

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

Please complete all the sections of this 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 Personal Details

Surname

First Name

Middle Name

Title (please circle)

Sex Date of Birth

NI Number

Current Home Address

Postcode

Company Name

Company Address

Postcode

Tel. Home

Work

Mobile

Email Home

Work

Who may be contacted in an emergency?

Name

Tel.

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

Qualifications (please tick)

2 or more GCSEs NVQ Level 1 or 2

4 or more GCSEs NVQ Level 3 or 4

2 or more A Levels Degree

BTEC First/GNVQ Inter Other work related qualifications

BTEC National/GNVQ Specify

BTEC Higher

Section 2 Programme of Study

Which programme are you enrolling on? (please tick)

Tech Award Sales Lettings Commercial Auctioneering

Diploma DipREA DipRLM DipCPA

Where do you want your materials delivered? (please tick)

Home Work

Section 3 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 to Course Enquiries

Declaration: I have received a copy of The Manchester College Learning Agreement Policy (see reverse) and Students' Charter. I have also received advice and guidance on the suitability of the programme and choice.

Student Signature Date

Section 4 Residency

Nationality

Have you been resident in England for the last three years for purposes other than study? (please tick) Yes No

If no, please give further details to Course Enquiries

Office use only

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

Enrolled by (sign)

Print name

*This may not be photocopied.
Please contact your training department for additional forms.*

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 NFOPP reporting my exam results to MOL
- 20 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
- 21 when I leave my course, return all books or equipment loaned to me
- 22 accept support from a parent, carer, friend or advocate to help me with any of the above entitlements or responsibilities, if this is needed