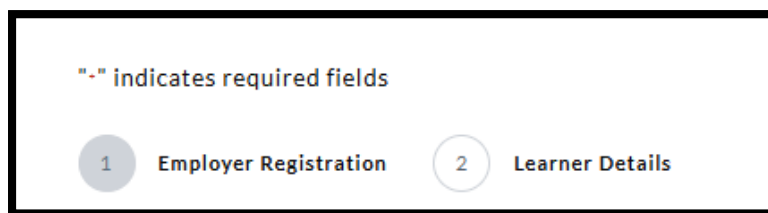


Guidance to completing Employer Registration form

All the fields marked with a * are mandatory fields that need to be completed before the “next button” will appear at the bottom of the page to move onto the next page of the form.
At the top of the page (see below screenshot) it shows that you are on page 1 (highlighted in grey) and there are 2 pages to complete of this form.



"-" indicates required fields

1 Employer Registration 2 Learner Details

Which course are you registering for? *

Please choose one of the following options... ▼

Employer Name *

Employer Address *

Address Line 1

Address Line 2

Town / City

Postcode

Main Contact Name *

First

Last

Main Contact Email Address *

Contact Telephone Number *

Company Status *

- ☐ Small to Medium Sized Business
- ☐ Large Business
- ☐ Self-Employed - Employing Staff
- ☐ Self-Employed - Working Alone
- ☐ Unemployed

Size of Company *

Please choose one of the following ... ▼

Most relevant sector for this business *

Please choose one of the following ... ▼

Does the business operate from a single site or multiple site? *

Please choose one of the following ... ▼

Where did you hear about Skills Bootcamps? *

Please choose one of the following ... ▼

The fields are mainly drop-down boxes of which you can select the appropriate answer to you and your business.

At the bottom of the form there are multiple declarations which need to be read and understood before checking the box. You will notice there is only a save & continue later button located at the bottom of the page at this stage. This is due to the nature of the form and not until the declarations have been ticked and agreed that a next button will appear to move onto the next page.

Declaration * ⓘ

☐ Please tick to confirm you as the employer have read the Employer Privacy Notice below and understand how your data will be used. This is necessary to provide the training.

Privacy Notice for Skills Bootcamps (for contracted lead suppliers and delivery partners)

Declaration * ⓘ

☒ Please tick to confirm you as the employer have read the Employer Privacy Notice below and understand how your data will be used. This is necessary to provide the training.

We achieve maximum value for money for the taxpayer.

2. Who we are

For the purposes of relevant data protection legislation, the Department for Education (DfE) is the data controller for personal information processed.

This means that DfE sets out for contracted suppliers what data they must collect from employers, how they must collect and share it and the specific purposes for which this data will be processed.

3. The nature of your personal data we will be using

The categories of your personal data that we will be using for this project are:

- your business name
- your full name
- your email address

A researcher commissioned by DfE will invite employers to participate in interviews and surveys covering their experience of courses and any potential improvements. Participation is entirely voluntary and employers can opt-out at any time.

Please select if you are happy to take part in research commissioned by DfE.

☒ Yes

West Yorkshire Combined Authority (WYCA) and Calderdale Council have a number of products and services to meet wider business needs and would like permission to contact you directly to discuss the service. *

Are you content to be contacted by West Yorkshire Combined Authority (WYCA) or/and Calderdale Council?

☐ Yes - Both

☐ Yes - WYCA Only

☐ Yes - Calderdale Council Only

☐ Do Not Contact

NEXT - LEARNER DETAILS

SAVE & CONTINUE

Please note: the save & continue later button is for your personal use if you wish to come back to the form at a later date and this is NOT a submission of the registration form to the Bootcamp you are registering for. Calderdale College do not receive the save for later data and cannot retrieve this from the system as a final submission of the form

Once you have selected the declarations you will see the next button appear at the bottom of the page to move onto page 2 – Learner Details.

Page 2 – Learner Details

The tick on the employer registration box at the top indicates you have completed this page and you are now in the Learner Details page (2nd and final page of the form)

Same as the first page of the form all fields marked with a * are mandatory and a required field for the Bootcamp programme.

Learner's Full Name *

First

Last

Is the learner's employer name the same as entered under page 1? *

- ☐ Yes
☐ No

Is the learner's employer address the same as entered under page 1? *

- ☐ Yes
☐ No

Learner's Job Title *

Learner's Email Address *

Learner's National Insurance Number *

Learner's typical working hours *

Learner's approximate annual salary *

Please tick to confirm that the learner has lived in the UK for the last 3 years and is legally employed? *

- ☐ I confirm the the statement is true and correct to the best of my knowledge

Please state the evidence used to confirm the learners right to work in the UK? *

At the bottom of the form, you will now see a “submit button” appear. Until all the fields have been completed (all mandatory) you will NOT be able to submit the form. The form will show you which fields are missing when you try and submit and have not filled out the necessary fields.

There was a problem with your submission. Please review the fields below.

“-” indicates required fields

Learner's Full Name *

First

Last

This field is required. Please complete the following fields: First, Last.

Is the learner's employer name the same as entered under page 1? *

- ☐ Yes
☐ No

This field is required.

Is the learner's employer address the same as entered under page 1? *

- ☐ Yes
☐ No

This field is required.

Learner's Job Title *

This field is required.


Located at the bottom is a question about if there are more than 1 learner attending the bootcamp. If there is more than 1 learner attending you will need to select yes and another set of learner details questions will appear for you to complete as you have done with the first learner.

Will more than 1 learner be attending the Skills Bootcamp programme? *

- ☐ Yes
☐ No

PREVIOUS

SUBMIT

 SAVE & CONTINUE

Once everything has been completed you may now submit the form and Calderdale College will receive a copy and you will also receive a copy to the email address you entered initially on page 1.

Should you have any queries relating to this form or guidance of this form please email:

skillsbootcamps@calderdale.ac.uk

and someone will be able to assist you further.
