

Learner Registration Form

Please complete **both** sides of this document

Please print all information clearly.

The names will be printed on any certificates exactly as written on this form and should match your identification evidence.

<p style="text-align: center;">Why does ITC need my data?</p> <ul style="list-style-type: none"> To produce your certificate Monitor our qualifications to ensure they are inclusive and available to all To link your learning to your Unique Learner Number (ULN), where it is available 	<p style="text-align: center;">What happens to my data after I provide it to ITC?</p> <ul style="list-style-type: none"> We store your data securely for 5 years, then it is destroyed. You may request the data we hold about you at any time within the 5 years Your personal data will only be accessible to ITC First and your course provider.
<p>For more information about your rights associated with your data please visit the Information Commissioners Office website www.ico.org.uk or get in touch with ITC First at mail@itcfirst.org.uk</p>	

Forenames

Family (Surname) Name

Date of Birth

Gender (✓) Male Female Prefer not to disclose

What is your national identity? ✓ all that apply

English
 Welsh
 Scottish
 Northern Irish
 British
 Other please write

What is your ethnic group? Choose ONE column then ✓ the appropriate box				
White	Mixed / multiple ethnic groups	Asian / Asian British	Black / African / Caribbean / Black British	Other ethnic group
<input type="checkbox"/> English/Welsh/Scottish N. Irish/British	<input type="checkbox"/> White and Black Caribbean	<input type="checkbox"/> Indian	<input type="checkbox"/> African	<input type="checkbox"/> Arab
<input type="checkbox"/> Irish	<input type="checkbox"/> White and Black African	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Caribbean	<input type="checkbox"/> Other, please write
<input type="checkbox"/> Gypsy or Irish Traveller	<input type="checkbox"/> White and Asian	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other, please write	
<input type="checkbox"/> Other, please write	<input type="checkbox"/> Other, please write	<input type="checkbox"/> Chinese		
		<input type="checkbox"/> Other, please write		<i>(based on the 2011 UK census)</i>

Special needs or reasonable adjustment required (✓)	Yes	<input type="checkbox"/>	<p style="font-size: small; color: grey;">*If yes, please discuss with tutor/assessor before completing this box.</p>
	No	<input type="checkbox"/>	

***If YES: assessor and learner to discuss whether adjustments are required. If not then comment to be added in the box to indicate that no adjustments were required. If required, please comment in box and complete Access to Training & Assessment form (C4, send to ITC with learner registration form (02)). Assessor to annotate End of Course Details (06) indicating if adjustments were required for the training and/or assessment.**

Postal Address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Town/City

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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County

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Email

ITC will alert you by email before your qualification expires.

Telephone

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Mobile

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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ITC contacts learners to gather feedback about their experiences on courses and to monitor our qualifications for equality and inclusivity.

Please sign this form to confirm you understand and agree to its content.

- I acknowledge that I am registering on an ITC First qualification.
- If I am a late booking or have not received the pre-course information, I will inform the trainer.
- I am expected to take a full and active part in the course and be aware of my own health, safety and welfare as well as that of my fellow course participants. I will inform the assessor of any physical difficulty, illness or learning difficulty that will make completing any assessments difficult.
- I understand that the course has practical elements and confirm that I am fit enough for the practical demands of the course.
- I understand the assessment processes (being continually assessed by various methods including assessor observation), complaints and appeals processes available to me.
- I am aware that the assessment decision of the course assessor is provisional and will be confirmed (or not) after the assessment evidence for each candidate is moderated by ITC.
- I understand the rationale of the course and agree that it is suitable for myself.

Signature _____ Date _____

Qualification Title _____

Course Venue _____