

REGISTRATION CONDITIONS OF DERBYSHIRE ADULT COMMUNITY EDUCATION SERVICE

1 Your Entitlement as a Learner

i Provision which reflects local needs and Government steers

We will match our learning programmes to local needs by consulting with communities and we will use local information to help. The provision we offer can be steered by national or local Government funding.

ii Equal opportunities for learning

We will provide a good and welcoming learning experience for all, especially for those who are returning to learning.

ii Effective publicity

Our publicity will be easily understood and easily available online or in printed format.

iv Access to guidance

We will provide up to date information, advice, and guidance about all adult learning opportunities. We will ensure that learners are on a course that is right for them, and that they know about further learning opportunities at the end of the course.

Find out more about careers guidance available to you [Careers service - Derbyshire County Council](#)

v Efficient enrolment

Learners will be able to enrol on our courses easily and quickly. The conditions of enrolment will be clearly stated. Where courses are advertised online these will indicate whether you can enrol onto them directly or if you need to contact us in advance. For those without digital access, a member of our business services team can enrol you onto a course over the phone, or in centre.

vi High quality teaching

We endeavour to provide an excellent learning journey to every learner. Our tutors will be enthusiastic and responsive to learners' needs. Their teaching skills will be up to date.

vii Progression to other provision

Learners will be given full information to help them progress to another course whether within Derbyshire Adult Community Education Service or with other providers.

viii A friendly environment in which to learn

We will offer provision as close to local communities as we can. This may mean in one of our centres or in other buildings we hire. We will ensure that the buildings we use are warm, friendly, safe, and suitable.

ix Value for Money

We will deliver a high quality of service at the lowest cost. Our pricing policy aims to help everyone who wants to learn, including people facing financial hardship.

You can see a copy of our Fees Policy here [Fees policy - Derbyshire County Council](#)

In return, we have certain expectations of our learners. We ask you:

- to help each other, and that regular learners will extend the hand of friendship to those who are new.
- to attend regularly and punctually and inform your tutor of any absences and consult with your tutor about missed learning.
- to observe the health and safety regulations within your environment.
- to comply with the copyright laws when making photocopies.
- if enrolled on an examination course it is your intention to sit the examination.
- to present a tolerant attitude and behaviour which respects the rights and efforts of everyone, both learners and staff alike.
- abide by the learner agreement outlining learner codes of behaviour. A copy of this is emailed along with booking confirmations for online enrolment, or it is issued as a printed copy for those without email addresses.
- to be aware of DACES safeguarding and prevent policy and raise any concerns to a staff member.
- to follow DACES guidance on plagiarism and Artificial Intelligence (AI) relating to any coursework.

Through this we hope you will achieve anything you set out to do and much more.

2 Acceptable Use of the Internet Policy Agreement

I understand and agree to the provisions and conditions of this agreement. I understand that any infringement of the above provision may result in disciplinary action and the removal of my privileges to access DACES ICT facilities.

I also agree to report any misuse of internet or devices to a staff member. Misuse may come in many forms but may be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal activities, racism, sexism, inappropriate language and/or any act likely to cause offence. You should not attempt to download any software or change any configuration of DACES equipment/settings.

DACES has the right to monitor use of technological devices and internet usage from centre-based devices, as well as via the publicly accessible wi-fi.

3 Learner Agreement

Before placing you on a course you will be offered the following assessment and advice and you may be asked to sign that you have received it.

i What does your choice of course lead to?

We will check that you understand the purpose of the course, the learning outcomes, and any qualifications to which it may lead. We will explain how you can progress to further courses of study. We will help you choose alternative courses if necessary. We will make sure you understand that you can choose a different course at a later date

ii Entry requirements of the course

We will check your previous qualifications and experience and confirm that you meet the course entry requirements.

For qualification learning / learners with an EHC Plan we may need to confirm your prior learning record by accessing the LRS – Learning Records Service to verify prior learning. Unless put in writing to us, it is assumed that by completing this enrolment that you grant permission for us access these records if required.

Once per academic year we will ask to see two forms of ID. This is to function as proof of identify and to verify that you are a Derbyshire resident to be eligible for funding. We only ask to see ID once per academic year and we do not keep copies of your ID.

If you are in receipt of means tested benefits, we will need to see evidence of this for funding requirements. Some courses may be advertised as free if you earn below a certain annual gross salary. If this applies you will be asked to show evidence such as a payslip or UC statement from within the last 3 months.

If you are not a Derbyshire resident or live in a devolved authority area you may not be eligible for funding on our provision, and you may be withdrawn from the course (with notice) or asked to pay additional fees if you wish to continue.

iii Is the course suitable for you?

We will inform you about the work needed to succeed in your choice of course and help you decide whether you are motivated and committed to complete it. We will help you decide whether the chosen course is at the right level for you.

iv Support for learning

We will assess and arrange any educational support you may need during your time on the course. This may include extra tutorial or mentor help, assistance with literacy, numeracy or language skills or any help that you may need due to a disability. We will ensure that you are clear about where further help is available in financial, educational, or practical issues. We will inform you about progression routes and employment links for your choice of course.

During your enrolment process, if applicable, you may declare up to three additional learning difficulties or disabilities. Upon starting your course your tutor may discuss any additional support needs or adaptations with you.

A member of our team may contact you to discuss any additional support options. If you wish to let us know of any additional needs, we can ensure this detail is added to your account information, which is shared with your tutor to ensure you receive the required support.

If you have any physical/mobility needs local staff at the centre along with your tutor will complete a PEEP with you to ensure that a personal emergency evacuation plan is completed to plan for your safety in the event of an evacuation.

Pay by instalments. Some of our centres offer the opportunity to pay by instalments. There may be a small charge for this service, further details are available from your centre. For pay by instalments, enrolment can only be completed in centre/over the phone.

You may qualify for other benefits. If you are on a low income your local Welfare Rights Officer may be able to advise you of any entitlements to benefits, which in turn could help you to afford your course. Fees charged on our courses are based on your circumstances at the time of enrolment, therefore it is important to let us know of changes to your circumstances so we can update our records.

Further information on benefits is available from Citizens Advice [Check what benefits you can get - Citizens Advice](#)

v **Digital support**

To support disadvantaged learners who cannot undertake classroom or online learning due to not having the required technology or internet access we may be able to offer support with the loan of a laptop and/or internet dongle for the duration and purpose of the course.

vi **Screening/disclaimers for exercise courses or courses with food/drink intake**

To ensure your safety and reduce any risk of injury or illness, you may be requested to complete a questionnaire/disclaimer before participating in any course which involves physical exercise or involves ingesting any food or drink. We always recommended speaking to your own GP/specialist for their medical opinion relating to any condition you may have prior to partaking in activities on the course.

PRIVACY NOTICE

4 How we use your personal information

The personal information you provide is passed to the Education and Skills Funding Agency (ESFA) and, when needed, the Department for Education, including the Education and Skills Funding Agency to meet legal responsibilities under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR). The information you provide may be shared with other organisations for education, training, for learner safeguarding and prevent duty, and wellbeing related purposes, including for research.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at:

guidance.submit-learner-data.service.gov.uk/24-25/ilr/ilrprivacynotice

When registering or enrolling with us you will be asked for consent to be contacted via email or text. This is on top of information about your course, to raise awareness of upcoming courses and other relevant information. At any time, you can let us know if you wish to change your consent to either of these.

Currently our default method of communication is email although we plan to use text for SMS in the future.

You can also sign yourself up to the ACE newsletter and we will send you monthly emails that are full of information and advice about how you can benefit from learning.

<https://public.govdelivery.com/accounts/UKDCC/signup/31413>

5 Existing qualifications

Prior attainment level descriptors	Qualification equivalent (incorporating NQF and QCF)
Entry Level	QCF Award at Entry level, QCF Certificate at Entry level, Certificate in Adult Literacy, Numeracy, ESOL at Entry level
Level 1	GCSE / O Level (5 or more at grades D-G/3-1) or fewer than 5 at Grades A-C), CSE below Grade 1, 1 AS Level, QCF Diploma Level 1, QCF Certificate Level 1, QCF Award Level 1, Foundation 14-19 Diplomas, Functional Skills 1, Certificate in Adult Literacy, Numeracy, ESOL at Level 1, Level 1 Key Skills, Level 1 Principal Learning, Introductory Diploma, Introductory Certificate, GNVQ foundation, NVQ Level 1.
Full Level 2	GCSE / O Level (5 or more at grades A*--C/9-4 or 3 AS Levels, CSE Grade 1 (5 or more), 1 A Level, Higher 14-19 Diploma, QCF Diploma Level 2, QCF Certificate Level 2 at 13 or 14 credits undertaken before 2014/15, Level 2 Principal Learning, NVQ Level 2, GNVQ Intermediate. Substantial Level 2 Vocational Qualifications in the 16-19 performance tables QCF Certificate Level 2 at 15 credits or above.
Full Level 3	A levels (2 or more advanced Level passes), 4 or more AS levels, QCF Diploma Level 3, QAA Access to HE, Advanced 14-19 Diploma, GNVQ Advanced, NVQ Level 3, AVCE double award, Tech Levels which are in the 16-19 Performance Tables, Early Years Educator qualifications which are 30 credits or more or 300 guided learning hours or more, QCF Certificate at Level 3 which is 30 to 36 credits.

Prior attainment level descriptors	Current Ofqual Regulated (incorporating NQF and QCF)	Framework for higher Education Qualifications
Level 4	QCF Award Level 4, QCF Certificate Level 4, QCF Diploma Level 4, HNC	Certificate of higher education
Level 5	QCF Award Level 4, QCF Certificate Level 5, QCF Diploma Level 5, HND	Foundation degrees
Level 6	QCF Award Level 6, QCF Certificate Level 6, QCF Diploma Level 6	Bachelor's degrees: graduation certificate and diplomas
Level 7+	QCF Award Level 7, QCF Certificate Level 7, QCF Diploma Level 7	Master's degrees: postgraduate certificates and diplomas
	QCF Award Level 8, QCF Certificate Level 8, QCF Diploma Level 8	Doctorates

6 Progression funding (Aged 19-23)

If you do not already possess a full level 2 or level 3 qualification it may be that you will need to undertake a lower-level qualification first as a stepping stone. If your tutor advises you to take this option, then your entry level/level one/level two course will be free of tuition fee charges irrelevant of your earnings or employment status.

7 Refunds

We make every effort to keep our prices as low as possible and therefore the service does not return payments to students who withdraw from a course, unless this is on the advice of Derbyshire Adult Community Education Service. However, consideration will be given to refunding course fees up to 14 days before the course start date for personal reasons. In these circumstances a £10 administration charge may be levied. Transfer between courses may be possible. However, unless this is on the advice of the Derbyshire Adult Community Education service, a £10 administration charge may be levied.

Our course fees are based on a minimum number of learners, therefore if we do not reach this level of participants the service may cancel a course or ask students to pay extra to enable the course to run. If we are unable to run a course under these circumstances, the service will refund learner fees, or offer a free transfer to another suitable course.

Website: www.derbyshire.gov.uk/adulteducation

Email: adult.education@derbyshire.gov.uk

Telephone: 01629 531241