|  |  |
| --- | --- |
| **Learner Enrolment Form v3.0**Only to be used for learners starting their programmes from September 2019 onwardsThis programme is part-funded by the European Social Fund through the Welsh Government |   |
| **Learner Data** |
| **LN01** | Unique learner identifier (ULI) |  **L** | **n** | **n** | **n** | **n** | **n** | **n** | **n** | **n** | **n** | **n** | **n** | **n** |
| **This will be blank on submission except for returning learners. Where a learner returns use the same ULI** |
| **LN02** | Learner identifier with provider (max 20 characters) |  |
| **Where a learner returns use the same LN02** |
| **LN03** | Provider identifier | **L** | **N** | **n** | **n** | **n** | **n** | **n** | **n** |
| **LN04** | Learner surname / family name (max 40 characters) |  |
| **LN05** | Forename(s) (max 40 characters) |  |
| **Enter FULL forenames, for example someone known as “Sam” whose full name is Samantha Julia or Samuel Robert should put his/her full names in this box. This helps with the matching process.** |
| **LN06** | Address 1 |  |
| **LN07** |  Address 2 |  |
| **LN08** |  Address 3 |  |
| **LN09** |  Address 4 |  |
| **LN10** | Address 5 |  |
| **LN11** | Home postcode -current |  |  |  |  |  |  |  |  |
| **LN12** | Telephone number(including STD code) | **n** | **n** | **n** | **n** | **n** | **n** | **n** | **n** | **n** | **n** | **n** | **n** | **n** | **n** | **n** | **n** |
| **LN13** | National insurance number |  |  |  |  |  |  |  |  |  | **(Compulsory for WBL)** |
| **LN22** | Unique learner number (ULN) | **n** | **n** | **n** | **n** | **n** | **n** | **n** | **n** | **n** | **n** |
| **LN22 is Mandatory for all learners (except ACL) who start a programme on or after 1 August 2011** |
| **LN14** | Surname on 16th birthday (max 40 characters) |  |
| **LN15** | Date of birth | **d** | **d** | **m** | **m** | **y** | **y** | **y** |  **y** |

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| --- | --- | --- | --- |
| **LN16** | Gender |  Female | 🞏 |
|  Male | 🞏 |
|  Other | 🞏 |
| **LP80** | Caring responsibilities  |  **0** Primary Carer of a child/children (Under 18) and Primary Carer of a disabled adult (18 and over) and Primary Carer of older person/people (65 and Over) | 🞏 |
|  **1** Primary carer of a child/children (under 18) | 🞏 |
|  **2** Primary carer of disabled adult (18 and over) | 🞏 |
|  **3** Primary carer of older person/people (65 and over) | 🞏 |
|  **4** No caring responsibilities | 🞏 |
|  **5** Information refused | 🞏 |
|  **6** Primary Carer of a child/children (Under 18) and Primary Carer of a disabled  adult (18 and over) | 🞏 |
|  **7** Primary Carer of a child/children (Under 18) and Primary Carer of older  person/people (65 and Over) | 🞏 |
|  **8** Primary Carer of a disabled adult (18 and over) and Primary Carer of older  person/people (65 and Over | 🞏 |
|  **9** Not known | 🞏 |
| **LP78** | Household status |  **01** Living in a jobless household | 🞏 |
|  **02** Living in a jobless household with dependent children | 🞏 |
|  **03** Living in a single adult household with dependent children | 🞏 |
|  **04** Homeless or affected by housing exclusion | 🞏 |
|  **05** Any other household | 🞏 |
|  **06** Information refused | 🞏 |
|  **07** Living in a single adult household | 🞏 |
|  **99** Not known | 🞏 |
| **LP08** | Country of domicile |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LN20** | School last attended | **S**  |  |  |  |  |  |  |  |
| **LN21** | Year left school |  **y** |  **y** |  **y** |  **y** |
| Please only include **school**, not further education institution, training provider or adult community learning provider |

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| --- | --- | --- | --- |
| **LN18** | National identity | **WAL** Welsh | 🞏 |
| **ENG** English | 🞏 |
|  **SCO** Scottish | 🞏 |
| **IRE** Irish | 🞏 |
| **BRI** British | 🞏 |
| **OTH** Other | 🞏 |
| **NKN** Not known / not required | 🞏 |
| **NOR** No response | 🞏 |

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| --- | --- | --- | --- |
| **LN17** | Ethnic Origin | **12** Welsh/English/Scottish/Northern Irish/British | 🞏 |
| **13** Irish | 🞏 |
| **14** Gypsy or Irish Traveller | 🞏 |
| **15** Any other White Background | 🞏 |
| **21** Black – Caribbean | 🞏 |
| **22** Black – African  | 🞏 |
| **29** Other Black background | 🞏 |
| **31** Asian – Indian | 🞏 |
| **32** Asian – Pakistani | 🞏 |
| **33** Asian – Bangladeshi | 🞏 |
| **34** Chinese | 🞏 |
| **39** Other Asian background | 🞏 |
| **41** Mixed - White and Black Caribbean | 🞏 |
| **42** Mixed - White and Black African | 🞏 |
| **43** Mixed - White and Asian | 🞏 |
| **49** Other Mixed background | 🞏 |
| **50** Arab | 🞏 |
| **80** Other Ethnic background | 🞏 |
| **90** Information refused | 🞏 |
| **99** Not known | 🞏 |

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| **LP23** | Welsh speaker indicator | **1** Fluent Welsh speaker | 🞏 |
| **2** Welsh speaker not fluent | 🞏 |
| **3** Not Welsh speaker | 🞏 |

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| **LP67** | Level of highest Welsh Language qualification achieved prior to learning programme (✓please tick ONE box only) | Welsh Second Language |
| **0** Welsh Second Language: Pre Entry Level/no qualification | 🞏 |
| **1** Welsh Second Language qualification: Entry Level | 🞏 |
| **2** Welsh Second Language qualification: Level 1 e.g. GCSE D-G | 🞏 |
| **3** Welsh Second Language qualification: Level 2 e.g. GCSE A\*-C | 🞏 |
| **4** Welsh Second Language qualification: Levels 3 and above e.g. AS, A level | 🞏 |
| Welsh First Language |
| **5** Welsh First Language: Pre-Entry level/no qualification | 🞏 |
| **6** Welsh First Language qualification: Entry Level | 🞏 |
| **7** Welsh First Language qualification: Level 1 e.g. GCSE D-G | 🞏 |
| **8** Welsh First Language qualification: Level 2 e.g. GCSE A\*-C | 🞏 |
| **9** Welsh First Language qualification: Level 3 and above e.g. AS, A level | 🞏 |
|  |
| **A** Continuing Learner (earliest activities prior to 2013), previous entries on LP23  apply | 🞏 |

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| --- | --- | --- | --- |
| **LP30** | Primary type of disability and /or learning difficulty | **21** Visual impairment |  🞏 |
| **22** Hearing impairment | 🞏 |
| **23** Physical and /or medical difficulties | 🞏 |
| **24** Behavioural, emotional and social difficulties | 🞏 |
| **25** Multi-sensory impairment | 🞏 |
| **26** Autistic spectrum disorders | 🞏 |
| **27** Speech, language and communication difficulties | 🞏 |
| **28** Moderate Learning Difficulties | 🞏 |
| **29** Severe Learning Difficulties | 🞏 |
| **30** Profound and Multiple Learning Difficulties | 🞏 |
| **32** SPLD - Dyslexia | 🞏 |
| **33** SPLD – Dyscalculia | 🞏 |
| **34** SPLD – Dyspraxia | 🞏 |
| **35** SPLD – Attention Deficit Hyperactivity Disorder | 🞏 |
| **36** General Learning Difficulties | 🞏 |
| **91** Does not apply | 🞏 |
| **92** Learner considers himself or herself to have a learning difficulty and/or  disability but the type is not known/ not declared | 🞏 |
| **96** Information refused | 🞏 |
| **LP76** | ALN indicator | **0** Learner does not have additional learning needs(ALN)/not required | 🞏 |
| **5** Learner is receiving additional learning support but ALS funding is not utilised | 🞏 |
| **6** Learner is receiving additional learning support for which ALS funding is utilised | 🞏 |

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| **LP56** | Work-limiting health condition | **1** Learner has confirmed a work-limiting health condition | 🞏 |
| **2** Learner has confirmed no work-limiting health condition | 🞏 |
| **8** Information refused | 🞏 |
| **9** Not applicable **(not WBL)** | 🞏 |

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| **LP22** | Level of highest qualification achieved prior to learning programme(✓please tick **ONE** box only)For learners who do not have any formal qualifications use code “0” | **0** Pre-entry level | 🞏 |
| **E** CQFW Entry Level | 🞏 |
| **1** CQFW Level 1 (e.g. QCF Level 1 / GCSE D-G) | 🞏 |
| **2** CQFW Level 2 (e.g. QCF Level 2 / GCSE A\*-C) | 🞏 |
| **3** CQFW Level 3 (e.g. QCF Level 3 / A level) | 🞏 |
| **4** CQFW Level 4 (e.g. HE Certificate / HNC) | 🞏 |
| **5** CQFW Level 5 (e.g. HE Intermediate) | 🞏 |
| **6** CQFW Level 6 / HE Honours Degree | 🞏 |
| **7** CQFW Level 7 / HE Masters Degree | 🞏 |
| **8** CQFW Level 8 / HE Doctorate | 🞏 |
| **9** Not known / not required **(not WBL)** | 🞏 |

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| **Learning** **Programme Data** |
| **LP04** | Learning programme identifier (NB last eight chars = start date of programme) |  |  |  |  |  |  |  |  |  |  |
|  **LP73** | Programme start date | **d** |  **d** |  **m** |  **m** |  **y** |  **y** |  **y**  |  **y** |
| **LP77** | Expected programme end date | **d** |  **d** |  **m** |  **m** |  **y** |  **y** |  **y** |  **y** |
|  **LP74** | Learning programme code |  |  |  |  |  |  |  |  |  |  |  |  |
|  **LP75** | Learning programme reference used by the provider |  |
|  **LP69** | Estimated Centre Based Hours |  |  |  |  |
|  **LP71** | Actual Centre Based Hours |  |  |  |  |
|  **LP70** | Estimated Work Based Hours |  |  |  |  |
|  **LP72** | Actual Work Based Hours |  |  |  |  |
| **LP09** | Postcode (at start of learning programme) |  |  |  |  |  |  |  |  |
| **LP10** | Unitary authority code |  |  |  |

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| --- | --- | --- | --- |
|  **LP11** | Employment status at start of programme | **1** Employed (excluding self-employed) | 🞏 |
| **4** Not known  | 🞏 |
| **5** Self Employed | 🞏 |
| **6** Economically inactive (excluding full time education and training) | 🞏 |
| **7** Full-time education or training | 🞏 |
| **8** Other (including part-time education or training) | 🞏 |
| **9** Short Term Unemployed | 🞏 |
| **0** Long Term Unemployed | 🞏 |

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| --- | --- | --- |
|  **LP12** | Employer name (max 60  characters) |  |
| **LP13** | Employer postcode |  |  |  |  |  |  |  |  |
| **LP68** | Length of Employment with same employer |  **For learners who were recruited as an apprentice by their employer** |
|  **0** Not employed with same employer prior to commencing learning programme | 🞏 |
|  **For learners who were already employed with their employer prior to enrolling** **up as an apprentice** |
|  **1** Have been employed in their current job role for less than 3 months | 🞏 |
|  **2** Have been employed in their current job role for 3 months to less than 6  months | 🞏 |
|  **3** Have been employed in their current job role for 6 months to less than 12  months | 🞏 |
|  **4** Have been employed in their current job role for 12 months or more | 🞏 |
|  **For all other learners** |
|  **9** Not applicable | 🞏 |
| **LP47** |  SME indicator  code *(✓please* *tick* ***ONE*** *box*  *only)* | **2** Learner not employed | 🞏 |
| **3** Employer does not meet SME criteria and is a Public Sector organisation | 🞏 |
| **4** Employer does not meet SME criteria and is a Private Sector organisation | 🞏 |
| **5** Employer meets SME criteria and is a Public Sector organisation | 🞏 |
| **6** Employer meets SME criteria and is a Private Sector organisation | 🞏 |
| **7** Employer meets SME criteria and is a third sector organisation  | 🞏 |
| **8** Employer does not meet SME criteria and is a third sector organisation  | 🞏 |
| **9** Not required **(not WBL programmes)** | 🞏 |

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| --- | --- | --- | --- |
| **LP62** | Size of employer(✓please tick **ONE** box only) | **1** 0 – 1 employees | 🞏 |
| **2** 2 – 9 employees | 🞏 |
| **3** 10 – 49 employees | 🞏 |
| **4** 50 – 249 employees | 🞏 |
| **5** 250+ employees | 🞏 |
| **9** Not applicable (**not WBL**) | 🞏 |

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| --- | --- | --- | --- |
| **LP82** |  Apprenticeship  Levy Indicator | **01** Yes | 🞏 |
| **02** No | 🞏 |

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| --- | --- | --- | --- |
| **LP60** | Migrant worker indicator(✓please tick **ONE** box only) | **1** Learner is a migrant worker (EU) | 🞏 |
| **2** Learner is a migrant worker (non-EU) | 🞏 |
| **3** Learner is not a migrant worker or refugee | 🞏 |
| **4** Learner is a refugee | 🞏 |
| **8** Information refused | 🞏 |
| **9** Not applicable **(not WBL programmes)** | 🞏 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **LP61** | Hours worked per week | **n** | **n** | **n** |  |
| **LP63** | Subcontractor delivering programme | **a** | **n** | **n** | **n** | **n** | **n** | **n** | **n** |
| **LP81** | Second Tier Subcontractor | **a** | **n** | **n** | **n** | **n** | **n** | **n** | **n** |
| **LP66** | Sector framework code 2011 | **n** | **n** | **n** | **n** | **n** |  |
| **LP17** | Type of learning programme | **n** | **n** |  |
| **LP28** | Major source of fees | **n** | **n** |
|  **LP51** | Special programme funding rules |  |  |  | **000 Not required or Valid codes as determined by Welsh Government Learner Provision Team** |

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| **Learning Programme Completion data** |
| **LP41** | Reason for termination of learning programme | **00** Learning programme continuing | 🞏 |
| **01** Completion of LP | 🞏 |
| **02** Failure (before end of LP) | 🞏 |
| **04** Health reasons | 🞏 |
| **05** Death | 🞏 |
| **06** Financial reasons | 🞏 |
| **07** Other personal reasons leading to drop out | 🞏 |
| **09** Exclusion/left in bad standing | 🞏 |
| **11** Other | 🞏 |
| **12** Transferred to another provider | 🞏 |
| **13** Transferred to another LP at same provider | 🞏 |
| **14** Gone into employment related to LP | 🞏 |
| **15** Gone into other employment | 🞏 |
| **16** Redundancy | 🞏 |
| **17** Transitioning to Job Support Wales | 🞏 |
| **99** Unknown reason for leaving | 🞏 |
| **LP79** | Immediate Destination | **00** Continuing existing programme of learning | 🞏 |
| **09** Seeking work/unemployed | 🞏 |
| **13** Voluntary work | 🞏 |
| **18** Self-employed (including setting up own business) | 🞏 |
| **15** Progressed to learning with a higher level learning aim (other than higher**e**ducation) at the same provider or another provider | 🞏 |
| **16** Further learning at the same level or lower level, at the same provider or another provider | 🞏 |
| **19** Progressed to higher education (QCF Level 4 or equivalent, or higher), at the same provider or another provider | 🞏 |
| **20** Other (see notes in LLW manual) | 🞏 |
| **21** Employed (full-time) | 🞏 |
| **22** Employed (part-time) | 🞏 |
| **23** Transitioning to Job Support Wales | 🞏 |
| **98** Not applicable (part-time learner) | 🞏 |
| **99** Not known | 🞏 |
| **LP55** | Date terminated learning programme |  **d** |  **d** |  **m** |  **m** |  **y** |  **y** |  **y** |  **y** |
| **At the start of the Learning Programme, the LP55 should always be defaulted to 31129999****LP55 should be updated on termination of the Learning Programme** |

 Please can all learners who are undertaking a Work Based Learning (WBL) programmes and any other ESF funded

 programme with a requirement to be recorded on LLWR (which should be verbally communicated to the learner) sign below

 to confirm the following statement.

 ‘I am aware that the learning I am undertaking is partly financed by the European Social Fund through the Welsh

 Government.’

|  |  |
| --- | --- |
| Learner Signature |  |
| Name (please print) |  |
| Date |  |
| Provider Signature |  |
| Name (please print) |  |
| Date |  |

**Declaration GDPR – General Data Protection Regulation**

 **I can confirm that the Privacy Notice has been made available to me which explains how my data will be processed**

 Learner Signature Name (please print) Date

 **………………………………… ………………………………….. …………………………….**

 Learning Provider Signature Name (please print) Date

 **…………………………………… …………………………………… ……………………………..**

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| **LP83** | Record which version of the privacy notice the learner has seen during this enrolment process |  |  |

**Lifelong Learning Wales Record (LLWR) Privacy notice Part One (Short Version)**

It is mandatory that the LLWR Privacy Notice is seen by each learner during the enrolment process and for those learners that are currently in learning.

# Introduction

The learning programme you are about to enrol on is funded either directly by the Welsh Government (WG) or part funded via the European Social Fund (ESF) approved operations (through the Welsh Government).

Your participation in the programme is dependent on you providing personal data. The legal basis we rely on to process your personal data is article 6(1)(e) of the General Data Protection Regulation. This allows us to meet our legal duties and administer and monitor the funding we provide. Where you provide special category information, such as ethnicity, this will be processed with your consent.

A full list of special category data can be found in [Part Two/Full Version](#_Lifelong_Learning_Wales_1) of the privacy notice

The Welsh Government will be the data controller for the personal information you provide.

If your programme is ESF funded, you will be asked by your learning provider to supply additional evidence such as a passport, recent payslip or qualification certificate. A copy of this evidence will be

kept by your learning provider for ESF audit purposes, and a sample of learner evidence across providers will be sent to the Welsh Government.

**What will the Welsh Government use your information for?**

The Welsh Government uses your data for funding, planning and policy development as well as monitoring learner outcomes (such as achievement of qualifications, learner progress and destinations).

Additionally, your data will be used in official statistics and research about post-16 learning, including how health and individual circumstances affect the educational outcomes of learners in Wales. Our official statistics reports give an overall picture of learners in Wales, what they study, their achievements and their destinations after they leave learning. They include, for example, information on patterns in learners’ gender, ages, and the qualifications, subjects and levels they are studying. Individual learners cannot be identified in these publications.

Research organisations will also use post-16 learner data to evaluate Welsh education policies and programmes. As part of these evaluations, they may also conduct optional learner surveys, which will assess the impact of a programme on the individual learner as well as contribute to future Welsh Government policy development; for example, establishing how much apprentices are paid, which then contributes to developing a national minimum wage policy.

In order for the Welsh Government to evaluate the impact of its programmes on certain groups of learners, we will link your data with other educational records we hold, such as the Pupil Level Annual Schools Census, Welsh Examinations Database and Higher Education Statistics Authority. We use this linked data to help us understand the progress and outcomes of learners in Wales, to inform our research, performance measures and statistical publications. We may also share this linked data with researchers and with our partners, including Estyn and Qualifications Wales, to help them carry out their own data analysis to inform inspections and reviews. Individual learners cannot be identified in the linked data we share with our partners.

For a more detailed list of how your data is used, please refer to Part Two/Full Version of this privacy notice or [click here](#_Lifelong_Learning_Wales_2).

**Who the Welsh Government shares your data with and why**

 Please [click here](#_Lifelong_Learning_Wales_2) or go to <https://gov.wales/lifelong-learning-wales-record-privacy-notice-2019>

for the Part Two/Full Version of the privacy notice for a complete explanation of who we share your data with and why.

# Your rights and choices under the General Data Protection Regulation (GDPR) include:

* access to the personal data the Welsh Government holds on you
* requiring the Welsh Government to rectify inaccuracies in that data
* objecting to processing on grounds relating to your particular situation (in some circumstances)
* restricting processing (in some circumstances)
* having your data erased (in certain circumstances)
* lodging a complaint with the Information Commissioner’s office (ICO) who is the independent regulator for data protection

**How long will the Welsh Government keep your data for?**

|  |  |  |
| --- | --- | --- |
| **Data Type** | **Data Retention Period**  | **Data uses** |
| Further Education and Adult Learning |  Your data will be deleted after 10 years | This enables the Welsh Government to analyse learner data and create reports over a period of time. These reports will be used to help inform policy decisions or to forecast future funding. Where learning is ESF funded data is kept so that it can be checked and audited. The timescales for keeping data are decided by the European Union. |
|  Work Based Learning | Your data will be deleted 10 years after the end of the contract period |
| Welsh For Adults | Your data will be deleted after six years |
| Your data will be kept for a longer period for statistical and research purposes.  |

# Contacts

For further information about the information which the Welsh Government holds and its use, or if you wish to exercise your rights under the GDPR, please write to us using the details below:

Data Protection Officer

Welsh Government

Cathay Park

Cardiff CF10 3NQ

Email:dataprotectionofficer@gov.wales

To contact the Information Commissioner’s Office, please see details below:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

029 2067 8400 (Wales helpline) or 0303 123 1113 (UK helpline)

Website:[**ICO**](https://ico.org.uk/)

# Notifications of changes

# This Privacy notice was last updated on 1 May 2019 and we keep it under regular review to make sure it is up to date and accurate. We will always notify you of changes to the use of your data via this Privacy notice and your provider. All of the Welsh Government’s processing will comply with data protection legislation.

If you prefer not to supply your special category data at any time, you must contact your learning provider who will update your record.

 <https://gov.wales/lifelong-learning-wales-record-privacy-notice-2019>

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