

Dear Learner,

Please find enclosed funding paperwork for **the Level 2 Certificate in Understanding Behaviour that Challenges**.

Use the checklist to ensure you have provided all the required documentation. Incomplete or incorrectly completed documentation will result in a delay in starting your course.

Please read through all the sections and complete your details accurately, as outlined in the guidance below.

Application deadline: Friday 5th April.

All documents must be received by this date. Please refer to the guideline overleaf to complete the Enrolment Form

We realise that we require a significant amount of personal information and documentation. This is so that we can claim government funding on your behalf, and you do not have to pay for the course yourself. If you would like more details on how your information is used, please refer to the enclosed Privacy Notice.

What happens next?

Once we have received your enrolment form and other required documentation, this will be checked and confirmed.

We will contact you via email with your login details to confirm the start of your course and you will receive your welcome pack and course materials in the post. You will normally receive these within 5-7 working days of receiving your login details.

Many thanks

Qualified Education

Checklist

Have you:	Tick
Completed the enrolment form using the guidelines in this letter.	
Enclosed a copy of your ID . Passport, UK driving licence or UK birth certificate. Please include any name change documents if your name is different to your ID	
Enclosed a copy of proof of address dated within the last 3 months . Evidence can include any 'official' letters addressed to you and must include your name, address and date sent.	
Enclosed a copy of proof of employment dated within the last 3 months which shows your annual salary . <ul style="list-style-type: none"> • A wage slip dated within the last 3 months. • A copy of your contract of employment which outlines your gross annual salary – must be dated within the last 3 months. • A letter from your employer outlining your annual salary <p>Further information on funding and why we need this information can be found here: https://www.gov.uk/government/news/adult-education-budget-aeb-2018-to-2019-increased-flexibility-for-learners-in-receipt-of-low-wage</p>	
Added the correct postage to the return envelope and returned your completed form to: Qualified Education Ltd The Enterprise Centre University of East Anglia Norwich Research Park Norwich NR4 7TJ	

PLEASE DO NOT SEND ANY ORIGINAL FORMS. All personal details are destroyed once we have confirmed your identity.

FAQs

Will the course take up lots of my time?

The course lasts for **12 weeks** and you should expect to study for a **minimum of 6 hours per week** to successfully complete the course. It is at your school's discretion if they wish to allow you time to study for the course.

We ask that you take a moment to consider your commitment to the course before you proceed. Look at the course information and be realistic with yourself to ensure that you have enough time to complete the course.

How will I study?

The course is studied via distance learning. You will use our intuitive online e-learning platform to complete the course and your work will be assessed through the platform. You will receive course textbooks to support your learning, these will be posted out to you at the start of the course.

Once successfully completed you will receive an NCFE CACHE Level 2 Certificate in Understanding Behaviour that Challenges. This is a nationally accredited qualification.

Am I eligible for funding?

All teaching assistants working in Key Stage 2 in the Opportunity Area are eligible for funding for the Level 2 Certificate in Understanding Behaviour that Challenges.

Do I have to pay anything?

No. All teaching assistants working in the opportunity area receive this course free of charge. Funding for the course comes through either the Education and Skills Funding Agency (ESFA) or the Opportunity Area (OA).

Why do I need to provide proof of my income?

For 2018/19 the government are providing additional funding for anyone earning less than £15,736.50. To access this funding, we need to demonstrate that you are employed and your current earnings.

Guidelines for completion of enrolment form

Notes:

We will complete your Learner Reference Number and ULN Number once you return the form.

- **Section 1 – Complete all details.** Have you studied a course with us before? Please tick the box. Make sure you have added your National Insurance Number and your age plus all the other required details
- **Section 2 – Complete all details.** If your answer to criminal convictions is NO, please leave the second part of the question blank.
- **Section 3 – Complete all details.** Please provide an alternative contact
- **Section 4, 5 - Please complete.**
- **Section 6 – Please complete with details of your prior qualifications.** Include grades and dates. We will add your prior attainment level code.
- **Section 7 – Complete all details.** You must be employed in an Opportunity Area school to access funding for this course.
- **Section 8 – Not required**
- **Section 9 - Please complete.** You need to confirm that you are normally and lawfully a resident in the UK by ticking 'yes' in the 'learner' column. You need to complete details of either your passport, UK birth certificate or UK driving licence. If you were born outside of the UK, you MUST provide your passport details.

If you are using your birth certificate as proof of ID and this is in a different name, please also supply any name change documentation, such as a marriage certificate.

- **Section 10 – Please leave blank.** As you have not started the course you have not yet had any of these. We will complete this section on your behalf as you go through the induction process.
- **Section 11 – Please tick relevant box(es).**
- **Section 12 - Please read the learning agreement and confirm your age.** You must be over 19 to access funding for this course.
- **Section 13 – Please complete.** Ensure you understand how we will use your data and tick whether you would like to be contacted. While you are studying a course with us we will contact you for those purposes.
- **Section 14 – Please sign and date.**

Privacy Notice

United Colleges Group and Qualified Education Ltd Partnership

Qualified Education Ltd work with United Colleges Group to deliver qualifications funded by the Skills Funding Agency. Information that is shared with Qualified Education Ltd will automatically be shared with United Colleges group and vice versa.

How we use your information. This privacy notice tells you how we, United Colleges Group, will collect and use your personal data. The college processes data mainly under the lawful basis of **Public task**: collecting the data is necessary to perform tasks that colleges are required to perform as part of their statutory function. For full details of the legal bases see our website: <http://www.cwc.ac.uk/aboutus/Pages/Data-and-Privacy.aspx>

Why does United Colleges Group need to collect and store personal data? In order for us to provide you with education we need to collect your personal data this includes but is not limited to; name, address, date of birth, contact details, financial details, employment/educational history and relevant medical information. For a full list of the personal details we collect [see our website](#). We are committed to ensuring that the information we collect and use is appropriate for the purpose of education, and does not constitute an invasion of your privacy [see our website](#). For marketing purposes United Colleges Group would contact you for additional consent.

Will United Colleges Group share my personal data with anyone else? We may pass your personal data on to government agencies, employers and third-party service providers contracted to United Colleges Group. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with their procedures. If we need to pass your sensitive personal data onto a third party we will only do so when we are legally required to. [See our website](#)

How will United Colleges Group use the personal data it collects about me? United Colleges Group will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR) and UK data protection law, [see our website for full details of our Data Protection Policy](#). We will endeavour to keep your information accurate and up to date, and not keep it for longer than is necessary. United Colleges Group is required to retain information for examination, reference and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific educational requirements and agreed practices. We keep your data for 7 years after you have left the college, if your course is ESF funded we are obliged to keep your data until 2030. If you apply but do not enrol we keep your data for 2 years. CCTV footage is kept for 60 days. If your data is needed for legal proceedings we may need to keep it for longer in this case we will consult with you.

Under what circumstances will United Colleges Group contact me? Our aim is not to be intrusive, we will contact you to arrange interviews, to provide you with information about your studies. If you are aged under 18 we would like to keep your parents informed of your progress this includes information about your attendance and behaviour.

You have rights as a data subject to find out about your rights, how to make a complaint and how to make a subject access request see our website

If you have concerns about your data please contact our Data Protection Officer Grethe Woodward grethe.woodward@cnwl.ac.uk tel: 0208 208 5436/ 0207 258 7291. The Data Protection Officer for Qualified Education Ltd is Georgina Sexton georgina@qualified-education.co.uk tel: 01603 552313. You have the right to contact the ICO if we cannot resolve your complaint <https://ico.org.uk/concerns>