

**Cymru’n Gweithio**

#newiddystori

**Working Wales**

#changeyourstory

**Personal Learning Account (PLA) Assessment Form**

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| **Customer Details** |
| **CG Learner ID** | (completed by Coleg Gwent) |
| **Title** |  |
| **Surname** |  |
| **Forename(s)** |  |
| **Address** |  |
| **Postcode** |  |
| **Home telephone** |  |
| **Mobile** |  |
| **Email** |  |
| **Date of Birth**  |  | Age: |
| **National Insurance number** |  |
| **Gender** |  |
| **Ethnic Origin** |  |
| **Preferred language of communication** | Written: | Verbal: |
| **Are you a Welsh speaker?** | Yes / No |
| **What is your highest level of Welsh language qualification?** | *e.g. GCSE second language* |
| **Do you have any work limiting health conditions?**  | Yes / No |
| **Do you have any disability and / or learning difficulty which impacts on your ability to learn and / or use general facilities?** | Yes / No |
| If yes, what is your primary type of disability and / or learning difficulty?  |  |
| Do you have a secondary type of disability and / or learning difficulty? |  |
| **Are you a migrant worker?** | Yes / No  |
| **What is your household status?** |  |
| **Enter the PLA course(s) of interest:** |  |
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| **Customer story and current situation**  |

**Eligibility for Personal Learning Account**

**What is your employment status?**Please delete as appropriate:

Employed / Self Employed / Unemployed / Student / Furloughed / Other (*please specify*)

**Are you studying on any other course?** Yes / No

**If Yes:**

 **What is the course title and level?**

 **How many hours per week / no of weeks is this course?**

 **Is this course** (please delete as appropriate**:** Full Time / Apprenticeship / Part Time

**What is your current gross annual salary**\* (from employment / self-employment): **£**

**Are you currently living in Wales?** Yes / No

\* Evidence of salary must be provided before eligibility can be confirmed. Evidence can include three months latest pay slips, self-assessment forms, P60 etc

**Availability for Personal Learning Account**These questions do not need to be completed if you are applying for an e-learning online course. Please move to the Employment History section.

**What are your current hours of work?**

**When are you available to attend a PLA course?**

Days:

 Times:

 **Are you able to drive?** Yes / No

**Which campus would you be able to study at?**

Ebbw Vale – Yes/No

 Crosskeys – Yes/No

 Newport – Yes/No

 Pontypool – Yes/No

 Usk – Yes/No

**Can you dedicate time for independent study to help achieve this course?** Yes / No

**Employment History**

**Who are you currently employed by?**

**What is your current employer’s postcode?**

**Is your current employment in any of the following priority sectors?**
Please delete as appropriate:
Engineering / ICT / Health and Care / Construction / Not in any of these sectors

 **Knowledge**

**Please list all formal qualifications gained:**

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| Qualification | Level | Grade achieved  |
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**Please detail any work experience or other experience you may have that you feel supports your application for the course**:

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| **Additional information - career aspirations and strengths**  |

**Future career aspirations**

**Please detail, what your future career aspirations are:**

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**How do you think that the PLA course will help you reach these aspirations?**

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| **Support needs** |

 **Barriers to attending**

**Would you need support with childcare, in order to attend the PLA course:** Yes / No

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| If Yes, please detail the support you would need: |

**Are there any other barriers that may prevent you pursing the PLA course:** Yes / No

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| If Yes, please detail the support you would need: |

Thank you for taking the time to complete the assessment form. We’re really pleased that you’ve taken positive steps to rewrite your career and invest in a Personal Learning Account with us.

**Please return your completed form along with your income evidence to** **pla@coleggwent.ac.uk**

**OFFICE USE ONLY**

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| **Actions and outcomes** |
| **Reasons for applicants not entering the programme:**(Options can include: sought learning in an unsupported topic area; did not meet the eligibility criteria (provide further detail below); current employment created a barrier; chose not to start; other (provide further detail below). |

**Eligibility**

**Is the customer eligible for PLA? (must answer ‘Yes’ to all of the below):**

Is the customer over the age of 19: Yes/No

Employed / Self Employed / Furloughed: Yes / No

Not studying Full Time in either HE or FE or on an Apprenticeship: Yes/No

Current Gross Annual Salary is less than £26,000 : Yes / No **\***

Living in Wales: Yes/No

\* No threshold for furloughed staff

**Eligible for PLA: Yes / No**

* If no, please proceed with standard customer referral process (**Working Wales Staff**)
* If no, please proceed with offering information on all other PT courses at Coleg Gwent (**CG Staff)**
	+ I confirm that the information I have collected is a true and accurate reflection of the client's current status
* I confirm that the proposed next steps takes into account the client's best interests
* I confirm the client has provided consent for their information within this document to be shared with the partner organisation of which Working Wales is referring to
* I confirm that the advice I have provided is impartial and unbiased
* I will continue to support the client, offering supplementary advice and guidance where applicable, or at any such time further advice is required
* I confirm that the information provided by the client will be treated in accordance with the Careers Wales Privacy Notice

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| ***College Admissions Assistant Contact Details for completed Assessment*** |
| **Admissions Assistant Name** |  |
| **Date** |  |
| **Telephone Number** |  |

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| ***Careers Wales Adviser Contact Details*** |
| **Careers Adviser Name** |  |
| **Email Address** |  |
| **Telephone Number** |  |