

Learner Registration and Eligibility Form Guidance (page 1 of 2)

This document provides some guidance to tutors and other members of staff on how learners can complete the Learner Registration and Eligibility form.

If a learner undertakes a subsequent course then there is no need for the learner to complete another Learner Registration and Eligibility form *unless the learner's circumstances have changed since completing the initial registration form*. This is because we need to ensure that eligibility details are accurate at the time of enrolment on to a given course.

Privacy Notice

Please ensure that the learner has read, understood and signed the privacy notice at the front of the Learner Registration and Eligibility form.

Learner Residency

If the learner has not been resident in the UK for the last three years, the learner must complete a **Residency Eligibility form**, to be submitted along with the Learner Registration and Eligibility form. This is because a learner may still be eligible for funding under certain circumstances.

Community Learning Eligibility

A learner aged 19 or over by the 31st August of the current academic year that has been a legal resident of the UK for the last three years is eligible for Community Learning courses. A learner who has not been resident in the UK for the last three years may still be eligible upon completion of a **Residency Eligibility Form**.

Accredited Learning Eligibility (*Regulated and Non-regulated*)

To be eligible for full funding on an accredited course, the learner must meet the eligibility criteria for age and residency *and* be in receipt of a state benefit, as specified on page 6 of the Learner Registration and Eligibility form (options 1 to 4).

If a learner is *not* in receipt of a listed state benefit option and is employed, that learner is eligible for co-funding in most cases. The learner must also meet the eligibility criteria for age and residency.

If a learner is able to tick "yes" to the Low Wage Trial (page 7 of the form) and can show evidence to support this to the tutor, then that learner is eligible for full funding on *most* regulated courses and *all* non-regulated courses, despite being employed. Note that the tutor must sign to say evidence has been seen and that the learner is eligible for full funding under the low wage trial on the **Course Registration form**.

As before, the learner must also meet the eligibility criteria for age and residency.

Note that there are exceptions to the above. Certain industry-specific and vocational courses (e.g., Fork Lift Truck and Food Safety quals) are only eligible for funding for learners aged 19 or over who meet the residency criteria and are in receipt of JSA, ESA, or Universal Credit. There is no co-funding option for these types of learning aims. If you are unsure about the course you are offering, please check with the data team at the earliest available opportunity.

See overleaf for Legal Entitlements guidance



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Learner Age and Legal Entitlements

Learners must be 19 or over by the 31st August of a given academic year to be eligible for funding. Learners aged between 19 and 23 who are undertaking a Level 2 course should also complete the **Legal Entitlement form** and submit it alongside a completed Learner Registration and Eligibility form. This is because learners aged 19-23 who are undertaking most Level 2 qualifications funded by CW&C this year will only eligible if they have already achieved a full Level 2. Please contact the data team for more information.

