

# Foundation Degree in Payroll Management

## Enrolment form - year one

Spring 2019 intake



- Ensure you read the terms of enrolment (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. An application should be made prior to the course enrolment using the student loan application form available at [www.slc.co.uk](http://www.slc.co.uk).

### Membership requirement

Associate membership or above is required to study on this course. If you are not yet a member, please tick the option below to join with this enrolment. Alternatively, please visit [cipp.org.uk/join](http://cipp.org.uk/join) to apply, or email [membership@cipp.org.uk](mailto:membership@cipp.org.uk) for a booking template. You must apply for your membership before you can commence your studies.

<input type="checkbox"/> I wish to enrol on year one of the Foundation Degree in Payroll Management	<b>£2,695 + VAT</b>
<input type="checkbox"/> I would also like to join as a member using the information provided on this enrolment form I understand that £120 will be added to the cost of this enrolment and the membership fee will need to be renewed for each subsequent year of progressive study	<b>£120</b>

### Personal details

Title	Forename/s (legal name)		
Surname/s (legal name)			
Previous surname (if changed)	Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Legal gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Membership number	What is your country of nationality? (For example, Poland or India)		
Have you normally been resident in this country for the past three years?		<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, state your normal 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) <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>Any declaration will be treated in strict confidence. The disclosed information is requested in order for the college and CIPP to make reasonable provision to meet your specific needs.</i>			

### Contact details

Address	Is this address <input type="checkbox"/> home <input type="checkbox"/> work	Previous address (if at home address for less than three years)
Postcode <input type="text"/>		Postcode <input type="text"/>
Phone numbers - Please provide and indicate which is your preferred		
Work <input type="text"/>	<input type="checkbox"/> Home <input type="text"/>	<input type="checkbox"/> Mobile <input type="text"/>
Email address - Please provide and indicate which is your preferred (Please do not provide a generic email address, for example: info@cipp.org.uk)		
Work <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 purely for the basis of facilitating delivery and customer servicing of this product. 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 [info@cipp.org.uk](mailto:info@cipp.org.uk).

## Enrolment options

### Please select preferred induction and module workshop day 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.

Induction day			
04.05.19	Birmingham	London	
	Manchester	Unable to attend	

Module workshop			
11.05.19	Birmingham	11.05.19	London
10.05.19	London	11.05.19	Manchester
11.05.19	Nottingham	Unable to attend	

**SELF FUNDED** - Complete section A  
  **STUDENT LOAN** - Complete section B  
  **COMPANY FUNDED** - Complete section C

(A) Self funded	
<input type="checkbox"/> <b>Cheque</b>	Please send cheque with application, made payable to IPP Education Ltd
<input type="checkbox"/> <b>IPP Education Ltd to invoice</b>	Invoice address
<input type="checkbox"/> <b>Credit/debit card</b>	Please call 0121 712 1063 to provide your card details (Visa/Mastercard/Switch/Delta accepted)
<input type="checkbox"/> <b>BACS payment</b>	Royal Bank of Scotland Sort code: 16-31-26 Account no: 10219723 (reference of payment should be your name)
Signature	
SIGNATURE	

(B) Student loan	
A student may apply for a loan that will cover the full course fee	
<input type="checkbox"/>	I confirm that I have completed my student loan application, choosing The Heart of Worcestershire College as the Institute providing this course (please do not choose CIPP). I have sent my application to the Student Loan Company (SLC) to receive funding for this course of study and I am aware that I am responsible for the total course fee inclusive of VAT. If you defer or cancel you are personally liable for payment.
<input type="checkbox"/>	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 <a href="mailto:education@cipp.org.uk">education@cipp.org.uk</a> .
Customer reference number (from the Student Loan Company):	Amount applied for £
Signature	
SIGNATURE	

(C) Company funded	
<b>IPP Education Ltd to invoice</b> <i>Must be completed for all payment methods below</i>	Purchase order no. (this field must be completed)
	Address
	Postcode
<input type="checkbox"/> <b>Cheque</b>	Please send cheque with application, made payable to IPP Education Ltd
<input type="checkbox"/> <b>Credit/debit card</b>	Please call 0121 712 1063 to provide your card details (Visa/Mastercard/Switch/Delta accepted)
<input type="checkbox"/> <b>BACS payment</b>	Royal Bank of Scotland Sort code: 16-31-26 Account no: 10219723 (reference of payment should be company name)
Contact name:	Company name:
Email:	
Fee payer's signature	
SIGNATURE	

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 the terms and conditions (available at [cipp.org.uk/terms](http://cipp.org.uk/terms)) 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.

**Additional fee information**

- Exam fail re-sit fee - £65+VAT
- Exam did not attend re-sit fee - £65+VAT
- Exam deferral - £65+VAT
- Module retake - £150+VAT
- Module deferral fee - £150+VAT

## 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 courses 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/>

## National Insurance number

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**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

## Prior attainment level Please tick box to indicate the highest level to which you have previously studied

C20 Certificate of Higher Education

C30 Higher National Certificate (including BTEC & SQA equivalents)

C44 Higher Apprenticeships (Level 4)

C80 Other qualification at Level C

C90 Undergraduate credits

D80 Other qualification at Level D

DUK UK Doctorate degree

DZZ Non-UK Doctorate degree

H11 First degree leading to QTS

H71 Professional Graduate Certificate in Education

H80 Other qualification at Level H

HUK UK First degree

HZZ Non-UK First degree

J10 Foundation degree

J20 Diploma of Higher Education

J30 Higher National Diploma (including BTEC & SQA equivalents)

J48 Certificate or diploma of education (i.e. non-graduate initial teacher training qualification)

J49 Foundation course at HE level

J80 Other qualification at Level J

JUK UK ordinary (non-honours) first degree

M2X Integrated undergraduate/postgraduate taught Masters degree

M41 Diploma at Level M (Postgraduate Diploma)

M44 Certificate at Level M (Postgraduate Certificate)

M71 Postgraduate Certificate of Education or Professional Graduate Diploma in Education

M80 Other qualification at Level M

M90 Postgraduate credits

MUK UK Masters degree

MZZ Non-UK Masters degree

P41 Diploma at Level 3

P42 Certificate at Level 3

P46 Award at Level 3

P47 AQA Baccalaureate

P50 GCE and VCE A/AS Level

P51 14-19 Advanced Diploma (Level 3)

P53 Scottish Baccalaureate

P54 Scottish Highers/Advanced Highers

P62 International Baccalaureate (IB) Diploma

P63 International Baccalaureate (IB) Certificate

P64 Cambridge Pre-U Diploma

P65 Cambridge Pre-U Certificate

P68 Welsh Baccalaureate Advanced Diploma (Level 3)

P80 Other qualification at Level 3

P92 Mixed Level 3 qualifications of which none are subject to Tariff

P93 Level 3 qualifications of which all are subject to UCAS Tariff

P94 Level 3 qualifications of which some are subject to UCAS Tariff

Q51 14-19 Higher diploma (Level 2)

Q52 Welsh Baccalaureate Intermediate Diploma

Q80 Other qualification at Level 2

R51 14-19 Foundation Diploma (Level 1)

R52 Welsh Baccalaureate Foundation Diploma (Level 1)

R80 Other qualification at Level 1

X00 HE Access Course, QAA recognised

X01 HE Access Course, not QAA recognised

X02 Mature student admitted on basis of previous experience and/or admissions test

X04 Other qualification - level not known

X05 Student has no formal qualification

Please specify qualification if not listed above:

# Optional information

The following information will be used for demographic monitoring and to improve future services



This information will be used by HEFCE for monitoring data of student demographics

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

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

Are you in paid employment?  Yes  No

If you are in paid employment, how many hours per week do you work?

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

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 (work related activity group)  Universal credit  Other benefit

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

No award or financial backing (1)

LEA training grants scheme (37)

Absent for a year (71)

English or Welsh LEA award (2)

EU Commission (EC) (41)

Learner's employer (81)

Institutional waiver of support costs (5)

Mix of learner and SLC (52)

Other, please give details (97)

Fee waiver under government unemployed learners scheme (7)

Mix of learner and SAA/SLC (53)

Mix of learner and DELN/NIELB (54)

Departments of Health/NHS/Social Care (31)

UK industry/commerce (61)

This information will be used by the CIPP for student marketing and profiling purposes



Job title

Company name

Work address

Postcode

**Business sector/industry type of your employer:** *(Please tick the one that applies to you)*

Accommodation and food service

Education and training

Insurance and reinsurance

Security

Accounting and auditing

Electricity, gas, steam, air conditioning supply

Investments and trusts

Shipping

Administrative and support service

Justice, judicial and defence

Software

Advertising

Emergency services

Law

Sport and leisure

Agency

Engineering

Local government

Sports venue

Agriculture forestry and fishing

Extraterritorial organisation bodies

Manufacturing

Tax consultancy

Architectural

Factory

Market research and public opinion polling

Technical testing and analysis

Arts, entertainment and recreation

Film and photography

Mining and quarrying

Translation and interpretation

Bookkeeping

Finance and banking

NHS

Transportation/storage

Building societies

Foreign affairs

Pension services

Travel and tourism

Bureaux

Fund management

Professional body

Utilities

Charities

Historic house

Real estate activities

Veterinary

Committee

Holding companies

Research and experimental development

Water supply, sewage, waste management, remediation activities

Communication/media

HR services

Retail trade

Wholesale trade

Construction

Human health and social work

Retail trade

Other (please specify)

Credit union

Independent consultancy service

Design

Information and communication

**How many employees are on your payroll?**

**What is your main reason for choosing this qualification?**

Career development  CIPP member  Convenience/timing  Cost  Course content  Duration  Employer requirement  Increase confidence in job

Increase knowledge  Increase professional standing  Location  New to payroll/pensions  Out of the industry and want to retrain

Prove ability to employer  Reputation of CIPP  Used CIPP before  Other *(please specify)*

**How did you hear about the CIPP and this qualification?**

AAT  Advert  Email  Event  Findcourses.co.uk  Mailing  Portfolio Payroll  Recommendation  Social media  Website

Other *(please specify)*

**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  Phone  
 Post  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

<p>Student signature</p> <p style="text-align: center; font-size: 2em; color: #ccc;">SIGNATURE</p>	<p>By signing here in ink, you are confirming that you have read and agree to the terms and conditions for higher education qualification enrolments (<a href="http://cipp.org.uk/terms">cipp.org.uk/terms</a>), the privacy notice (<a href="http://cipp.org.uk/privacy">cipp.org.uk/privacy</a>), and for membership applications - the members Code of Conduct (<a href="http://cipp.org.uk/code">cipp.org.uk/code</a>), 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 course enrolment:</p> <ul style="list-style-type: none"> <li>● Student loan</li> <li>● Other relevant authorities</li> </ul> <p>That you have been 'ordinarily' resident in the EU for three years (<i>this excludes any period of residency for educational purposes</i>).</p> <p>If any of your personal details change please inform <a href="mailto:admin@cipp.org.uk">admin@cipp.org.uk</a> immediately.</p>
<p>Date:</p>	

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.

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

CIPP use only		
Membership no:	Sage client no:	
CIPP staff name:	Date:	

Course details (to be filled in by lecturing staff)		
Title:	Course code:	
Course year:	Length (days/wks/yrs):	
Student	Start date:	Expected end date:
Fees	Tuition:	Admin:
	External:	Other: