Learner Registration Form

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| **Course Details** *(can be completed by Peep practitioner)* | |
| **Course title** |  |
| **Course start date** | dd-mmm-yyyy |

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| **Learner Details** | | | | | | | | | |
| **Title**  *(Mr, Mrs, Ms etc.)* |  | | | | **Date of birth** | | | dd-mmm-yyyy | |
| **Full name**  *(to appear on certificate)* |  | | | | | | | | |
| **Address** |  | | | | | | | | |
| **Postcode** |  | **Preferred method of contact**  **❑ email ❑ phone** *(please provide email address or phone number)* | |  | | | | | |
| **Learner Support** *(you may benefit from learner support if you have dyslexia, require help with reading/writing, your first language is not English, you have a physical, visual, speech or hearing impairment, and/or you have a learning disability or difficulty)* | | | | | | | | | |
| Would you like us to discuss this further? *(please tick)* | | | **Yes** | | |  | **No** | |  |

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| **Learner Induction** *(Please tick the boxes to indicate that these have been explained to you)* | | | |
| Peep Progression Pathway overview |  | Assessment Procedure |  |
| Types of evidence used in assessment (Keepsake book) |  | Appeals Procedure |  |
| Support and guidance |  | Malpractice Procedure |  |
| Data Protection Policy (including privacy policy) |  | Health & Safety Policy |  |
| Confidentiality |  | Equal Opportunities Policy |  |
| * I confirm that I have completed the Peep Progression Pathway induction and that the policies and procedures in the checklist above have been explained to me along with the support available. * I confirm that I have access to these documents and have read and understood my personal responsibilities in respect of these policies and procedures. | | | |

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| |  | | --- | | **Data sharing consent** *(Please complete the Delivery Centre name and tick the boxes to confirm you have read and agree with the statements below)* | |
| **Part 1: To be completed by the learner at registration** |
| **By signing this form I confirm that the details provided are accurate to the best of my knowledge and agree with the following statements (please tick ☑). I give permission for** <<name of Delivery Centre>> **(e.g. Edinburgh City Council)** **to**:   * keep the personal details on this Learner Registration form and transfer my data to Peeple. Please refer to the table below to see how your data will be handled. For more information, please view our privacy policy at <https://www.peeple.org.uk/privacy-policy>. * receive and open any certificates relating to my Peep course that will be delivered to their address. I understand that my certification will *not* be sent to my home address, but will be passed on to me by the Delivery Centre named above.   I confirm that the details I have provided on this form are accurate to the best of my knowledge.  **Learner Signature Date** |
| **Part 2: To be completed by the learner at the end of the course** |
| **Learner declaration and permission**  *(Please tick the boxes to confirm you have read and agree with the statements below)* |
| * I submit this as a complete unit. * I confirm that all the assessed work is my own and that other people’s work is properly referenced (where applicable). A copy of my portfolio will be kept for quality assurance purposes (refer to table below). * I give consent for my Peep practitioner or Peep manager to contact me up to 15 months from completion of the course to request permission to use my portfolio for training, marketing and promotional purposes. * I give consent for my Peep practitioner or Peep manager to contact me up to 15 months after I have completed the course to find out what I have moved on to. The information I give will be passed on to Peeple and anonymised for reporting to funders (Scottish Government).   **Please refer to the table below to see how your data will be handled.**  **Learner Signature Date** |

***Note: IQA to submit to the Peeple Qualifications Coordinator at the end of each course.***

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| **Data** | **Purpose** *(the reason we hold this data)* | **Storage and retention** |
| Your name, date of birth, home address, email/ mobile/landline number, course title, course level (from Learner registration document) | * To share with your Peep course provider (e.g. Edinburgh City Council) so they can contact you regarding your course * To allow us to quality assure your course * For certification purposes * To allow us to report to our funder (Scottish Government) * To allow us to recognise any prior learning through Peep | * Data held on Peeple database *(password protected – only accessible to authorised Peeple staff).* All data except your email/mobile/landline number will be kept for 20 years to allow us to re-issue your certificate in the future should you need it, and in case of you decide to return to a Peep course in the future with children or grandchildren * Your data will not be shared with any other organisations unless you have given specific permission within the Portfolio permissions form to share your name within your portfolio*(see box below)* |
| Your name, your child’s name, photos and/or drawings provided (from Portfolio) | * To allow us to quality assure your course * For certification purposes * ***OPTIONAL -*** *opportunity to share your portfolio with Peeple for training and marketing purposes* | * Data held on Peeple database *(password protected – only accessible to authorised Peeple staff).* * Viewed by other Peep managers in Scotland as part of quality assurance requirements. * Kept for the required **minimum of fifteen months** from the course end date, after which it will be deleted. * ***OPTIONAL-*** *shared with Peep practitioners during training, and other practitioners in Scotland who are interested in offering the course to parents and carers in their area* |
| Your name, course title, and course level (from Learner assessment log & declaration) | * To share with your Peep course provider (e.g. Edinburgh City Council) so they can support you through your course * To allow us to quality assure your course * For certification purposes | * Data held on Peeple server *(password protected – only accessible to authorised Peeple staff).* * Kept for the required **minimum of fifteen months** from the course end date, after which the form will be deleted. May be shared with other Peep managers as part of quality assurance requirements. |
| Anonymous feedback on the course (from Parent/carer reflective feedback and  Parent/carer learning journey) | * To allow us to quality assure your course * To allow us to report to our funder (Scottish Government) | * Data held on Peeple server *(password protected – only accessible to authorised Peeple staff).* * Kept for the required **minimum of fifteen months** from the course end date, after which the form will be deleted. May be shared with other Peep managers as part of quality assurance requirements. |
| Your name, email/mobile/landline number and course name (Appeals and malpractice forms) | * To allow us to quality assure your course * For certification purposes | * Data held on Peeple server *(password protected – only accessible to authorised Peeple staff).* * Kept for the required **minimum of fifteen months** from the course end date, after which the form will be deleted. |