

# Foundation Degree in Payroll Management

## SPRING 2022 - YEAR ONE

### Enrolment form

- Ensure you read the terms of enrolment and membership (available at [cipp.org.uk/terms](http://cipp.org.uk/terms))
- Please complete this form in **BLOCK CAPITALS**
- Send signed, completed forms to: **Education services team, Goldfinger House, 245 Cranmore Boulevard, Shirley, Solihull, B90 4ZL**
- For emailed applications you must post the **ORIGINAL INK SIGNED FORM**. Photocopies will not be accepted. (This is a university requirement for registration)
- If you have applied for a student loan then you should indicate this in the payment section overleaf. Student loan applications are only accepted until the 18 March 2022. An application should be made prior to the qualification enrolment using the student loan application form available at [www.slc.co.uk](http://www.slc.co.uk).

#### Membership requirement

Associate student membership is a requirement of study. You will be sent an invoice for £130 for your annual membership. Renewal of membership is required throughout your studies. This price is subject to review annually.

I wish to enrol on year one of the Foundation Degree in Payroll Management

£3,095 + VAT



Associate student membership is a requirement of study. You will be sent an invoice for £130 for your annual membership. This price is subject to review annually. Student loans do not include membership fees, you as the student are responsible for paying the subscription.

£130 per year\*



\*Payment of both membership and your qualification are required to study

#### Personal details

Title	Forename/s (legal name)										
Surname/s (legal name)											
Previous surname (if changed)	Date of birth	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Legal gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
D	D	M	M	Y	Y						
Have you legally resided in the UK for the last three years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, state your country of residence:								
Do you have a disability, learning difficulty, or health issue you feel the college and the CIPP should be aware of? (If yes, the CIPP will contact you for details)				Yes <input type="checkbox"/>	No <input type="checkbox"/>						
<i>Any declaration will be treated in strict confidence. The disclosed information is requested in order for the college and the CIPP to make reasonable provision to meet your specific needs.</i>											

#### Contact details

Home address	Previous address (if at home address for less than three years)																
Postcode	Postcode																
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Phone number																	
Main	<input type="text"/>	Secondary	<input type="text"/>														
Email address - Please do not provide a generic email address, for example: info@cipp.org.uk																	
Main	<input type="text"/>																
Secondary	<input type="text"/>																

The information provided above will be stored on our database and used to facilitate the requested product delivery. Limited information will also be passed securely to third parties such as tutors, delivery partners and accrediting bodies. For details of what information is stored and shared, visit our privacy notice ([cipp.org.uk/privacy](http://cipp.org.uk/privacy)) or contact us at [admin@cipp.org.uk](mailto:admin@cipp.org.uk).

## Enrolment options

#### Please select preferred induction and module workshop sessions below

Indicated choices are a guide only and subject to change. Confirmed locations and any further details will be notified one week prior to the event.

#### Practitioner Certificate in Payroll

Induction day			
07.05.22	Birmingham	07.05.22	Manchester
07.05.22	London	07.05.22	Online
Unable to attend			

Module workshop			
20.05.22	London	21.05.22	Manchester
21.05.22	London	21.05.22	Online
21.05.22	Birmingham	Unable to attend	

# Payment details

Please complete the relevant section

Self funded - Complete section A

Student loan - Complete section B

Company funded - Complete section C

## (A) Self funded

IPP Education Ltd to invoice	Invoice address		<input type="checkbox"/>			
BACS payment	Qualification	Royal Bank of Scotland	Sort code: 16-31-26	Account no: 10219723	<i>(reference of payment should be your name)</i>	<input type="checkbox"/>
	Membership	Royal Bank of Scotland	Sort code: 16-31-26	Account no: 10219707		
Credit/debit card	Please call 0121 712 1063 to provide your card details (Visa/Mastercard/Switch/Delta accepted)					<input type="checkbox"/>
Cheque enclosed	Qualification - cheque made payable to IPP Education Ltd					<input type="checkbox"/>
	Membership - cheque made payable to CIPP					
Signature						TYPE NAME TO SIGN

## (B) Student loan

A student may apply for a loan that will cover the full qualification fee per year, to enrol on this qualification, the enrolment form and application of loan needs to be returned no later than 18 March 2022.

I confirm that I have completed my student loan application, choosing The Heart of Worcestershire College as the Institute providing this qualification (please do not choose CIPP). I have sent my application to the Student Loan Company (SLC) to receive funding for this qualification of study and I am aware that I am responsible for the total qualification fee inclusive of VAT. **If you defer the qualification or cancel the loan, you are personally liable for payment.**

Associate student membership will not be covered by student loan, this will be invoiced to the student directly.

I agree to keep the CIPP up to date with the status of my student loan application and the customer reference number received by SLC. I confirm that I will send my student loan confirmation letter once received, to [education@cipp.org.uk](mailto:education@cipp.org.uk).

Customer reference number (from the Student Loan Company)		Amount applied for £	
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Signature

TYPE NAME TO SIGN

## (C) Company funded

IPP Education Ltd to invoice <i>Must be completed for all payment methods below</i>	Purchase order no. (this field must be completed)		<input type="checkbox"/>			
	Address					
	Postcode	<input type="text"/>				
Company reg no.						
BACS payment	Qualification	Royal Bank of Scotland	Sort code: 16-31-26	Account no: 10219723	<i>(reference of payment should be your name)</i>	<input type="checkbox"/>
	Membership	Royal Bank of Scotland	Sort code: 16-31-26	Account no: 10219707		
Credit/debit card	Please call 0121 712 1063 to provide your card details (Visa/Mastercard/Switch/Delta accepted)					<input type="checkbox"/>
Cheque enclosed	Qualification - cheque made payable to IPP Education Ltd					<input type="checkbox"/>
	Membership - cheque made payable to CIPP					
Contact name		Company name				
Email						
I, the fee payer, acknowledge that this enrolment is between the CIPP and the individual student whom I am funding and that should they leave the employment of my organisation no refund will be provided by the CIPP. I have read and agree to the terms and conditions (available at <a href="http://cipp.org.uk/terms">cipp.org.uk/terms</a> ) in relation to this and understand that it is my responsibility as an employer to protect the investment should the individual cease employment for any reason.						
<b>Additional fee information:</b> Exam re-sit fee - £65+VAT   Exam did not attend - £65+VAT   Exam deferral - £65+VAT   Module retake - £150+VAT						
Fee payer's signature						
TYPE NAME TO SIGN						

# Mandatory information

This information will be used to assist with equality and diversity statistics

## How Heart of Worcestershire College use your personal information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

You can agree to be contacted for other purposes by ticking any of the following boxes:

About qualifications or learning opportunities  For surveys and research

By post  By phone  By email

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:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

To view the Heart of Worcestershire College privacy policies visit <https://www.howcollege.ac.uk/about/legal/gdpr/>

## Prior attainment level Please complete the fields below

The Office for Students (OfS) require your Prior attainment level to register you with the Heart of Worcestershire college. Please provide details of the highest qualification you currently hold. **Any information provided will need to be supported with a certificate as evidence.** Please use the below information as reference.

Type	
Level	
Subject	
Date Achieved	

### Level 1

- GCSE - grades 3, 2, 1 or grades D, E, F, G
- Level 1 award, certificate, or diploma
- Level 1 national vocational qualification (NVQ)

### Level 2

- CSE - grade 1
- GCSE - grades 9, 8, 7, 6, 5, 4 or grades A\*, A, B, C
- Intermediate apprenticeship
- Level 2 award, certificate, or diploma
- Level 2 national certificate or diploma
- Level 2 NVQ
- Level - grade A, B or C

### Level 3

- A level
- Access to higher education diploma
- Advanced apprenticeship
- AS level
- International Baccalaureate diploma
- Level 3 award, certificate, or diploma
- Level 3 ESOL
- Level 3 national certificate or diploma
- Level 3 NVQ

### Level 4

- Certificate of higher education (CertHE)
- Higher apprenticeship
- Higher national certificate (HNC)
- Level 4 award, certificate, or diploma
- Level 4 NVQ

### Level 5

- Diploma of higher education (DipHE)
- Foundation degree
- Higher national diploma (HND)
- Level 5 award, certificate, or diploma
- Level 5 NVQ

### Level 6

- Degree apprenticeship
- Degree with honours - for example (BA) honours, (BSc) honours
- Graduate certificate or diploma
- Level 6 award, certificate, or diploma
- Level 6 NVQ
- Ordinary degree without honours

### Level 7

- Integrated master's degree, for example (MEng)
- Level 7 award, certificate, or diploma
- Level 7 NVQ
- Master's degree, for example (MA), (MSc)
- Postgraduate certificate or diploma inc. (PGCE)

### Level 8

- Doctorate, for example (PhD or DPhil)
- Level 8 award, certificate, or diploma

Does not hold any previous formal qualification

**Ethnicity** We are committed to equality of opportunity. To help us to offer you appropriate access and support, please tick the boxes where appropriate. The information will be used for statistical purposes to implement our Equality and Diversity Policy.

### White

- 31 English/Welsh/Scottish/Northern Irish/British
- 32 Irish
- 33 Gypsy or Irish traveller
- 34 Any other white background

### Mixed/multiple ethnic group

- 35 White and black Caribbean
- 36 White and black African

### 37 White and Asian

- 38 Any other mixed/multiple ethnic background

### Asian/Asian British

- 39 Indian
- 40 Pakistani
- 41 Bangladeshi
- 42 Chinese
- 43 Any other Asian background

### Black/African/Caribbean/black British

- 44 African
- 45 Caribbean
- 46 Any other black/African/Caribbean background
- Other ethnic group**
- 47 Arab
- 98 Any other ethnic group
- 99 Not provided

# Additional information

This information will be used by the CIPP for monitoring data of student demographics and shared with Office for Students, see privacy notice: [www.officeforstudents.org.uk/ofs-privacy/privacy-notice/](http://www.officeforstudents.org.uk/ofs-privacy/privacy-notice/)



**National Insurance number**

**Employment status** *If your employment status changes before, or on the day you commence your qualification, you must notify CIPP*

**Employment status - employed** *(includes part-time jobs)*

Are you in paid employment? Yes  No

If you are in paid employment are you self-employed? Yes  No

If you are in paid employment, how many hours per week do you work?  
 0-10 hours  11-20 hours  21-30 hours  31+ hours

**Employment status - unemployed** *(also applies if you have never held a job)*

Are you unemployed? Yes  No  Are you available to start work? Yes  No  If you are unemployed are you looking for work? Yes  No

If you are unemployed how long have you been unemployed?  
 Less than 6 months  6-11 months  12-23 months  24-35 months  over 36 months

**Benefit status**  
 Are you in receipt of: Jobseekers allowance  Employment Support Allowance (ESA)  Universal credit  Other benefit

Prior to start of your course, please tick the category most relevant to your occupation:

1. Higher managerial and professional occupations <input type="checkbox"/>	6. Semi-routine occupations <input type="checkbox"/>
2. Lower managerial and professional occupations <input type="checkbox"/>	7. Routine occupations <input type="checkbox"/>
3. Intermediate occupations <input type="checkbox"/>	8. Never worked and long term unemployed <input type="checkbox"/>
4. Small employers and own-account workers <input type="checkbox"/>	9. Not classified <input type="checkbox"/>
5. Lower supervisory and technical occupations <input type="checkbox"/>	

**Domicile address**

Postcode

**Major source of tuition fees** *(Please tick the one that applies to you)*

No award or financial backing (1) <input type="checkbox"/>	LEA training grants scheme (37) <input type="checkbox"/>	Absent for a year (71) <input type="checkbox"/>
English or Welsh LEA award (2) <input type="checkbox"/>	EU Commission (EC) (41) <input type="checkbox"/>	Learner's employer (81) <input type="checkbox"/>
Institutional waiver of support costs (5) <input type="checkbox"/>	Mix of learner and SLC (52) <input type="checkbox"/>	Other, please give details (97) <input type="checkbox"/>
Fee waiver under government unemployed learners scheme (7) <input type="checkbox"/>	Mix of learner and SAA/SLC (53) <input type="checkbox"/>	<input type="text"/>
Departments of Health/NHS/Social Care (31) <input type="checkbox"/>	Mix of learner and DELN/NIELB (54) <input type="checkbox"/>	
	UK industry/commerce (61) <input type="checkbox"/>	

# Additional information continued

This information will be used by the CIPP for monitoring data of student demographics and shared with Office for Students, see privacy notice: [www.officeforstudents.org.uk/ofs-privacy/privacy-notice/](http://www.officeforstudents.org.uk/ofs-privacy/privacy-notice/)



<b>Job title</b>													
<b>Company name</b>													
<b>Work address</b>													
	<b>Postcode</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> <td style="width:20px; height:20px;"></td> </tr> </table>											
<b>Business sector/industry type of your employer:</b>													
Accommodation and food service	<input type="checkbox"/>	Education and training	<input type="checkbox"/>										
Accounting and auditing	<input type="checkbox"/>	Electricity, gas, steam, air conditioning supply	<input type="checkbox"/>										
Administrative and support service	<input type="checkbox"/>	Emergency services	<input type="checkbox"/>										
Advertising	<input type="checkbox"/>	Engineering	<input type="checkbox"/>										
Agency	<input type="checkbox"/>	Extraterritorial organisation bodies	<input type="checkbox"/>										
Agriculture forestry and fishing	<input type="checkbox"/>	Factory	<input type="checkbox"/>										
Architectural	<input type="checkbox"/>	Film and photography	<input type="checkbox"/>										
Arts, entertainment and recreation	<input type="checkbox"/>	Finance and banking	<input type="checkbox"/>										
Bookkeeping	<input type="checkbox"/>	Foreign affairs	<input type="checkbox"/>										
Building societies	<input type="checkbox"/>	Fund management	<input type="checkbox"/>										
Bureaux	<input type="checkbox"/>	Historic house	<input type="checkbox"/>										
Charities	<input type="checkbox"/>	Holding companies	<input type="checkbox"/>										
Committee	<input type="checkbox"/>	HR services	<input type="checkbox"/>										
Communication/media	<input type="checkbox"/>	Human health and social work	<input type="checkbox"/>										
Construction	<input type="checkbox"/>	Independent consultancy service	<input type="checkbox"/>										
Credit union	<input type="checkbox"/>	Information and communication	<input type="checkbox"/>										
Design	<input type="checkbox"/>	Insurance and reinsurance	<input type="checkbox"/>										
		Investments and trusts	<input type="checkbox"/>										
		Justice, judicial and defence	<input type="checkbox"/>										
		Law	<input type="checkbox"/>										
		Local government	<input type="checkbox"/>										
		Manufacturing	<input type="checkbox"/>										
		Market research and public opinion	<input type="checkbox"/>										
		polling	<input type="checkbox"/>										
		Mining and quarrying	<input type="checkbox"/>										
		NHS	<input type="checkbox"/>										
		Pension services	<input type="checkbox"/>										
		Professional body	<input type="checkbox"/>										
		Public relations	<input type="checkbox"/>										
		Real estate activities	<input type="checkbox"/>										
		Research and experimental development	<input type="checkbox"/>										
		Retail trade	<input type="checkbox"/>										
		Security	<input type="checkbox"/>										
		Shipping	<input type="checkbox"/>										
		Software	<input type="checkbox"/>										
		Sport and leisure	<input type="checkbox"/>										
		Sports venue	<input type="checkbox"/>										
		Tax consultancy	<input type="checkbox"/>										
		Technical testing and analysis	<input type="checkbox"/>										
		Translation and interpretation	<input type="checkbox"/>										
		Transportation/storage	<input type="checkbox"/>										
		Travel and tourism	<input type="checkbox"/>										
		Utilities	<input type="checkbox"/>										
		Veterinary	<input type="checkbox"/>										
		Water supply, sewage, waste management, remediation activities	<input type="checkbox"/>										
		Wholesale trade	<input type="checkbox"/>										
		Other (please specify)	<input type="checkbox"/>										
			<input type="text"/>										
<b>How many employees are on your payroll?</b> <input type="text"/>													
<b>What is your main reason for choosing this qualification?</b>		<b>How did you hear about the CIPP and this qualification?</b>											
Career development	<input type="checkbox"/>	Increase professional standing	<input type="checkbox"/>										
CIPP member	<input type="checkbox"/>	Location	<input type="checkbox"/>										
Convenience/timing	<input type="checkbox"/>	New to payroll/pensions	<input type="checkbox"/>										
Cost	<input type="checkbox"/>	Out of the industry and want to retrain	<input type="checkbox"/>										
Course content	<input type="checkbox"/>	Prove ability to employer	<input type="checkbox"/>										
Duration	<input type="checkbox"/>	Reputation of CIPP	<input type="checkbox"/>										
Employer requirement	<input type="checkbox"/>	Used CIPP before	<input type="checkbox"/>										
Increase confidence in job	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>										
Increase knowledge	<input type="checkbox"/>		<input type="text"/>										
		AAT	<input type="checkbox"/>										
		Advert	<input type="checkbox"/>										
		Email	<input type="checkbox"/>										
		Event	<input type="checkbox"/>										
		Findcourses.co.uk	<input type="checkbox"/>										
		Mailing	<input type="checkbox"/>										
		Recommendation	<input type="checkbox"/>										
		Social media	<input type="checkbox"/>										
		Website	<input type="checkbox"/>										
		Other (please specify)	<input type="checkbox"/>										
			<input type="text"/>										

## Contact preferences

From time to time the CIPP will contact you with information on relevant products or services. Your personal data will never be passed or sold to third parties for marketing or sales purposes. Please select the methods of contact and the types of communications you are happy to receive below.

**Email** 
**Post** 
**Phone** 
**Text**

Please note: these preferences will not affect student or membership communications. By not completing this section you will be opted out of all marketing communications.

# Mandatory information continued

From time to time your fee payer may request access to your results in order to assess if there is a need for additional support. Please tick if you want us to issue this information.

## Student signature

TYPE NAME TO SIGN

By signing here in ink, you are confirming that you have read and agree to the terms and conditions for higher education qualification enrolments and membership ([cipp.org.uk/terms](http://cipp.org.uk/terms)), the privacy notice ([cipp.org.uk/privacy](http://cipp.org.uk/privacy)), the members' Code of Conduct ([cipp.org.uk/code](http://cipp.org.uk/code)), and that the information you have supplied is to the best of your knowledge, correct. You also confirm that you meet the residency conditions to qualify for one, or more, of the following in relation to your qualification enrolment:

- Student loan
- Other relevant authorities

That you have been resident in the UK for the last three years (*this excludes any period of residency for educational purposes*).

## Date

If any of your personal details change please inform [education@cipp.org.uk](mailto:education@cipp.org.uk) immediately.

Please ensure that you have completed all relevant sections of this enrolment form. Missing or incorrect information will result in delays processing your application.

PLEASE SEND THE ORIGINAL INK SIGNED, COMPLETED FORMS TO:

**EDUCATION SERVICES TEAM, CIPP, GOLDFINGER HOUSE, 245 CRANMORE BOULEVARD, SHIRLEY, SOLIHULL, B90 4ZL**

## CIPP use only

Membership no

Sage client no

CIPP staff name

Ref no

Date