Learner Registration and Declaration

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

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| **Learner Details** | | | | | |
| **Full name**  *(to appear on certificate)* |  | | | | |
| **Address** |  | | | | |
| **Postcode** |  | | | | |
| **Date of Birth** |  | | | | |
| **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 and Declaration 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 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 upload to Peeple database for submission.***

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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 practitioner and Peep manager so they can contact you regarding your course (contractual) * To allow us to quality assure your course (contractual) * For certification purposes (contractual) * To allow us to report anonymously to our funder , the Scottish Government * To allow us to recognise any prior learning through Peep (legitimate interests) | * Data held on Peeple database *(password protected – only accessible to authorised staff).* All data except your email/mobile/landline number will be kept for **twenty 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 email/mobile/landline number will be kept for the required **fifteen** **months** from the course end date, after which it will be deleted * Your data will not be shared with any other organisations unless you have given specific permission |
| Your name, your child’s name, photos and/or drawings provided (from Portfolio) | * To allow us to quality assure your course (contractual) * For certification purposes (contractual) | * Data held on Peeple database *(password protected – only accessible to authorised staff).* * Viewed and checked by other Peep managers across Scotland as part of quality assurance requirements. * Kept for the required **fifteen months** from the course end date, after which it will be deleted. |
| Your name, course title, and course level (from Learner assessment log & declaration) | * To share with your Peep practitioner and Peep manager so they can support you through your course (legitimate interest) * To allow us to quality assure your course (contractual) * For certification purposes (contractual) | * Data held on Peeple database *(password protected – only accessible to authorised staff).* * Kept for the required **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 (contractual) * To allow us to report anonymously to our funder, the Scottish Government | * Data held on Peeple database *(password protected – only accessible to authorised staff).* * Kept for the required **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 (contractual) * For certification purposes (contractual) | * Data held on Peeple database *(password protected – only accessible to authorised staff).* * Kept for the required **fifteen months** from the course end date, after which the form will be deleted. |
| Your progression following completion of the Peep Progression Pathway (employment, return to work, volunteering or further learning) | * To allow us to quality assure your course (contractual) * To allow us to report anonymously to our funder, the Scottish Government | * Data held on Peeple database *(password protected – only accessible to authorised staff).* * Kept for the required **fifteen months** from the course end date, after which the data will be deleted. |