

## 2018 - 2019 Learner Declaration and Further Information

The College is committed to continually improving the quality of teaching, training and assessment, customer care and the learning environment. If you are dissatisfied with the service you receive from us please contact the Student Services department.

You should have received adequate advice and guidance for the learning programme that you have chosen. If you feel that you need further advice please speak to the member of staff who is completing your enrolment with you. Please note that there may be variations that complement your learning programme as your studies progress.

### Data Protection - How We Use the Information You Provide

All student information is covered by the Data Protection Legislation. The College will collect and process the data about you in compliance with this legislation and you will be entitled to access the data held about you. We need this data to fulfil our legal obligations to share with the DfE and other agencies, and to fulfil our public task of providing students with the most appropriate learning opportunities and the best possible education, training and pastoral support to meet their goals. We also use this data to carry out our obligations to monitor and improve the way we carry out public tasks as an FE College. The College may wish to contact you for research purposes or to offer other educational products that may be of interest to you. At no time will your personal information be passed on to organisations for marketing or sales purposes.

Where there is a legitimate or lawful (including statutory) reason to do so, we may disclose personal data to third parties. Refer to College Privacy Notice for further information. The College will not disclose your personal information to any other party or for any other reason other than as set out on this form without your prior consent.

Ipsos Mori delivers the National Student Survey (NSS) to eligible HE students on behalf of the Office for Students (OfS) on an annual basis. The Graduate Outcomes Survey is also undertaken. More information on this can be found at <https://www.officeforstudents.org.uk>

I understand the information provided by me will be handled in accordance with the Data Protection Legislation for the management of the College as described in this Agreement, in accordance with GDPR, we have updated our Privacy Notice, which provides full details on how we use your data and our legal basis for doing so. You can view our Privacy Notice by visiting <https://www.bmet.ac.uk/privacy-notice/>

### How We 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. For more information about how your information is processed, and to access your Personal Learning Record, please refer to <https://www.gov.uk/government/publications/lrs-privacy-notice>

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 the 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 text (SMS).

By phone.

By e-mail.

Further information about use of and access to your personal data, and 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.bmet.ac.uk/privacy-notice/>

## Learner Declaration

By signing this form you agree:

- That you have checked the information on this form and that the information is, to the best of your knowledge, correct. If you have given false information the College may invoice you in full for any fee due to the College;
- That you have received information and guidance appropriate to the course you have chosen, including entry requirements, support available and the suitability of the course in terms of your career aspirations;
- To work co-operatively with staff and fellow students, behaving in a way that ensures everyone can learn productively;
- To comply with the College's rules (Ready, respectful, safe) and to attend all timetabled activities punctually and account clearly for any absences or lateness;
- To take responsibility for your learning by bringing all you need to classes, participating fully in all learning activities and
- review processes, attending all study support sessions arranged for you and completing work to the best of your ability by agreed deadlines;
- To play an active part in equal opportunities by respecting the rights of others and refusing to take part in behaviour that degrades others;
- To help to make the college a safer place by following all health and safety guidelines and taking care of the College buildings, furniture and equipment;
- To wear your ID card at all times whilst on the College's premises.
- To conduct yourself at examinations in an appropriate way, and as directed by examination invigilators.
- if you do not declare that you have a learning difficulty/ disability and/or EHCP we cannot guarantee that the college can meet these needs.
- Where you are liable for course fees (as assessed at enrolment) and you have not made arrangements to pay your fees either in full, by instalment plan, employer contribution, bursary support or have an approved loan in place, you will be liable for the full cost of your fees via a sales invoice. Failure to provide payment within 30 days of an invoice being issued may result in referral to debt collection agencies.
- I will be charged fees in accordance with BMet's 2018/2019 fee policy. I fully understand the following points that have been extracted from that policy. The Fee policy can be found at <http://www.bmet.ac.uk/college-iife/finance-and-funding>;
- That if I apply for an Advanced Learning Loan and withdraw from the course I will be liable to fund the remaining value of the course as the loan funding will have stopped;
- That if my fees are waived assuming I will get support from the Discretionary Learner Support Fund and I do not provide the appropriate evidence or become ineligible I will become liable for the total course fees myself;
- Whilst the College supports students with instalment plans, I will need to have paid for the total cost of the course before the course ends;
- Refunds are not generally given unless the College cancels the course, that all courses less than 12 weeks will not qualify for a refund and that any refund I am awarded may be reduced to take into account sessions I have attended ;
- That bank details will be securely stored by the College where I pay by direct debit;
- To not use a mobile phone in teaching and learning areas of the College unless instructed to do so by a member of staff;
- That, if you have a disability, you are responsible for completing a Personal Emergency Evacuation Plan with your tutor if you require assistance with evacuating the building in case of an emergency;
- That if any of your enrolments listed overleaf are shown as INACTIVE then you will have fourteen days to complete the enrolment by supplying the appropriate evidence. If the deadline is not met you may be invoiced for the full cost of the course;
- You are responsible for all book and equipment loans from the Library/LRC. Failure to return items by the return date will result in the accrual of fines, any lost items will be charged at the replacement value. You will be notified by email with a reminder in advance of your items being due for return and at identified periods once items become overdue, if you fail to return items on loan you may be referred to debt collection, if this is the case you will be responsible for the cost of any debt collection fees in addition to the cost of outstanding items;
- CCTV is in operation throughout this facility and images are being monitored and recorded for the purpose of crime prevention & public safety. The scheme is controlled by BMet college for more information call 0121446 4545 or website [www.bmet.ac.uk](http://www.bmet.ac.uk).

This activity has been directly or indirectly part-financed by the European Union through the European Social Fund - helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources.