

## LOTIS Entry Form

### Confidentiality Statement

The information you give on this form will be treated in line with the Culture and Sport Glasgow Privacy Policy. Information on the purpose of collecting this information and the Confidentiality agreement are available at the end of this form.

**1.2 Provider  
Name:**

**1.2a Tutor  
Name:**

**1.3a Learner First  
Name:**

**1.3b Learner  
Last or  
Family Name:**

### Previous Literacy / Numeracy Learning and Education

**2.1 As an adult have you been to classes for: (Please mark all that apply with an 'x')**

Reading

Writing

Spelling

Numbers

Form filling

Computers

None of these

I prefer not to answer this question

**If you answered 'none of these' or 'I prefer not to answer this question,' please go to question 2.4**

**2.1a Was this in Glasgow?**

Yes   
No

**2.2 When was this?**

Less than 6 months ago   
Between 6 months and 1 year ago   
Between 1 and 4 years ago   
Over 4 years ago   
I prefer not to answer this question.

**2.3 Why did this learning end?**

**2.4 Have you left school?**

Yes   
No

**If you answered no, please go to 3.1**

**2.4a How old were you when you left school?**

**Current Learning**

**3.1 Where did you hear about this learning?**

Big Plus   
College   
Employer   
Friends or family   
Glasgow's Learning   
Hospital/clinic   
Jobcentre   
Library   
Newspaper   
Poster/leaflet/flyer   
Project/keyworker   
Social Worker   
Word of mouth   
Other   
I prefer not to answer this question

**3.1a If other, please specify below**

**Employment**

**4.1 Are you? (Please tick all that apply)**

- Working
- Looking for work
- Not looking for work
- Not working
- Not able to work
- A student
- Volunteering
- On a work placement
- Other
- I prefer not to answer this question

**4.1a If you want to tell us more, please write here. (For example, I am a parent, I am taking care of someone else, I am retired.)**

**Learning Plan and goals**

**5.1 Are you taking this class/learning to help improve your?**

- Reading
- Spelling
- Writing
- Numbers
- Form filling
- Computers
- Other
- I prefer not to answer this question

**5.1 a If other, please specify**

## Reasons and Goals

### 5.2 Are you taking this class/learning to help you improve your:

- Personal Life
- Family Life
- Community Life
- Work life
- Finances/Money
- Health
- Mental Well being
- Other

#### 5.2a If other, please specify

### 5.3 What are your goals? (tick all that apply)

- College
- Other classes / learning
- Getting a certificate / qualification
- Getting a job / work
- Getting a better job or a promotion
- Volunteering
- Training
- Other
- I prefer not to answer

#### 5.3a If other, please specify

## Other information

### 6.1 Is English your first language?

- Yes
- No
- I prefer not to answer this question

## **Purpose and Confidentiality Agreement**

1. Culture and Sport Glasgow is committed to providing a high quality service to everyone. It helps to know a bit about the people who are using our service as detailed in the privacy policy on the Glasgow's Learning website. It would be very helpful if you would fill in this form. This is voluntary.
2. All questions on this form are voluntary. You do not have to complete the form to obtain this service. If you do not wish to answer any of the questions, you may choose not to by ticking 'I prefer not to answer.'
3. Information you provide on this form will be used by Culture and Sport Glasgow, Glasgow City Council and the Glasgow Community Learning Strategy Partnership (for details on membership please refer to our Glasgow's Learning Website) to ensure equal access and improve services for learners.
4. The information gathered in this form will be analysed within Culture and Sport Glasgow for the purpose of monitoring, evaluation and research. The information you provide will be kept confidential and will be shared with Culture and Sport Glasgow, the Glasgow Community Learning Strategy Partnership and the Scottish Government to improve access to and delivery of services.
5. The information you provide us will be used for statistical purposes by Culture and Sport Glasgow and will not be used to identify you as an individual in any way.
6. If you agree to be contacted by someone to discuss your learning experiences, your contact details may be passed on to the Scottish Government. If you do not agree to future contact, your details will not be passed on and will remain confidential.
7. The questions regarding gender identity, age, disability, transgender status, religion, sexual orientation and ethnicity are also voluntary. We realise this information is sensitive, but it will help us to monitor our equal opportunities policy and to improve the way we target our resources. It will be used for generating statistical information only, to show general trends and the impact of our services.
8. All information used will be treated in the strictest confidence, in accordance with the Data Protection Act 1998. All processing of your details by Culture and Sport Glasgow is carried out in accordance with the Data Protection Act 1998. Under the Data Protection Act 1998 you are entitled to access the information held.
9. If you do not understand any part of this information, please ask your tutor to explain this to you.