

**New learners who
want to join a Digital
Skills course with MAES**

1 Learners directed to enquiry form
<https://www.smartsurvey.co.uk/s/joinDigital/>

2 A Digital Skills tutor picks up the enquiry and phones the learner to discuss courses, levels, motives etc

3 Learners are allocated a place on a course or added to the Skill Up 'invite list'

4 Learners complete enrolment before their first class

Enrolment for new learners

1 Learners offered 1:1, face-to-face appointments to complete enrolment

2 Learners complete enrolment forms with a tutor over the telephone

If learners cannot complete an online enquiry form...

Learners phone or call into a centre and are invited to a Welcome Session in a centre

**Manchester
Adult
Education**

Eligibility

The screener and enrolment form will take you through questions to establish eligibility.

If someone has British nationality and has lived in the UK for the past three years or more they are eligible.

Eligibility

These questions will help to establish whether the learner will be eligible for GMCA funded courses.

Where were you born? *

United Kingdom

Other...

What is your nationality? *

Short-answer text

Have you lived in the UK, EU or EEA for the past three years? *

Yes

No