

Learner Data Form (2021-22)

PLEASE USE BLACK PEN AND WRITE CLEARLY IN BLOCK CAPITALS

ONLY SUBMIT THE ORIGINAL FORM, NOT A PHOTOCOPY

Establishment	
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Section 1 - Learner Personal Details

PNomis		ULN	
Forename		Surname	
DOB			
Nationality			
"Looked after" status	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Section 2 - Ethnicity

- White – British
- White – Irish
- White – Gypsy or Irish Traveller
- White – any other White background
- Mixed - White and Black Caribbean
- Mixed - White and Black African
- Mixed - White and Asian
- Mixed - Any other Mixed background
- Asian or Asian British - Indian
- Asian or Asian British - Pakistani
- Asian or Asian British - Bangladeshi
- Chinese
- Mixed – 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 / African / Caribbean background
- Arab
- Any other ethnic group
- Not provided

Section 3 – Language Status

- English
- Welsh
- Bilingual
- ESOL

Section 6.1. – Basic Skills Assessments

	Date of assessment	Pre-Entry	Entry 1	Entry 2	Entry 3	Level 1	Level 2	Level 3	Source	Comments (extenuating circumstances)
English										
Maths										
ICT										

Section 7 – Learner Declarations

Data Protection

We are committed to protecting the privacy of the personal data we process. We have a Privacy Notice that explains how and why we use your personal data. Any member of Novus staff can provide this to you on request.

We may need to share your personal data with other organisations, such as:

- the prison service (e.g. HMPPS, MoJ, G4S),
- awarding organisations,
- local authorities,
- schools and colleges,
- parents (where applicable),
- potential employers,
- and other agencies supporting you (where applicable).

If you have any questions, or want to know more about how we process your personal data, you can:

- write to us: Data Protection Officer, LTE Group, Whitworth House, Ashton Old Road, Manchester M11 2WH, or;
- ask somebody to contact us on your behalf: dpo@ltegroup.co.uk.

Learning Records Service

The information you supply is also 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> (available on request from a member of Novus staff).

Learning Agreement

- I agree to attend all activities that relate to the programme of study I am enrolled on.
- As part of the programme I will participate in a core curriculum of English, Mathematics and IT in support of a specific main education pathway.
- By signing this form, I am declaring that the contents are true and accurate, and that any inaccurate information given knowingly or fraudulently may lead to prosecution.

Section 8 – Learner Signature

Signature		Date	
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Section 9 – Colleague Details

Staff Name			
Signature		Date	



Ministry
of Justice



Learning
Records
Service



European Union
European Structural
and Investment Funds



matrix
Quality standard for information
referral and guidance services



Youth
Custody
Service