



Overall level:		Assessed by:	Date:
Eligible for ESFA funded courses	Yes/ No / Not sure	Comment:	
Outcome of the assessment	Place offered <input type="checkbox"/>	Details:	Waiting list <input type="checkbox"/>

**Before you start the screener:**

Are you on a waiting list anywhere in Manchester? Yes  No

If on a waiting list, where?

How long have you been on a waiting list for an ESOL class? 
 < than 1 month  
  1-6 months  
  7-12 months  
  1-2 years  
  > than 2 years

Has anyone referred you to an ESOL assessment? Yes  No

Referred by: Job Centre Plus  Other  Give details:

**Essential Learner Information:** We need this information to decide which course we can offer you and to contact you about this.

First name		Surname	
------------	--	---------	--

Address			
---------	--	--	--

Postcode		Telephone no.	
----------	--	---------------	--

Date of birth		Gender	M <input type="checkbox"/> F <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
---------------	--	--------	--

Country of birth		First language	<input type="checkbox"/> Not literate
------------------	--	----------------	---------------------------------------

Nationality (from passport)		Other languages	<input type="checkbox"/> Not literate
-----------------------------	--	-----------------	---------------------------------------

Have you lived in the EU/UK for 3 or more years?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Your immigration status in the UK	British/ EU National <input type="checkbox"/>
			Married to British/ EU National <input type="checkbox"/>

Date of arrival in UK	__ / __ / ____ (DD/MM/YYYY)	Refugee/dependent of a refugee <input type="checkbox"/>
		Asylum Seeker <input type="checkbox"/>
		On a work permit <input type="checkbox"/>
		Leave to remain <input type="checkbox"/>

Are you working? (Tick Yes/No and additional options)	No <input type="checkbox"/>	Looking for work	Looking after children	Volunteering	Retired	Not working- health reasons
	Yes <input type="checkbox"/>	Casual work	Working (full time)	Working (part time)	Job title:	

Previous employment (Write jobs held)	UK	<input type="checkbox"/> None <input type="checkbox"/> Did not understand
	Non- UK	<input type="checkbox"/> None <input type="checkbox"/> Did not understand

Income (Tick all that apply)	No benefits	In work (earn below £15,736.50 per year, pre-tax)	Household income less than £541 per month, pre-tax/ individual income less than £338 per month, pre-tax
	Income Support	Child Tax Credit	NASS
	Universal Credit (UC)	Working Tax Credit	Carer's Allowance
	Job Seeker's Allowance (JSA)	Child Benefit	Disability Living Allowance
	Employment Support Allowance- Work Related Activity Group (WRAG)	Housing Benefit	Pension Credit
	Unwaged dependant of someone claiming the listed benefits	Council Tax Credit	Other income-based benefit

NI Number	No <input type="checkbox"/> Yes <input type="checkbox"/>
-----------	--

<b>Education</b>	No formal education	Primary school (11)	High school (16)	College/FE (18)	University level (18+)				
	Any professional or vocational qualifications? No <input type="checkbox"/> Yes <input type="checkbox"/> Give details:								
<b>Did you study ESOL in the UK?</b>	No <input type="checkbox"/>	Barriers to joining:	Childcare	Distance/travel	Waiting list	Work	Health	Other: Give reason	
	Yes <input type="checkbox"/>	Year:	Venue:			Level:			Qualifications:
<b>Motivation: First given reason =1. Tick other reasons too</b>	To get a job		To help/support my children		To improve confidence to talk to other people				
	To get a better job		To improve reading and writing		To communicate at work				
	To start volunteering		To prepare for further study		To become independent				
	To pass an exam/ get a certificate		Other: Give details						
<b>Please tick if any of these courses might be of interest to you and you'd like to be contacted about places. You can opt out at any time</b>	Childcare		Maths		Community Interpreting				
	Customer Service		Social Care		Employment Support				
	ICT		Hair and Beauty		Family Learning				
	Construction		Security		Catering				
	Teaching Assistant		Other: Give details						
<b>Additional Information: We will use this to support you on your course and understand who is using this service</b>									
<b>Children (how many in each category)</b>	0-4	5-17		Prefer not to say					
<b>Creche needed?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/>	<b>Informal childcare can be arranged by learner?</b>			No <input type="checkbox"/> Yes <input type="checkbox"/>				
<b>Child's DOB</b>				<b>Child's DOB</b>					
<b>Ability to travel</b>	One bus only	Walking distance only		Anywhere in Manchester			Did not understand		
<b>Can you pay for the course?</b>	No, free courses only			Yes, I can pay					
<b>When can you study? (Tick as many as you can)</b>	Morning (9-12)	Afternoon (12-4)		Twilight (4-6)	Evening (6-9)		Weekend (Saturday or Sunday)		
<b>Ethnicity</b>	White and Black African	Indian		Gypsy or Irish Traveller	Arab		Chinese		
	White and Black Caribbean	Pakistani		African	Any other mixed/multiple ethnic background		Any other Asian background		
	White and Asian	Bangladeshi		Caribbean	Any other white background		Prefer not to say		
	Any other Black/African/Caribbean background			Any Other Ethnic Group: Write here					
<b>Do you consider yourself to have any disabilities, health problems or learning difficulties? If you tell us, we can support you on your course.</b>							Yes	No	Prefer not to say
<b>If yes, write here</b>									
<b>Signature and Privacy Notice Acknowledgement</b>									
Manchester City Council's ESOL Advice Service works with course providers to help you find an ESOL class. This means that your personal information will be used by us so that we can understand who is using our service and to match you to a suitable course. This also includes assessing your current English language ability. We share information with course providers and collect information from them after you have accepted an offer of a course placement.									
We also use your data for statistical purposes, which is shared anonymously with the Ministry of Housing Communities and Local Government, for funding purposes.									
By signing this form, I confirm that the information I have provided to Manchester ESOL Advice Service is correct to the best of my knowledge. I have been provided with the ESOL Advice Service Privacy Notice which explains how Manchester ESOL Advice Service will use my personal information.									
<b>Signed (learner)</b>							<b>Date</b>		__ / __ / 20 __

*The table below is to be completed by staff trained in assessment*

Speaking and Listening question prompts		Comments:					Level
1. Tell me your name (country, colours, numbers)							Pre-Entry
2. Tell me about your day or your free time.							E1
3. Tell me about something you did at the weekend. What do you like about Manchester? How is England different from your country?							E2
4. Tell me about your experiences/ things you've achieved in your life. What should you do to be successful in learning English?							E3
5. Tell me about your goals and how you want your life to change in the future. Tell me about a person who has influenced you in some way.							L1/L1+
Reading level	Pre-Entry	E1	E2	E3	L1/L1+	Comments:	
Writing level	Pre-Entry	E1	E2	E3	L1/L1+	Comments:	

**Write about yourself and your life in the UK.**

Blank writing area for the student to describe themselves and their life in the UK.

Please turn over to continue if you need more space.

Sample