



ENROLMENT FORM

TO REGISTER FOR ACCOUNTING COURSES AT A+

TO REGISTER FOR THE COURSE:-

- 1) Please fully complete this enrolment form and return to A+.
- 2) Clearly state your method of payment and attach a cheque or completed mandate as applicable.
- 3) Please read the A+ Terms & Conditions (a copy can also be found at www.aplustraining.co.uk).

On receipt of your fully completed enrolment form and payment of course fees we will issue you with your timetable and study material and register you on the programme.

LEARNER DETAILS:- (please print details clearly)

TITLE: Mr/Mrs/Ms/Miss/Other DATE OF BIRTH:

FIRST NAME: LAST NAME:.....

EMAIL:..... AAT NUMBER (If registered):

NATIONAL INSURANCE NUMBER:..... HOME ADDRESS (incl POST CODE):

HOME TEL: MOBILE TEL:

Are you in receipt of any other funding for training courses: YES/NO IF YES PLEASE GIVE DETAILS:.....

Name of school you attended (and town)

Tick the qualifications held

Less than 5 GCSE A-C	<input type="radio"/>	5 or more GCSE A-C	<input type="radio"/>	1 AS level	<input type="radio"/>
2 – 3 AS levels	<input type="radio"/>	4 or more AS levels	<input type="radio"/>	1 A level	<input type="radio"/>
2 or more A levels	<input type="radio"/>	NVQ 1	<input type="radio"/>	NVQ 2	<input type="radio"/>
NVQ 3	<input type="radio"/>	GNVQ Foundation	<input type="radio"/>	GNVQ Intermediate	<input type="radio"/>
NVQ Advanced	<input type="radio"/>	Access to Higher Ed Crse	<input type="radio"/>	Other (state below)	<input type="radio"/>
Foundation Degree	<input type="radio"/>	Degree	<input type="radio"/>		
Other:					

Where did you hear of this course?

Newspaper advert	<input type="radio"/>	Job centre	<input type="radio"/>	Internet	<input type="radio"/>
Word of Mouth	<input type="radio"/>	Employer	<input type="radio"/>	Other	<input type="radio"/>

For office use only

Enrolment Form No:

Date of Birth Check: Y ES / NO Personal Tutor (NVQ)..... Reviewer:.....

Progression/New Start:..... Funding Stream..... Funding Value:.....

Invoice Date: Invoice Number: Top Up Amount:

State Aid Match Required: YES / NO Reason: Enrolled On/By:

Comments:

AT WHICH ACCOUNTANCY PLUS CENTRE, DO YOU WISH TO STUDY? Mark Clearly with an X

Note: Not all classes are available in all venues (Grey shaded boxes are unavailable)

CENTRE NAME: Level	EXETER			PLYMOUTH			TAUNTON		
	2	3	4	2	3	4	2	3	4
Workshops									
Weekly Day Release Classes									
Weekly Evening Class									

Awarding Body – please tick (Level 2 only)

AAT Payable direct to AAT	Edexcel £100.00 payable to A+

We are currently offering the Level 2 Certificate in Accounting via a choice of awarding bodies – AAT or EDEXCEL. Please see price list for comparison. Please also see below link for rationale of this choice.

<http://www.aplustraining.co.uk/documents/general/aatedexcel.pdf>

A) COURSE FEES

(i) PRICE for Learners Eligible for Funding

Funded Fees for Taught Courses only (class attendance required). Prices exclusive of VAT

	WBL 16-18	WBL 19+				Learner Responsive (Devon and Cornwall only)			
		Small employer		Large employer (1000+ employees)		Employed		In receipt of benefits	
		Awarding Body:-		Awarding Body:-		Awarding Body:-		Awarding Body:-	
		AAT	Edexcel	AAT	Edexcel	AAT	Edexcel	AAT	Edexcel
Level 2	£0	£350	£550	£600	£800	£600	£800		£0
Level 3	£0	£750		£1000		£750		£0	
Level 4	£0	£850		£1,145		£850		£0	

We are offering the Level 2 Certificate in Accounting via a choice of awarding bodies – please refer to the above. Levels 3 and 4 will be studied via AAT. AAT students take computer based exams. The higher Edexcel fee a) reflects the cost of APlus assessing student's work but b) is balanced out by the exam/membership fees payable by AAT students. We have tried to set the fees so there is minimal overall cost differential for learners.

(ii) PRICE for Learners Not Eligible for Funding

	Full Fee. Prices exclusive of VAT
	Taught Courses
Level 2	£1,700
Level 3	£1,800
Level 4	£1,900

For learners who wish to study via distance learning please contact APlus Learning Innovations on 01392 435349.

B) ADDITIONAL FEE FOR COMPULSORY MANUALS

Level 2* £0 Level 3 £126.40 Level 4** £120.00

* At Level 2 our own learning materials provide sufficient study material.

** At Level 4 there are 4 optional units of which learners must achieve 2 for membership of the AAT. The fee for manuals at Level 4 includes the costs for 2 optional units.

TOTAL AMOUNT TO PAY

A) Insert Course fees price from above (add VAT at 20%)

B) Insert Manuals price from above (no VAT on manuals)

C) Level 4 only - Insert additional unit costs (manual +class +assessing + exam fee)

D) Insert Edexcel Awarding body Fee (if you wish to study Level 2 Accounting via the Edexcel Awarding Body (If you wish to study Level 2 Accounting via the AAT Awarding Body the registration fee is payable direct to the AAT)

TOTAL AMOUNT PAYABLE.....

V1.1 22/9/11

£
£
£
£
£

I* / my employer* would like payment terms as follows (please tick). * Delete as applicable

A receipt will be issued when payment has been received

Please note enrolments will not be processed unless accompanied by a deposit of £100 or the payment in full.

1)	I attach a cheque for the amount indicated above. Please make cheques payable to Accountancy Plus Training Limited	
2)	I would like to pay by debit/credit card. Details attached.	
3)	I would like to pay by 6 monthly instalments by Standing Order. Standing Order details attached. I accept the administration charge of £30.00 + VAT for this facility and enclose £100 deposit.	
4)	I am aged 16-18 at time of enrolment.	

EMPLOYMENT DETAILS:- (please print details clearly)

ARE YOU CURRENTLY EMPLOYED?

IF YES – ANSWER QUESTIONS BELOW:

- 1 State number of hrs you wk
- 2 How long have you worked for your employer?
- 3 Is your employer in support of your training? YES /NO
- 4 Number of employees

IF NO – ANSWER QUESTIONS BELOW:

- 1 Are you in receipt of any income based benefits? YES / NO
- Please state (e.g. Job Seekers Allowance):
-
- Please now sign the learner agreement at bottom of this page*

EMPLOYER DETAILS:- (please print details clearly)

EMPLOYER NAME AND ADDRESS (Incl POST CODE):.....

.....

SUPERVISOR'S NAME: SUPERVISOR'S EMAIL:

TEL: FAX:

EMPLOYER AGREEMENT:- (please print details clearly)

Where funding is available - I understand that there may be a requirement for:

- A+ to attend these premises in order to complete the necessary paperwork to obtain the funding and that I will need to be available to sign this paperwork.
- A+ to carry out a health and safety review at these premises and I confirm that any actions resulting from this review will be attended to.
- A+ to attend these premises at least once every 12 weeks in order to review the learner's progress.

I confirm the business holds employer and public liability insurance.

I have read and agree to A+ terms & conditions. (Terms and Conditions are on the A+ Website)

Signed: Date:

State Name: Position:.....

LEARNER AGREEMENT:-

I confirm that I have read and followed points 1-4 on Page 1.

I accept that funding for courses can change – and funding stated may not be available at time of enrolment. If the fee has changed - I will be contacted prior to enrolment. I accept that A+ reserve the right to select the funding stream.

In addition to the above, I have also read, understood and accept your terms & conditions.

I agree that all the information on this form is correct.

Signed: Date:

ADDITIONAL INFORMATION

Please tick the category you feel most describes your ethnic origin?

- 31 English/Welsh/Scottish/North Irish/British
- 32 Irish
- 33 Gypsy or Irish Traveller
- 34 Any other White Background
- 35 White and Black Carribean
- 36 White and Black African
- 37 White and Asian
- 38 Any other mixed/multiple ethnic background
- 39 Indian
- 40 Pakistani
- 41 Bangladeshi
- 42 Chinese
- 43 Any other Asian background
- 44 African
- 45 Carribean
- 46 Any other Black/African/Carribean background
- 47 Arab
- 98 Any other ethnic group

Have you been living in the UK or European Economic Area as a permanent resident on the last 3 years (ignore short periods of holiday)?

- Yes No
- If No, where you been living?
- What passport do you hold?
- Please state your Nationality

Do you have, or need, a visa to study in the UK?

- Yes No

Do you have refugee status?

- Yes No

Is English your second language?

- Yes No

If yes, do you require support?

- Yes No

FUNDING ELIGIBILITY

Do you have a degree?

- Yes No

Do you have a Level 5 or 6 qualification e.g. Masters, NVQ Level 5, Chartered Accountant?

- Yes No

Please tick any of the boxes that apply to you.

- In employment
- Self employed
- Overseas student
- Unemployed for less than 6 months
- Unemployed for 7-12 months
- Unemployed 1-2 years

HOW MANY PEOPLE WERE EMPLOYED IN THE LAST APPROVED ACCOUNTING PERIOD (ACROSS THE WHOLE ORGANISATION)?

10 or less 11 to 49 50-249 250 to 999 Over 1000

WHAT IS THE LEGAL STATUS OF YOUR ORGANISATION? (IF NECESSARY TICK MORE THAN ONE BOX).

Sole Trader		Public Sector Organisation/Local Government	
Partnership		Private Limited Company	
Receive 50% or more of your funds from a public sector source.		Voluntary/ Community Sector /Not for Profit Organisation	

Please tell us about any disabilities, which may affect your learning. Completing this section will not affect you getting onto a course.

DISABILITIES

- 05 Asthma
- 05 Diabetes
- 03 Disability affecting mobility
- 06 Emotion / behavioural difficulties / ADHD
- 05 Epilepsy
- 02 Hearing impairment
- 31 ME
- 07 Mental ill health
- 90 Multiple disabilities
- 09 Profound complex disabilities
- 08 Temporary disability after illness
- 01 Visual impairment
- 98 No disability
- 99 Not known / Not provided
- 99 Do not wish to declare
- 97 Other

LEARNING DIFFICULTIES

- 32 Aspergers
- 20 Autism Spectrum Disorder
- 11 Dyscalculia
- 10 Dyslexia
- 31 Dyspraxia
- 01 Moderate learning difficulty
- 90 Multiple learning difficulties
- 02 Severe learning difficulty
- 98 No learning difficulty
- 99 Not known / not provided
- 99 Do not wish to declare
- 97 Other

Do you have a medical condition that needs treatment?

- Yes No

Do you need extra help to complete your course?

- Yes No

Any disclosure of disability will only be used to help us to ensure that we make any reasonable adaption's that would support you on your course.

-
- Unemployed 2-3 years
 - Looking to return to work after being out of the labour market for more than 2 years
 - In / recently left care
 - Lone parent with dependants
 - Live in a rural area

PAYMENT BY CREDIT/DEBIT CARD AUTHORISATION FORM



If you wish to pay for the course by credit or debit card, you can either ring 01752 256610 and we will put your transaction straight through, or you can fill in the details below and return it with your enrolment form.

We accept most major cards with but not American Express and Diners Club.

If you prefer not to telephone then simply supply us with the following information, please note that all fields are mandatory.

CARD HOLDER INFORMATION

Name on Card: Mr/Mrs/Ms/Miss (please circle)

Address of Cardholder:

.....

.....

Postcode:

Contact Telephone Number:

CARD INFORMATION

Card Type:

Card Number:

Start Date:

Expiry Date:

Issue Number: (if applicable)

Security Code (last 3 No's on the back of the card)

Amount to be taken from card (£):

I authorise the amount above to be taken from my card

Signature: Date:

Your details will be only kept until the transaction has gone through and will then be securely shredded. No electronic version of this information will be created.

**PAYMENT BY 6 MONTHLY
INSTALMENTS
STANDING ORDER MANDATE**



Accountancy Plus (Training) Ltd
2nd Floor Gordon Court
4 Craigie Drive, The Millfields
Plymouth PL1 3JB

Tel 01752 256610
Fax 01752 256611
Email: info@aplustraining.co.uk
www.aplustraining.co.uk

PLEASE COMPLETE IN BLOCK CAPITALS

To: Bank SortCode

Address
.....
.....

CUSTOMER DETAILS

Account Name Account No.

Home Tel No Mobile No.

ORGANISATION YOU WISH TO PAY

Name of organisation: ACCOUNTANCY PLUS (TRAINING) LTD
Bank and Branch Name: LLOYDS TSB BANK PLC, FORE STREET, OKEHAMPTON, DEVON EX20 1HJ
Account Number: 01217840
Sort Code: 30-96-23
Ref to be quoted

PAYMENT DETAILS (Please include the £30 + VAT Administration fee)

Amount of Monthly Payment £

Amount in Words

PAYMENT SCHEDULE

Day of Monthly Payment

Date of First Payment Date of Final Payment

CONFIRMATION

Signature Date

A+ TERMS AND CONDITIONS

Ordering and payment of fees

The completed enrolment form must be accompanied with the appropriate fees paid in full or by completed payment instruction. If these conditions are not met we reserve the right to not process the enrolment further.

Apprenticeship funding (from the SFA)

Funding may be available to persons who are not educated to degree level. In order to claim funding you must be employed and working at least 30 hours per week. If you work less than 30 hours we may still be able to get funding for you so please discuss this with us prior to enrolment. In order to receive funding, your employer's support will be required so please ask them to complete the Employer's Authorisation form.

If you are 16-18 years old and enrolling for Level 2 (Foundation) the funding will fully cover the course fees, however for 19+ funding an enrolment fee will be charged. (Subject to large employer status as detailed below).

Large employer (1000+ employees)

Funding may be available as above however for 19+ funding a larger supplement is required. This supplement is required as a result of lower funding levels established by the government.

Please be aware funding cannot be guaranteed as funding is extremely limited.

The information you supply will be used by the Chief Executive of Skills Funding Agency, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at www.learningrecordservice.org.uk/privacynotice

State Aid Contribution

From 1 August 2010, monitoring has commenced on State Aid (Training Aid) covering 19+ work based learning, with a requirement for the employer (commercial) to contribute 50% of the funding received towards the cost of the training. The training provider (A+ Training) will need to evidence the 50% contribution in the form of an invoice to the employer and/or timesheets for the learner. It is a requirement of the European Commission that the employer maintains wage or payroll records to demonstrate how much each learner was paid, to be retained for up to 10 years. For further information, please visit <http://skillsfundingagency.bis.gov.uk/Search.htm?Term=State+Aid+FAQ&Search=1>

Learner Responsiveness Funding

Funding may be available to persons attending classes (i.e. not distance learning). The training will be provided by A+ for all the AAT courses, course funding will be supplied by City College Plymouth (CCP). These courses will be monitored by CCP, with access to CCP premises being available to the learner, if required. If you are employed a top up fee will be payable. If you are registered unemployed and/or in receipt of benefits, funding will fully cover the cost of the course. Please contact us for eligibility.

Training period

A+ will undertake to supply all elements of the course for which you have enrolled for a period of 18 months from the date of your enrolment. A+ reserve the right to charge for any provision made after the 18 months have expired.

Payable separately

Please note that the Computer Based Assessment (CBA) fees and EDEXCEL registration fees are payable separately to A+ and membership fees are payable separately direct to the AAT.

Registration with the AAT/EDEXCEL / Registering for Exams

Please note that it is your responsibility to register as a student with the AAT and without this you will be unable to take your CBAs. Learners cannot be entered for an exam if the AAT membership fees have not been paid to the AAT. A+ will register you as a student with EDEXCEL on receipt of your registration fees.

Cancellations

Once enrolment has taken place, cancellations are not allowed and no refunds will be given. This programme is non-transferable.

Moodle Authorisation

The Moodle Virtual Learning Environment is a platform that allows us to make available to our learners all course material currently issued in hard copy format throughout the duration of their learning programme.

Moodle has a tracking facility that allows us to monitor your usage of the system and the results of any on-line tests that you perform through Moodle. It is important that we are able to do this to allow us to give you appropriate support during the programme. It is therefore a requirement of granting you access to the A+ Moodle that you grant us permission to perform these monitoring activities.

Our Student Tracking Application (STA) will hold all learner data including course results, by signing the enrolment form you consent to your details being monitored by A+ and your employer, by means of a personal log in, if they are supporting your studies with A+.

Payment of fees

The learner/employer agrees:-

- To be responsible for the payment fees as shown on the enrolment form, including top up fees where applicable.
- VAT is charged at 20% and 0% on manuals.
- To pay fees on enrolment.
- To pay invoiced fees within 30 days of enrolment.
- That the fees remain payable, whether or not the learner attends regularly.
- That A+ Training reserve the right to discontinue the course in the event of unsatisfactory work, bad attendance and / or bad behaviour (In these circumstances fees remain payable in full).

Data Protection Act 1998

Accountancy Plus (A+) will process personal information about our students in accordance with the Data Protection Act 1998. By completing and signing the enrolment form you consent to your personal data being used by A+ for such purposes as:

- your education, including progression and assessment of quality of delivery;
- reporting of student progress and absenteeism and qualification outcome to employers/sponsors/parents as appropriate and reporting for Education Maintenance Allowance or the Adult Learning Grant purposes;
- your security and health and safety; including use of CCTV upon A+ premises;
- legal and statutory duties and responsibilities;
- funding and auditing;
- on occasions, to assist A+ in identifying further products and services offered by ourselves and collaborating educational establishments, which may be of interest to you.

On occasions A+ will need to process what is known as “sensitive data”, which may include information about ethnic origin, religion, physical/mental health and criminal convictions. Such information is needed to assist our Equal Opportunities and Disability Policy, for safeguarding of young people, and to provide learning support/aids, secure funding of educational support.

Disclosure

Personal information may by necessity be disclosed to; appropriate members of A+ staff; the Office for Standards in Education; the Adult Learning Inspectorate; the Skills Funding Agency, the National Apprenticeship Service and the Young People’s Learning Agency; auditors; employers and such other bodies as may be required. We also provide information as to enrolment, attendance and performance to the appropriate local education authority. Occasionally A+ may be required to disclose personal information to the police or law courts for the purposes of prevention of crime, court proceedings, or to protect your vital interest (life or death). A+ will retain records after a student has left A+ for the purposes of auditing, legal and statutory duties, and so that we can provide references upon request.

Skills Funding Agency (SFA) Data Protection Act 1998

The Information you provide will be passed to the Skill Funding Agency (SFA). The SFA is responsible for funding, planning and encouraging education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The Information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical research purposes. Other organisations with which we will share information include, the Department for Children, Schools and Families, the Department for Business, Innovation and Skills, Careers South West Ltd, Local Authorities, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the SFA or its partners. The SFA also administers the learner registration service (LRS) which will use your information to create and maintain a unique learner number (ULN). The SFA is also a co financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and the ULN and what they do, may be found at

www.lsc.gov.uk/providers/Data/help/dataprotection.

At no time will your personal information be passed to organisations for marketing or sales purposes. From time-to-time students are approached to take part in surveys by mail and phone, which are aimed at enabling the SFA and its partners to monitor performance, improve quality and plan future provision.