

How to enrol online

1. Please open your enrolment email and click on the link provided. This link is specifically for your course, you have applied for and have been given an offer to.

Dear

Student Reference:

Online Enrolment

Congratulations on receiving an offer of a place on the course at our Plumpton campus, starting in September 2020. We now need to enrol you on to your course so that you're ready to begin your exciting journey with us.

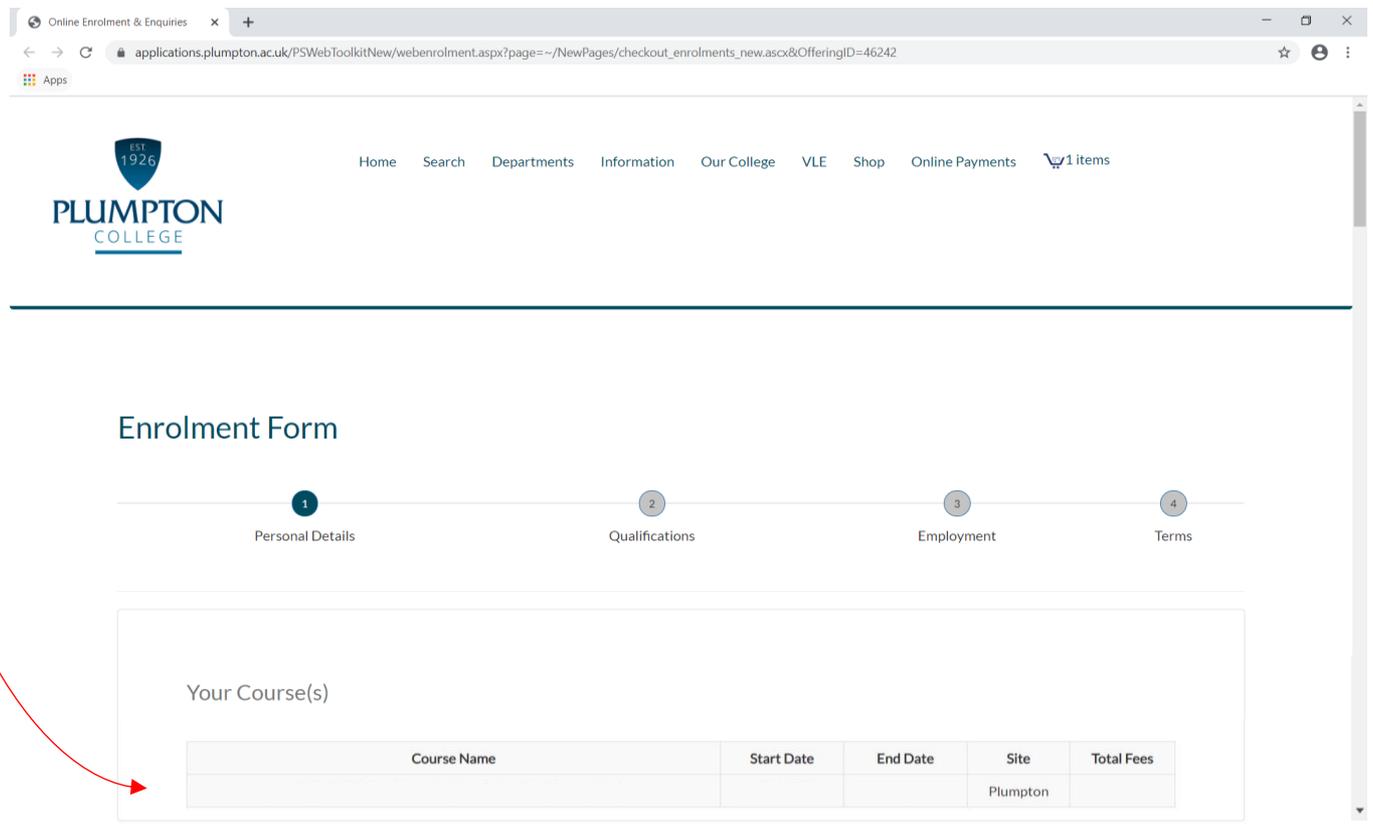
To support our social distancing measures, we are asking all students to **enrol online** and this will avoid an unnecessary visit to the college at what is a very busy time.

Please click on this link which will take you to our online enrolment pages where you will be able to enter your personal details:

[Click here to be taken to our enrolment page](#)

It is essential that this is completed by 25 August so that we can confirm your enrolment and ensure you are able to start your course with us in September.

2. The enrolment form will now open in your chosen web browser as shown below. The 1 item in your basket is the course you are enrolling onto; more details are shown lower down the page. Please ensure this is correct before completing the form. If it is incorrect please contact us via enquiries@plumpton.ac.uk or 01273 890454.



Course Name	Start Date	End Date	Site	Total Fees
			Plumpton	

Error indicator

- Surname must not be blank
- First Forename must not be blank
- Title must not be blank
- Date Of Birth (please ensure this is correct) must not be blank
- Legal Gender must not be blank
- Telephone must not be blank
- Mobile must not be blank
- Personal Email must not be blank
- Home Address must not be blank
- Town must not be blank
- County must not be blank
- Nationality must not be blank
- What is your Ethnicity must not be blank
- What is your country of Residence must not be blank
- Emergency Contact Name must not be blank
- Emergency Contact Relationship must not be blank
- Emergency Contact Phone number must not be blank
- Emergency Contact Email Address must not be blank
- Please enter a valid Postcode

If at any point you try to go to the next page without providing mandatory information, an error message will appear either at the top or bottom of your webpage. This will clearly indicate what information is missing or is invalid (example above). Please amend your information accordingly.

Personal Details

Unique Learner Number (If Known)

Surname

First Forename

Known As Name

Title

Date Of Birth

Legal Gender

Telephone

Mobile

Personal Email

Main Address

Home Address

Address Line 2

Town

County

Postcode

Number of years at current address

Nationality

Nationality

What is your Ethnicity

What is your country of Residence

Will you have lived continuously in the UK or EU for more than 3 years on the first day of your course?

 Yes No

3. Please fill in all the available fields with the relevant details.

All those in bold are mandatory.

We must have your legal name which appears on your ID.

Please ensure your email address has been entered in lower case characters. If you have used capital letters it will not let you continue.

Please double check your Date of Birth has been entered correctly as it can default to the current year.

4. If you are a student who has your own vehicle which will be parked on campus for the duration of the day/night (if a residential student) please provide us with your vehicle details. Our student services team require this.

Vehicle Details

For a parking permit, please fill in your vehicle details

Vehicle Colour

Vehicle Make

Vehicle Model

Vehicle Number plate

If you select 'No' to this question, please complete the further questions which appear as shown below.

Will you have lived continuously in the UK or EU for more than 3 years on the first day of your course?

Yes No

Visa Type

Date of Entry into the UK (If non UK or EU resident)

What country did you arrive from?

Visa Expiry Date

Parent/Guardian/Emergency Contacts

Primary Contact

Emergency Contact Name

Emergency Contact Relationship

Emergency Contact Phone number

Emergency Contact Email Address

Do you live with this person?

Secondary Contact

Emergency Contact Name

Emergency Contact Relationship

Emergency Contact Phone number

Emergency Contact Email Address

Do you live with this person?

Learner Support

Do you have any disabilities or learning difficulties?

 Yes No

Are you any of the following?

In care?

Young carer?

Young parent?

Care leaver?

Do you have an Education Health & Care Plan?

Are you eligible for Free school meals?

1 - 14-15 year old learner is eligible for free meals
2 - 16-19 year old learner is eligible for and in receipt of free meals

Describe best your household situation

01 - No household member is in employment and the household includes one or more dependent children
02 - No household member is in employment and the household does not include any dependent children
03 - Learner lives in a single adult household with dependent children
98 - Learner has withheld this information
99 - None of HHS1, HHS2 or HHS3 applies

8. To go to the next page, click 'Next' which is located in the bottom left hand corner.

5. In this section, you will need to provide us with your emergency contacts details. *Please ensure they are up to date.*

We require all fields to be completed e.g. Full Name, Relationship, Main contact number etc.

You will also need to provide us with a secondary contact, for situations where we are unable to get hold of your primary. However, we do understand if you only have the one.

Please ensure you also make us aware if you live with that person by ticking the relevant box.

6. Please complete the 'Learner Support' section.

If you select 'Yes' to this question, please complete the further questions which appear as shown below.

Learner Support

Do you have any disabilities or learning difficulties?

 Yes No

The information entered here is to help us prepare for your learning, you will not be disadvantaged in any way by entering this information

Primary Disability/Learning Difficulty

Do you have additional learning needs?

Is additional support on your course required?

Do you have a HEFCE Disabled Students Allowance or Personal Independence Disability Living Allowance?

Please provide any extra information that can help us to help you

Notes

8000 characters left

7. Please tick any boxes which are applicable to you.

Please click the drop-down arrow if you are eligible for 'Free School Meals' and select option 1 or 2 which applies to you.

Again, please click the drop-down arrow to describe your household situation.

Personal Details Qualifications Employment Terms

Prior Attainment and School details

What is your highest level of Qualification?

Entry level
Full level 2
Full level 3
Level 1
Level 4
Level 5
Level 6
Level 7 and above
No qualifications
Not known
Other qualification, level not known
Other qualifications below level 1

Use the following table to help you pick the correct qualification level...

Level	Academic Qualification Equivalent	Vocational Qualification Equivalent
Entry Level	Word Power / Number Power	
Level 1	GCSE/O Level Grades D-G (or fewer than 5 at grades A-C) CSE below Grade 1.1 AS Level	BEC General Certificate BEC Diploma BTEC First Certificate City & Guilds Operative Awards CPVE Year 1 (Technician) GNVC Foundation LCCI Elementary/First Level NVQ Level 1 PEI Elementary/First Level RSA Elementary/First Level RSA Vocational Certificate
Level 2	GCSE/O Level (5 or more at Grades A-C) CSE Grade 1 (5 or more) 1A Level 2/3 AS Levels	BEC General Certificate with Credit BEC Diploma with Credit BTEC First Diploma City & Guilds Higher Operative/Craft GNVC Intermediate LCCI Certificate (Second Level) NVQ Level 2 PEI Stage 2 Ptimsans Intermediate Level 2 Diploma Certificate RSA Diploma
Level 3	2 or more A Levels 4 or more AS Levels	BEC National ONC/OND BTEC National ONC/OND City & Guilds Plumpton Craft (GNVC) Plumpton LCCI Diploma (Third Level) NVQ Level 3 Ptimsans Level 3 Plumpton Higher Certificate RSA Stage 3 Plumpton Diploma TEC Certificate/Diploma Access to Higher Education Courses ESOL & Foreign Language Plumpton Awards
Level 4	Teaching Qualifications (Including PGCE) First Degree	BEC National HNC/HND BTEC National HNC/HND Higher Education Certificate Higher Education Diploma LCCI Plumpton Level NVQ 4 Nursing (SRN) RSA Plumpton Certificate RSA Higher Diploma
Level 5	Master's degree Ph.D. or other doctorates	

School Details

Previous/Current School

Date From

Date To

Are you still at this school?

9. Click on the drop-down arrow to select your highest-level qualification achieved. If you are unsure there is a table below to help you.

10. Once again, click on the drop-down arrow to select your previous/current school.

Please include date from and to along with the tick box question.

Qualifications

Please provide your grades

Please include information on all qualifications studied i.e. GCSE, BTEC Diplomas, A-Levels, NVQs. If you have not yet taken your exams, please provide us with your predicted grades.

No prior qualifications

Qualification	Subject (if not in list)	Grade	Predicted Grade	Date Awarded

Add Row

Maths and English

Did you achieve GCSE English by the end of Year 11?

Did you achieve GCSE Maths by the end of Year 11?

11. If you have prior qualifications, please enter these into the available fields along with the grade achieved/predicted grade and the date it was awarded.

If the qualification you wish to enter is not in the drop-down box please type the subject into the free type field provided.

In addition, tick these boxes if your answer is 'Yes' to the questions. If you answer is 'No', please leave them unticked.

To add more than one qualification, you will need to click the 'Add Row' button in green. Continue to do this until you have entered all your qualifications.

Evidence Upload

All Students:

ID and address proof for example passport, driving license or council tax letter

For Aged 16-19:

Evidence of GCSE (or equivalent) grades

For Adults Aged 19+:

Benefit evidence for fee remission

Evidence of low wage for fee remission

Confirmation of your advanced learner loan

Type of Evidence	Notes	Attachment	Remove
		No attachments uploaded yet	

All evidence which has been uploaded will be listed in this table.

12. To enable us to enrol you, we will need ID and address proof e.g. passport, driving license or council tax letter.

To upload this all you need to do is click the drop-down arrow next to 'Type of Evidence' and select 'Other'.

Please mention in the 'Notes' box what ID you are uploading or any other information you feel we need to know about that evidence.

Then click 'Choose File'. This should now open up your files/images on your device. Please then select the relevant image/scanned document you wish to upload. We accept pictures taken off your mobile phone or scanned documents.

After you have done this, please click the green 'Upload' button.

Failure to upload any required evidence will delay your enrolment and we will then need to contact you.

13. To upload any of the following, you will need to carry out that process again until all evidence required is uploaded.

For Aged 16-19:

Evidence of GCSE (or equivalent) grades

For Adults Aged 19+:

Benefit evidence for fee remission

Evidence of low wage for fee remission

Confirmation of your advanced learner loan



wrong
must be in colour



wrong
only you



wrong
do not obscure



wrong
too bright or dark



wrong
too close



wrong
no headwear
except religious or
medical



Your profile image should:

- have been taken in the last 6 months
- be in colour
- be shot against a plain background
- be clear and in focus
- be a close up of your full head and shoulders
- contain no other objects or people
- have clear contrast between yourself and the background
- not have hair in front of your eyes
- not include headwear other than for religious or medical reasons
- have nothing covering your face
- not have the 'red eye' effect

Choose File No file chosen

← BACK NEXT →

14. To upload a profile image you need to click 'Choose File'. This should now open up your images on your device. Please then select the suitable image you wish to upload following the guide above.

Then click next.

National Insurance number

Note: If you are on benefits, or applying for an apprenticeship, providing a National Insurance number is mandatory

National insurance number

15. Please provide us with a valid NI number. Those who are 16 and have not received one as of yet, you can provide us with this at a later date.

Select your Employment Status

Employment Status



- In Paid Employment
- Not Known/Not Provided
- Unemployed, looking for work and available to start work
- Unemployed, not looking for work and/or not available to start work

16. Click on the drop-down arrow to show your options. Select one that applies to you.

Select your Benefits Status

Benefits Status



- Another state benefit
- Employment and Support Allowance - Work Related Activity Group (ESA WRAG)
- Job Seekers Allowance (JSA)
- Universal Credit

17. If you are in receipt of any of the above please select one that applies to you.

If you are employed, go to Section A, If you are Unemployed, go to section B

Section A - Employed

Please tell us how many hours per week you are employed, and how long you have worked for

Emp Intensity



- Learner is employed for 0 to 10 hours per week
- Learner is employed for 11 to 20 hours per week
- Learner is employed for 21 to 30 hours per week
- Learner is employed for 31+ hours per week

If you are employed, go to Section A, If you are Unemployed, go to section B.

18. Section A – Employed

Please tell us how many hours per week you are employed, by selecting one of the options from the drop-down box after clicking the arrow.

Employment Length

4-6 months
7-12 months
Over 12 months
Up to 3 months

We also require information on how long you have worked for. Please select one that applies.

You may be entitled to reduced funds if

1. You live in London and earn less than £20,962 annually
2. You live outside of London and earn less than £17,004 annually

Does this apply to you?

(Please tick if Yes)

Please tick if any of these apply to you.

19. Section B – Unemployed

Please provide which benefit you are on (if any) and tell us how long you've been unemployed for and why

Section B - Unemployed

Please provide which benefit you are on (if any) and tell us how long youve been unemployed for and why

Unemployment Reason

1 - Redundancy
2 - Reasons other than redundancy

Please select one of the options from the drop-down box after clicking the arrow. This question is not mandatory. However, the field next to it (shown below) is mandatory to answer if you are unemployed.

Unemployment Length

12-23 months
24-35 months
6-11 months
Less than 6 months
Over 36 months

Please select a time frame which is accurate.

Employer Details

If your Employer will be paying your fees, this information is mandatory

Employer Name

Employer Address 1

Employer Address 2

Employer Address 3

Employer Address 4

Employer Postcode

Enter Postcode

Employer Email

Employer Tel

20. If your Employer will be paying your course fees, this information is mandatory.

Please leave this section blank if it does not apply to you.



Then click next.

1

Personal Details

2

Qualifications

3

Employment

4

Terms

Confirmation

Please take time to read through this declaration before proceeding

I understand that courses may be cancelled or re-scheduled if the required minimum enrolment numbers are not reached and that although information is correct at the time it is given, circumstances can lead to changes.

I understand it is important for the college to have up-to-date student records and I agree to inform my tutor if my address, telephone number or other details change.

I undertake to conform to the Regulations of the College. If tuition fees are not paid at enrolment, I agree to be invoiced.

I understand that for students under 18 years old on 1st September 2020, specified information, eg academic progress, unsatisfactory behaviour, will be provided to parents/guardians as a matter of course. For students reaching age 18 before the end of the course, such information will be provided to parents/guardians unless student specifically requests otherwise in writing to the group tutor. For students released or sponsored by employers to attend courses, specified information, eg academic progress, attendance, will be provided on request. For students aged 14-16 released from school to attend courses, specified information eg. academic progress, attendance, will be provided to the school. I give my consent for the College to contact other FE or HE Institutions on completion of my course, to confirm my progression route.

Privacy

Plumpton College Group will collect and process your personal data under GDPR Article 6e (Public Task) in order for us to carry out our public task of providing education and training. Contact details will not be used for marketing without your consent, which can be withdrawn at any time. However the college will use the contact information to contact you in order to carry out our duties to you, for example to notify you of a change of course date, and also to obtain data where legally required, such as destination surveys or annual satisfaction surveys. Further information relating to this can be found at [Plumpton Data Protection](#) Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: [ESFA Privacy Notice](#) You can agree to be contacted by other third parties by ticking any of the following boxes:

21. Please read the confirmation and privacy notice.

22. Next, please answer the question below.

Do you have any unspent criminal convictions?

Yes No

If you tick 'Yes', a further statement will appear below which you will need to read through.

*You do not have to declare spent convictions (under the Rehabilitation of Offenders Act 1974) except when you are applying for a course in teaching, health, social work, childcare or involving work with children or vulnerable adults, as this may affect your ability to attend work placements and possibly achieve your course. If you are unsure about what to declare please seek advice from our Safeguarding Team (you do not need to give your name) or we suggest you seek advice from Citizens Advice Bureau or the Probation Service, Youth Offending Team or NACRO – www.nacro.org.uk. If you have declared you have an unspent criminal conviction you will receive a letter or an email from the Designated Safeguarding Lead, who will review your disclosure and will inform you of any actions they may take. During this time your application/ enrolment will be placed on hold pending review of your disclosure. You may be required to come in for an interview to discuss your disclosure further. Please note that failing to complete this section or providing false information may lead to your application/ enrolment being withdrawn. Any information you provide the College Group in relation to criminal convictions will only be disclosed to third parties if this is necessary in the interests of the safety and welfare of other students or staff.

If you have declared a criminal conviction you may be asked to come in for an interview to discuss. Please note that failing to complete this section, or providing misleading or false information may lead to your application/enrolment being withdrawn.

23. Please continue to answer the tick box questions in regards to contact preferences, marketing etc.

Contact Preferences

Please select how we can contact you - Please tick the ones you are happy to agree to

SMS

Email

Social Media

Phone

Post

Occasionally, can we contact you for:

Learning Opportunities

For surveys and research

Choose the way which we can contact you about these

Email

Post

Telephone

Marketing

Please select if we are allowed to share your information on the following platforms (such as if you win an award)

Social Media

Email

Website

How did you hear about us?

- Careers Fair
- Current Student/attending a course
- Employer
- Facebook
- Floodlight
- Former Student
- Friends / Relatives
- Hotcourses
- Internet Search
- Newsletter
- Newspaper Advert
- None Provided
- Other
- Plumpton Information Morning
- Plumpton Open Day
- Plumpton Web Site
- Radio Advert
- School Visit
- Twitter

24. Please select how you heard about us

I confirm that I have read and agree to the declaration above

Signature

Clear

← BACK NEXT →

25. Finally, please confirm that you have read and understood the declaration by ticking the box and signing electronically with your cursor. If you have incorrectly drawn your signature, you can click the red 'Clear' button to start your signature again.

Then click 'Next' to complete.



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Online application/enrolment complete

Thank you for completing your online enrolment details. We will review your information and get back to you as soon as possible on the next steps of your journey here at Plumpton College. If you have any queries please let us know at Enquiries@plumpton.ac.uk

If you can't find the course you want, or you have a query about a course, enrolment or payment please call 01273 890 454

You have now submitted your enrolment to be processed. We will review your information and get back to you as soon as possible on the next steps of your journey here at Plumpton College. If you have any queries please let us know at Enquiries@plumpton.ac.uk.