

Initial Advice and Guidance Certificate

The Education & Skills Funding Agency (ESFA) requires Loreto to provide documentation which confirms that students have been provided with the appropriate assessment and guidance at entry to their Programme of Study. Loreto provides this during the Enrolment/Induction period. We ask you to confirm that the following has been provided:-

- Information and guidance from subject specialists
- A negotiated programme of study which matches your abilities, qualification goal, career plans and interests
- Impartial guidance based on relevant information, for example your High School and on your examination results
- Information on financial and other support required. The College is not charging you any tuition fees (unless you are an overseas student) either because you satisfy the ESFA's tuition fee remission policy or because the college has agreed to waive the fees.
- A Student Handbook which provides you with details on college facilities, procedures and Loreto's Equal Opportunity Policy.

I fully understand the requirements of the programme and understand the entry requirements

Some personal information you provide is passed to the Department for Education, including the Education and Skills Funding Agency (ESFA). 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. 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 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.

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

<https://www.gov.uk/government/publications/esfa-privacy-notice>

Required Consents

I agree:

- To continue with my chosen range of subjects until the end of the course, unless exceptional circumstances intervene
- To Loreto College sharing progress information with my parents/carers - I understand this applies even when I am over the age of 18
- To Loreto College holding my essential information in line with GDPR May 2018
- To Loreto College passing on any relevant safeguarding information to external bodies to provide continuing safeguarding support, both whilst I am a member of the college community and once I have left Loreto
- To Loreto College sharing any safeguarding information with my parents/carers, if the college feels it is necessary to do so to safeguard myself. I understand this applies even when I am over the age of 18
- To Loreto College sharing my essential information with the ESFA and other agencies in line with GDPR
- To Loreto College requesting copies of my exam scripts