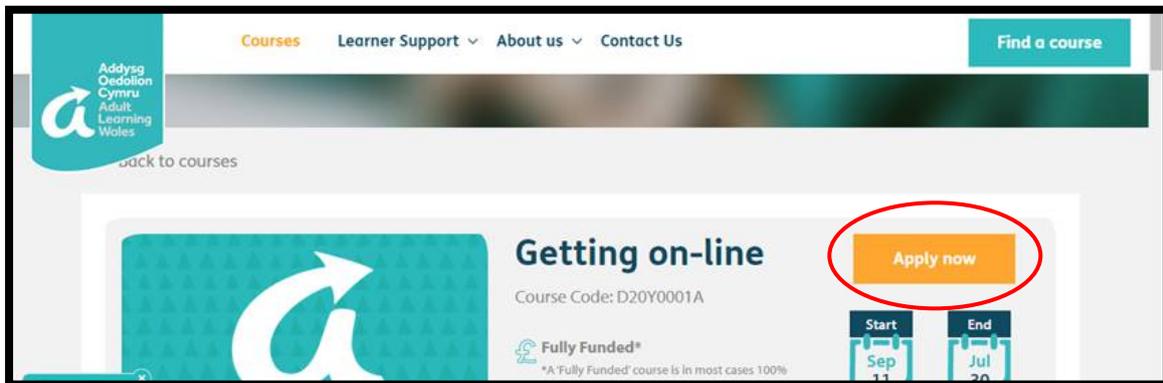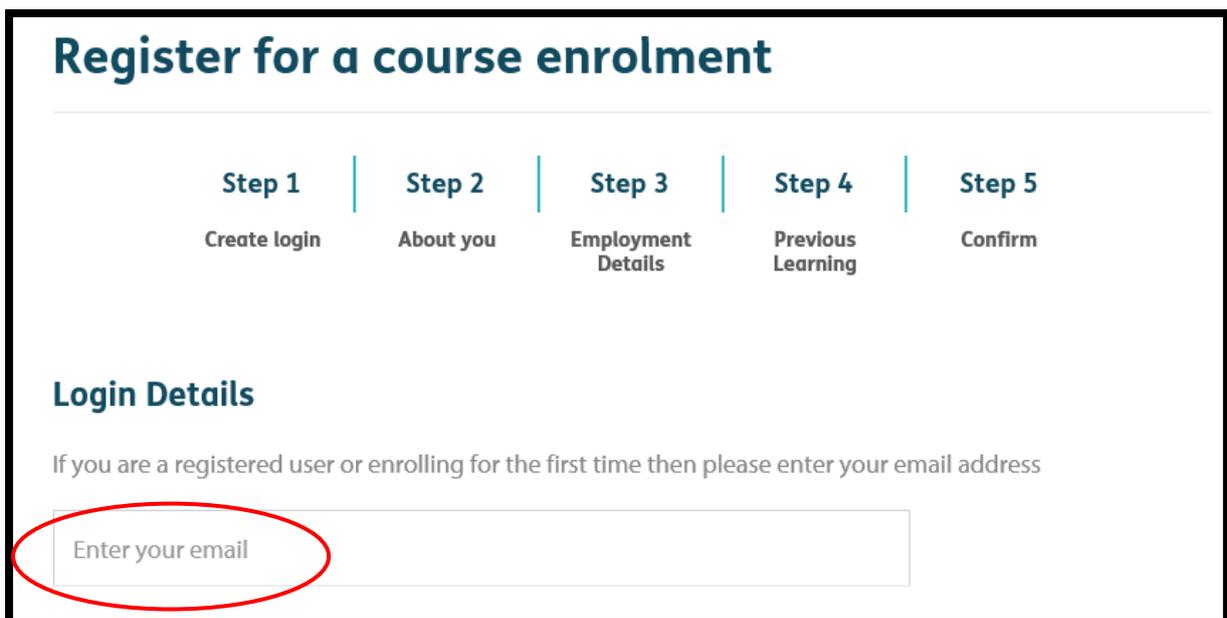# Online Enrolment – Quick Guide

- Clicking on the link from your tutor will take you to the website page with an option to click 'Apply now'.

- Click on 'Apply now'. You will be asked to log in to your 'My Learning' account. If you haven't logged in before you will be asked to create an account

- Enter your email address at the **'Login Details'** screen then click **Start Enrolment**

- New users will be asked to create a password and confirm it.
- You have the option of becoming a member for free or you can untick the box not to.
- You also have the option to check the box to receive promotional material
- Click **Next**
- Your 'My Learning' account is now active and you can now complete 'Step 2 – Step 5' to enrol online

Online Enrolment – Quick Guide

Step 2 – About you

- Please ensure details given are correct and up to date.

Personal Details

Address Details

Contact Details

Language preferred for individual contact

Step 3 – Employment Details

Tell us about your employment

Employed

If you consider yourself to have a disability and/or learning difficulty that affects your ability to learn or access learning please tell us here *

Does not apply

Add another disability

Please tell us if you have any learning, support or access needs (these will be met where reasonably practical) *

- [ ] I wish to discuss my support needs privately?
- [ ] I would like additional support to assist my learning
- [ ] Other than this course I'm not currently in education or training

Next

Online Enrolment – Quick Guide

Step 4 – Previous Learning

Tell us about your previous learning

Level of highest qualification * ⌄	Highest Welsh language qualification ⌄
I speak Welsh * ⌄	I write Welsh * ⌄
My primary language * ⌄	My secondary language ⌄

Next

Step 5 - Confirm

Declaration

By signing this form you are declaring that the information that you have given is correct and you agree to the Learner Code of Conduct of AOC|ALW which is available in the Learner Support section of our website (www.adultlearning.wales). You are also confirming that you have had access to, and are aware of, where to find the Welsh Government Lifelong Learning Wales Record Privacy Notice (www.wales.gov/llwr). Any information supplied by you on this form will be processed in accordance with GDPR requirements and will be processed by AOC|ALW as the data processor for the purposes supplied.

Please click here to read the learner services page with financial support information at the end of the form?
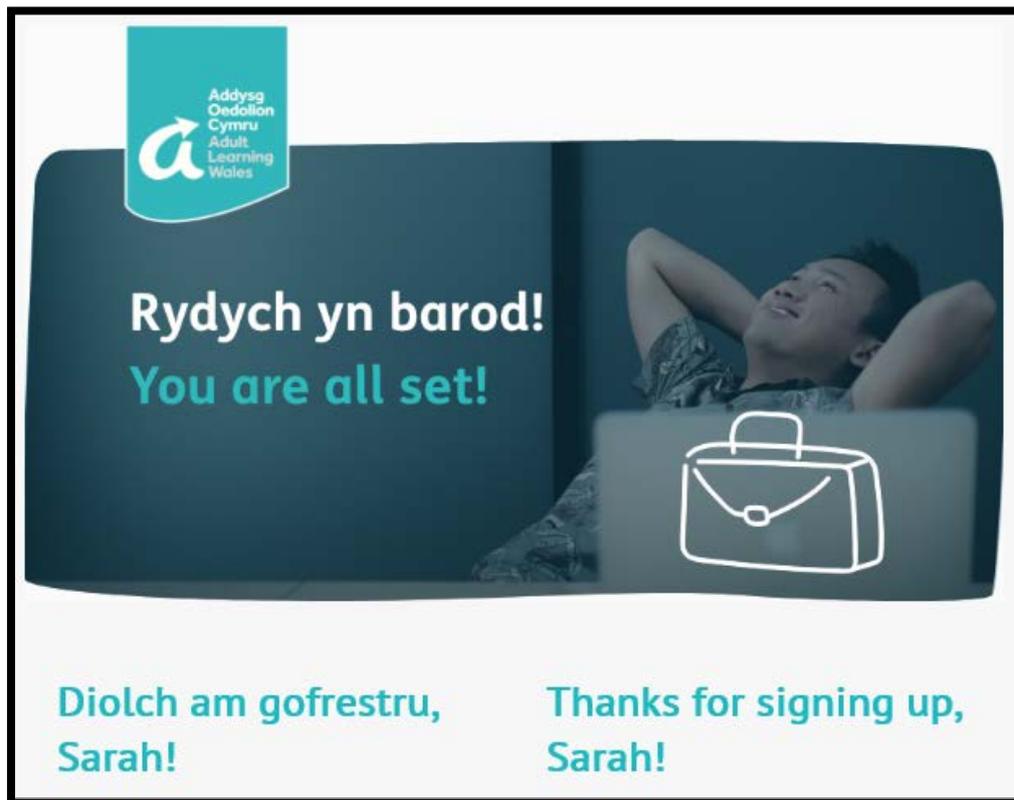
☐ Tick if you do want to share your information

☐ I would like AOC | ALW membership information

Declaration Date - 24/09/2020

Submit Application

Online Enrolment – Quick Guide

- Once submitted learners will receive a welcome email.

- This email will give you the key details for your new course