Inspire Learning - Learner Evidence form

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| **Learner Name:** | **Course:** |
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| **Start date:** | **Location:** |
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| **Learning Agreement**  I fully understand the implications of my choice of learning programme and the entry requirements for that programme. I have had all aspects of student support explained to me and I am satisfied that this learning programme is suitable to my needs. I also understand that I can negotiate this learning agreement at any time in consultation with a nominated tutor. I undertake to notify the provider of any change of my circumstances which may affect my programme. I agree that my admission as a student is subject to the provider regulations. |
| **Education and Skills Funding Agency (ESFA) Privacy Notice 2020 to 2021**  **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 |
| **LRS Privacy Notice**  The information you supply is used by the Learning Records Service (LRS). The LRS issues Unique Learner Numbers (ULN) and creates Personal Learning records across England, Wales and Northern Ireland, and is operated by the Education and Skills Funding Agency, an executive agency of the Department for Education (DfE).For more information about how your information is processed, and to access your Personal Learning Record, please refer to: <https://www.gov.uk/government/publications/lrs-privacy-notices> |

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| **I confirm that I have read the Learning agreement and Privacy Notices above. I agree that my information can be shared with other agencies involved with my learning. I also confirm that the information and contact preferences I have provided on my online enrolment form are true.** | **Learner signature** |

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| For completion by tutor | | | | | | | | | |
| Evidence of learner’s identity seen by tutor *(please tick relevant box)* | | | | | | | | | |
| Driving licence  Passport  ID Card  National Insurance card  Certificate of Entitlement to funding  Birth certificate  other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| Has the learner been a permanent resident of the UK or an EU/EEA Country for the last 3 years? (if not has the tutor seen evidence of eligibility to funding?)  yes, please state evidence seen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No | | | | | | | | | |
| Evidence of benefits seen for fully-funded learner *(please tick relevant box)* | | | | | | | | | |
| Job Seekers Allowance(income based)  Employment and Support Allowance  Income Support  Working Tax Credit  Pension Credit (not savings credit)  Housing Benefit or Council Tax Support (not single person’s discount)  Incapacity Benefit  Universal Credit  An unwaged dependant of those in receipt of the listed benefits | | | | | | | | | |
| Learner completion status: | | | | | | Was learning support provided | | | Yes  No |
| Learner withdrawn: Date\_\_\_\_\_\_\_ | | Date |  | Reason |  | | | | |
| Destination ***(please enter appropriate code)*** | |  | **EMP1** In paid employment 16+ hrs/wk **EMP2** In paid employment less than 16 hrs/wk **EMP4** Self Emp 16+ hrs/wk  **EMP5** Self emp 16- hrs/wk **EDU1** Traineeships **EDU2** Apprenticeship **EDU4** Other FE (Full-time)  **EDU5** Other FE (Part-time) **EDU6** HE **NPE1** not in paid employed, looking for work and available to start work  **NPE2** not in paid employed, NOT looking for work and/or NOT available to start work (incl retired) **OTH1** Other outcome **OTH3** Unable contact to learner **OTH4** Not known  **77** Not in Edu, Emp or Training **97** Other **98** Destination unknown | | | | | | |
|  | |  | **1** learner achieved all, or most (i.e. 75% or more) of course his/her learning outcomes  **2** learner achieved some of his/her course learning outcomes **3** learner has not achieved any of his/her course learning outcomes **4** exam taken/assessment completed but result not yet known  **5** learner completed learning activities but waiting to take exam | | | | | | |
| **Tutor signature** |  | | | | | | **Date** |  | |