend punctually and regularly
- pay any fees when required to do so
- let your tutor know of any unavoidable absences from the course
- let the tutor know of anything that will affect your ability to participate in your course e.g. a health condition
- contribute to a positive, safe and secure learning environment which values and respects yourself and others
- keep a record of your learning and progress, with support from your tutor
- let your tutor know if you are planning to leave the course
- let your tutor know if there are any changes in your circumstances e.g. change of address
- return any borrowed materials or resources.

Inspire Learning will:

- provide information about the course before you enrol, including any entry requirements
- check what you want to get from the course and whether it is suitable for you
- provide you with an introduction to Inspire Learning and the course
- provide you with a safe learning environment where you are respected and valued and feel safe and secure
- take positive action to promote equality and diversity
- check whether you need any extra help
- provide this extra help as far as is reasonably possible
- provide suitably qualified, experienced and supportive tutors
- keep you informed about your progress and achievement
- provide you with information and advice about what you could go on to after this course
- provide you with opportunities to let us know what you think about the course
- deal with any complaints relating to the course or Inspire Learning efficiently and courteously

Completing the Enrolment Form:

Inspire Learning (and/or our sub-contractors) receives funding from the Education and Skills Funding Agency (ESFA). In order to secure this funding we have to submit data reports to the ESFA about our courses and the learners who attend these courses. We need to ensure all our records are complete and accurate and need learners to provide us with information that the ESFA require about our learners. Failure to provide this information may affect our funding.

The information learners provide to Inspire Learning (and/or our sub-contractors) is treated as confidential and will be stored securely. It will only be used for the purposes set out in this Learning Agreement and will only be shared with the organisations identified.

Contact by Inspire Learning:

Inspire Learning (and/or our sub-contractors) may need to contact you for a variety of reasons. For example, to inform you of any changes to the course, to check our provision is meeting your requirements, to obtain information required by our funders or carry out surveys to assess the impact of our courses.

Top copy (Inspire Learning)

Education and Skills Funding Agency (ESFA)
Privacy Notice 2019 to 2020

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). 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 used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

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.

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>

Nottinghamshire County Council courses: UK Provider Reference No (UKPRN): 10004801

Inspire Learning courses: UK Provider Reference No (UKPRN): 10052892

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post	Inspire HQ, Glaisdale Parkway, Nottingham NG8 4GP
published	July 2019

D&P/06.19/EXT/4283 revised (c)



Nottinghamshire
County Council

delivered by



Form 05

Enrolment & Learning Agreement Form

Inspire Learning

Version 5.9

1. About you:

Title: Mr, Mrs, Ms, Dr. etcUnique Learner No.

SurnameFirst Name

Home Address

Home PostcodeEmail

Contact Tel Male ☐Female ☐Date of Birth

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y

y

y

Have you been a permanent resident of the UK or an EU/EEA Country for the last 3 years? Yes ☐No ☐

Nationality National Insurance Number

2. Ethnic origin:

(Please tick appropriate box)

White:

☐ English, Welsh, Scottish, Northern Irish, British

☐ Irish

☐ Gypsy or Irish Traveller

☐ Any other White background

Mixed/multiple ethnic group:

☐ White and Black Caribbean

☐ White and Black African

☐ White and Asian

☐ Any other Mixed, multiple ethnic background

Asian/Asian British:

☐ Indian

☐ 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

3. Disabilities, learning difficulties and health problems:

The tutor will use the following information to plan with you any support you may need to fully participate on this course

Do you consider yourself to have a disability and/or learning difficulty? Yes ☐No ☐

(if yes please complete section below)

Please put **1** in the box for the **main** disability or learning difficulty that may impact on your learning. Please put **2** in the box for **any other** disabilities and/or learning difficulties that may impact on your learning.

☐ Visual impairment

☐ Hearing impairment

☐ Disability affecting mobility

☐ Profound complex disabilities

☐ Social and emotional difficulties

☐ Mental health difficulty

☐ Moderate learning difficulty

☐ Severe learning difficulty

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☐ Dyscalculia

☐ Autism spectrum disorder

☐ Asperger's syndrome

☐ Temporary disability after illness (for example post-viral) or accident

☐ Speech, language and communication needs

☐ Other specific learning difficulty (e.g. Dyspraxia)

☐ Other medical condition (for example epilepsy, asthma, diabetes)

☐ Other learning difficulty

☐ Other physical disability

☐ Other disability

☐ Prefer not to say

☐ Not provided

Do you consider yourself to have a health problem which may affect you on this course? Yes ☐No ☐

4. Course details:

Provider Provider Course Ref

Title	Start Date	Day	Time	Venue

Payment

Total Tuition Fee £ Receipt/Student Loan No.

Pay as you learn £ Examination Fee £ Administration Fee £

Fee remission evidence letter. Issuing organisation Date on the letter

Evidence of learner's identity seen by provider

(please tick relevant box)

☐ 00 - None provided

☐ 01 - Relationship with school

☐ 02 - Passport

☐ 03 - Driving Licence

☐ 04 - ID Card

☐ 05 - National Insurance Card

☐ 06 - Certificate of Entitlement to funding

☐ 07 - Bank / Credit / Debit Card

☐ 999 - Other

Fee/Identity Evidence seen by Date

(please specify)

5. Personal circumstances:

Fees: I WILL be paying fees for this course ☐I will **NOT** be paying fees for this course ☐

I am in receipt of the following benefits.

(Using the list below please tick the boxes to indicate which benefits you are in receipt of)

☐ Jobseeker's Allowance (income based)

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☐ Income Support

☐ Employment and Support Allowance

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6. Level of learning:

What is the highest level of qualification you already have?

(please tick appropriate box)

☐ Entry level or other qualification below level 1.

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☐ Level 7 & above: Masters Degree, Doctorates. QCF Level 7 or 8.

☐ No qualifications

☐ Other

(please specify)

Have you taken part in any education or training in the last 3 years? Yes ☐No ☐

7. Family Learning:

(only details of children attending this course are required)

Are you the child/ren's: Mother / Step Mother ☐Father / Step Father ☐Carer ☐Grandparent ☐

Child's Name DOB

d

d

m

m

y

y

UPN No

Child's Name DOB

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y

y

UPN No

Child's Name DOB

d

d

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m

y

y

UPN No

8. Employment status:

1. What is your employment status?

☐ Not in paid employment - looking for and available to start work - go to Q2

☐ Not in paid employment - **not** looking for work and/or not available to start work - go to Q2

☐ In paid employment - go to Q3

☐ Self-employed - go to Q3

☐ In full-time education or training

☐ Retired - go to Q2

☐ Other

(please state)

2. If you are unemployed/not working/retired, how long for?

☐ Less than 6 months

☐ 12-23 months

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3. How many hours per week do you work?

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5. Do you earn less than £16,009.50 per year?

Yes ☐No ☐

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Please tick which of the following statements apply

(one or more may apply)

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10. Signature and declaration:

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Learning Agreement, by signing this enrolment form I confirm that:

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Signature (Learner) Date

Copies to:

Grey copy - Inspire

Yellow copy - Provider

Pink copy - Learner

D&P/4283 (b-front)

Learning Agreement

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Middle copy (Provider)

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Nottinghamshire County Council courses: UK Provider Reference No (UKPRN): 10004801

Inspire Learning courses: UK Provider Reference No (UKPRN): 10052892

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email	learning@inspireculture.org.uk
internet	www.inspireculture.org.uk
post	Inspire HQ, Glaisdale Parkway, Nottingham NG8 4GP
published	July 2019



Nottinghamshire
County Council

delivered by



Form 05

Enrolment & Learning Agreement Form

Inspire Learning

Version 5.9

1. About you:

Title: Mr, Mrs, Ms, Dr. etcUnique Learner No.

SurnameFirst Name

Home Address

Home PostcodeEmail

Contact Tel Male ☐Female ☐Date of Birth

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d

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m

y

y

y

y

Have you been a permanent resident of the UK or an EU/EEA Country for the last 3 years? Yes ☐No ☐

Nationality National Insurance Number

2. Ethnic origin:

(Please tick appropriate box)

White:

☐ English, Welsh, Scottish, Northern Irish, British

☐ Irish

☐ Gypsy or Irish Traveller

☐ Any other White background

Mixed/multiple ethnic group:

☐ White and Black Caribbean

☐ White and Black African

☐ White and Asian

☐ Any other Mixed, multiple ethnic background

Asian/Asian British:

☐ Indian

☐ 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

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☐ Other learning difficulty

☐ Other physical disability

☐ Other disability

☐ Prefer not to say

☐ Not provided

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4. Course details:

ProviderProvider Course Ref

Title	Start Date	Day	Time	Venue

Payment

Total Tuition Fee £Receipt/Student Loan No.

Pay as you learn £Examination Fee £Administration Fee £

Fee remission evidence letter.

Issuing organisation Date on the letter

Evidence of learner's identity seen by provider

(please tick relevant box)

☐ 00 - None provided

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☐ 02 - Passport

☐ 03 - Driving Licence

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(please specify)

5. Personal circumstances:

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☐ Level 7 & above: Masters Degree, Doctorates. QCF Level 7 or 8.

☐ No qualifications

☐ Other

(please specify)

Have you taken part in any education or training in the last 3 years? Yes ☐No ☐

7. Family Learning:

(only details of children attending this course are required)

Are you the child/ren's: Mother / Step Mother ☐Father / Step Father ☐Carer ☐Grandparent ☐

Child's Name DOB

d

d

m

m

y

y

UPN No

Child's Name DOB

d

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m

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y

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UPN No

Child's Name DOB

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UPN No

8. Employment status:

1. What is your employment status?

☐ Not in paid employment - looking for and available to start work - go to Q2

☐ Not in paid employment - **not** looking for work and/or not available to start work - go to Q2

☐ In paid employment - go to Q3

☐ Self-employed - go to Q3

☐ In full-time education or training

☐ Retired - go to Q2

☐ Other

(please state)

2. If you are unemployed/not working/retired, how long for?

☐ Less than 6 months

☐ 12-23 months

☐ 6-11 months

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☐ 36 months or more

3. How many hours per week do you work?

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☐ 11-20hrs

☐ 21-30hrs

☐ Over 31hrs

4. How long have you been working?

☐ Up to 3 months

☐ 7-12 months

☐ 4-6 months

☐ More than 12 months

5. Do you earn less than £16,009.50 per year?

Yes ☐No ☐

9. Household situation:

Please tick which of the following statements apply

(one or more may apply)

☐ No member of the household in which I live (including myself) is employed

☐ The household that I live in includes only one adult (aged 18 or over)

☐ There are one or more dependent children (aged 0-17 years or 18-24 years if full time student or inactive) in the household

☐ None of these statements apply

☐ I confirm that I wish to withhold this information

10. Signature and declaration:

Photo Statement: Photographs may be taken during this course. These may be used for publicity purposes, including on the internet and social media Please tick the box if you are happy for your photograph to be taken. ☐

Learning Agreement, by signing this enrolment form I confirm that:

a) I have read and agree with the Learning Agreement overleaf. **b)** I am happy with my choice of course. **c)** The information I have provided is correct, to the best of my knowledge. I understand that if I give false information I may be withdrawn from my course. **d)** I agree that Inspire Learning (and/or our sub-contractors) may share my information and contact me.

ESFA Privacy Notice: I have read the ESFA Privacy Notice overleaf. You can agree to be contacted by ticking any of the following boxes:

About courses or learning opportunities ☐For surveys and research ☐By post ☐By phone ☐By email ☐

Signature (Learner) Date

Copies to:
Grey copy - Inspire
Yellow copy - Provider
Pink copy - Learner

Learning Agreement

We want you to get the most from your course with Inspire Learning. Please read this statement which sets out the agreement between learners and Inspire Learning to help to ensure learners have an outstanding learning experience.

As a learner you should:

- attend punctually and regularly
- pay any fees when required to do so
- let your tutor know of any unavoidable absences from the course
- let the tutor know of anything that will affect your ability to participate in your course e.g. a health condition
- contribute to a positive, safe and secure learning environment which values and respects yourself and others
- keep a record of your learning and progress, with support from your tutor
- let your tutor know if you are planning to leave the course
- let your tutor know if there are any changes in your circumstances e.g. change of address
- return any borrowed materials or resources.

Inspire Learning will:

- provide information about the course before you enrol, including any entry requirements
- check what you want to get from the course and whether it is suitable for you
- provide you with an introduction to Inspire Learning and the course
- provide you with a safe learning environment where you are respected and valued and feel safe and secure
- take positive action to promote equality and diversity
- check whether you need any extra help
- provide this extra help as far as is reasonably possible
- provide suitably qualified, experienced and supportive tutors
- keep you informed about your progress and achievement
- provide you with information and advice about what you could go on to after this course
- provide you with opportunities to let us know what you think about the course
- deal with any complaints relating to the course or Inspire Learning efficiently and courteously

Completing the Enrolment Form:

Inspire Learning (and/or our sub-contractors) receives funding from the Education and Skills Funding Agency (ESFA). In order to secure this funding we have to submit data reports to the ESFA about our courses and the learners who attend these courses. We need to ensure all our records are complete and accurate and need learners to provide us with information that the ESFA require about our learners. Failure to provide this information may affect our funding.

The information learners provide to Inspire Learning (and/or our sub-contractors) is treated as confidential and will be stored securely. It will only be used for the purposes set out in this Learning Agreement and will only be shared with the organisations identified.

Contact by Inspire Learning:

Inspire Learning (and/or our sub-contractors) may need to contact you for a variety of reasons. For example, to inform you of any changes to the course, to check our provision is meeting your requirements, to obtain information required by our funders or carry out surveys to assess the impact of our courses.

Bottom copy (Learner)

Education and Skills Funding Agency (ESFA)
Privacy Notice 2019 to 2020

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). 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 used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

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.

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>

Nottinghamshire County Council courses: UK Provider Reference No (UKPRN): 10004801

Inspire Learning courses: UK Provider Reference No (UKPRN): 10052892

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Nottinghamshire
County Council

delivered by

