

G: LEARNING AGREEMENT CONFIRMATION

I confirm that I have received appropriate advice and guidance in making my choice before enrolling and I understand:

1. **Classes may be closed, merged, move location, day or time, if there are insufficient numbers**
2. Family And Community Education (FACE) Service's charging policy, cost for courses, eligibility criteria and requirement to pay all course costs by week 3* (unless mitigating circumstances are discussed with CEO)
3. I need to inform the Service if my financial circumstances change, including my entitlement to benefit
4. I will aim to maintain a minimum level of attendance of 95% with an aspiration to achieve 100%
5. I agree to participate in learning remotely as part of my programme
6. Course entry requirements and any possibility of accreditation of prior learning
7. Alternative course options with the Service or elsewhere
8. Whether the course suits my abilities, interests and needs
9. Course requirements such as study time, equipment costs
10. Assessment requirements, qualifications and learning outcomes
11. Support available including financial assistance where appropriate
12. Future progression opportunities for my career or further study
13. This programme is part funded by the European Union through the European Social Fund
14. An Advisor may contact me to offer advice and guidance about further training and/or employment opportunities
15. I will regularly review my progress in my learning plan
16. Additional information I might need is provided in the LEARNER HANDBOOK, including a commitment to being an adult learner with FACE
17. The importance of disclosing any additional needs/requirements I may have in order to assist the service in making reasonable adjustments, in particular if this relates to providing notice to examination boards/awarding bodies
18. Exam fees/Registration fees, where payable, must be paid prior to learner registration with an awarding body.
19. The Service reserves the right to reclaim any exam fees/registration costs incurred by the Service from learners who fail to attend pre-Arranged examinations or who fail to submit their course portfolio for assessment regardless of any subsidy entitlement
20. Observations of teaching, learning and assessment will be carried out by observers joining classes remotely or by observing class video afterwards.

DISCLAIMER:	We reserve the right to review registration and/or participation on some courses if full disclosure of any disability or difficulty is not made either at this stage or at any subsequent stage. If a disclosure is made, eligibility and/or suitability for the course will be assessed against justified academic standards
Disclosure and Barring Service (DBS) Check:	Please tick to agree to undertake an enhanced DBS check as a condition of enrolling (essential for Childcare, Counselling and Teaching Assistants). If this box is left unchecked you may not be eligible for the course. <input type="checkbox"/> NOTE: Having a criminal record will not necessarily bar you from enrolling. <input type="checkbox"/>

GDPR

The information provided is entered into a database registered under the new Data Protection Act (DPA) 2018 and General Data Protection Regulation (GDPR) and I declare that the information provided is complete and accurate. I agree to be bound by the conditions of entry and all Service regulations. The information provided will be passed to other key Government Agencies such as Ofsted, Education and Skills Funding Agency (ESFA) and Liverpool City Region Combined Authority (LCRCA). This is primarily for the collection and analysis of statistical data. These Agencies may share information with other organisations for the purposes of administration, careers, guidance and statistical purposes. The Service may use photographs to promote learning opportunities. If you do not wish your photograph to be used, please tick here:

Privacy Notice

The information you supply will be used by the ESFA, an executive agency of the Department for Education (DfE), or the LCRCA (depending on post code) to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record (PLR). For more information about how your information is processed and shared refer to the [Extended Privacy Notice](#) available on Gov.UK. If you wish to opt out of sharing your PLR please tick here:

Contact Permission

To confirm your permission to contact you with anything other than course related information (such as newsletters, course guides, progression or volunteering opportunities, etc.) If YES, please let us know your preferred method of communication on the front of this enrolment form. Thank you.

You can opt in or out at any time by calling 0151 443 5386. **Please ensure you have ticked one box.** Yes No

LEARNING AGREEMENT DECLARATION:

I have read and understood the rights and responsibilities above, agree to pay any course costs within agreed timescales* and agree to these terms of enrolment by completion of my online signature email.