

Telephone: **0161-953-6000** Principal: **P. Tavernor** MI Code Year

Please complete the form writing firmly and clearly.

The data provided will be stored in a computerised database in compliance with the provision of the Data Protection Act. Information you provide on this enrolment will be passed to the Learning and Skills Council, which is registered under the Data Protection Act 1998. The registration is primarily for the collection and analysis of statistical data but it also allows the Council to share information with other organisations for the purposes of detecting fraud. Further information about data confidentiality is available on request from the institution at which you are enrolling. We may occasionally wish to update you on courses that may be of interest to yourself, your family or friends. Please tick this box if you do not wish to receive this information.

Section 1 Company Details

Company _____
 Branch _____
 Branch Code _____
 Branch Tel. No. _____
 Manager's Name _____
 Manager's Signature _____

Section 2 Personal Details

Family/Surname _____
 Forenames _____
 Middle name _____
 Title Mr Mrs Miss Ms (please circle)
 Date of Birth _____
 NI Number _____
 Home Address _____

 _____ Post Code _____
 Tel. No. _____
 email _____

Ethnicity

- Asian or Asian British-Bangladeshi
- Asian or Asian British-Indian
- Asian or Asian British-Pakistani
- Asian or Asian British-any other Asian Background
- Black or Black British-African
- Black or Black British-Caribbean
- Black or Black British - any other Black Background
- Chinese
- Mixed-White and Asian
- Mixed-White and Black African
- Mixed-White and Black Caribbean
- Mixed-any other mixed background
- White-British
- White-Irish
- White-any other White Background
- Any other
- Not known/not provided

Section 3 Residency

Nationality _____

Have you been resident in the UK for the last three years for purposes other than study?

(please tick)

Yes No

Section 4 Support Needs

Do you have a disability? (please tick) Yes No

(This may be a visual or hearing impairment, physical disability, mental ill health or emotional/behavioural difficulty, dyslexia or learning difficulty)

If yes, please specify the nature of disability below so learning support needs can be assessed.

Nature of disability or support

Declaration

I have received a copy of The Manchester College Learning Agreement. I have also received advice and guidance on the suitability of the programme and choice.

Student Signature _____ Date _____

Office use only

Course label **must** be attached.

If there is no course label, please contact:

Course administrator ext 6202

Is this module a reissue? (please tick) Yes No

I have checked the auditable document and confirm that all sections have been completed by the student.

Enrolled by (sign) _____

Print name _____

Module Titles

Please select **ONE** module only from the list of modules available

- 001 health and safety
- 002 customer care
- 003 cement and plaster
- 004 plumbers brassware
- 005 drainage above ground
- 006 bricks and mortar
- 007 drainage below ground
- 008 fundamentals of electricity
- 009 kitchens
- 010 valves
- 011 central heating
- 012 bathrooms
- 013 major property problems
- 014 aggregates and blocks
- 015 damp proof courses and roofing felts
- 016 industrial controls
- 017 tubes, fittings and flanges
- 018 paint systems, wallcoverings and sealants
- 019 roofwork
- 020 manufactured joinery products and ironmongery
- 021 glass
- 022 industrial plastics
- 023 boilers and replacement parts
- 024 timber and panel products
- 025 commercial heating
- 026 refrigeration
- 027 air conditioning
- 028 lamps and lighting
- 029 cables and wiring accessories
- 030 switchgear distribution and protection
- 031 insulation products
- 032 hard landscaping
- 033 underfloor heating
- 034 hire module 1
- 035 hire module 2
- 036 hire module 3
- 037 industrial products
- 038 tiles and tiling products
- 039 luminaires
- 040 electrical heating and ventilation
- 041 interior building products
- 042 sustainable building products
- 101 heavy side materials
- 102 light side materials
- 103 commercial practice

The Learning Agreement

On entry to the College, you have the right to expect:

- 1 a freecall service to a dedicated Course Enquiry Team
- 2 clear, accurate and impartial information and/or advice about our learning programmes, programme costs and sources of financial help, entry requirements, methods of study and assessment, qualifications and progression opportunities
- 3 a courteous response to your application within 10 working days
- 4 an enrolment process which is efficient and client-centred

As a learner, you have the right to expect:

- 5 an appropriate induction to the College and your programme
- 6 high quality teaching backed up by appropriate technical and administrative services
- 7 regular discussions on your progress with a named tutor
- 8 additional support to help with a learning difficulty, disability, basic skills or other barrier which might restrict your learning
- 9 impartial advice on careers, employment, welfare, finance, spiritual and pastoral care issues
- 10 any complaint under the formal Complaints procedure to receive a response within 10 working days and to be dealt with fairly
- 11 access to College policies, procedures and public reports (as listed in the Student Diary)
- 12 your personal details to be handled sensitively and only disclosed to third parties in ways which support your progress and well being or where required by law
- 13 to be treated with respect and according to need regardless of class, sex, race, ethnic origin, religion, disability, age or sexual orientation

I, the learner, agree to:

- 14 pay all programme costs that are due to the college
- 15 attend all timetabled activities punctually and explain absence or lateness
- 16 take responsibility for my own learning, completing all assignments on time and to the best of my ability
- 17 conduct myself in a way which respects the rights of others and complies with College policies and procedures (listed in the Student Diary)
- 18 take responsibility for entering and attending the correct exams
- 19 inform my tutor in writing, within 5 working days, if my circumstances change (e.g. new phone number, address or employment status) or if I decide to leave the programme, giving reasons for this
- 20 when I leave my course, return all books or equipment loaned to me
- 21 accept support from a parent, carer, friend or advocate to help me with any of the above entitlements or responsibilities, if this is needed