

Guidelines for Completing Your Learner Details Form

Course Details:

You must have entered **both** the **Title and PLSS Course Code** of which you wish to apply.

Section 1 – Personal Details:

All details in this section **must be completed**, including your correct **PPSN**.

Section 2 – Social Welfare Information

Every part must be completed.

If you are a Medical Card holder please enter the details and **provide a copy of your current card**.

If you are not in receipt of Social Welfare, please tick box “None of the above”.

2.1 – Only complete if you are in receipt of a Social Welfare payment.

Please have your local DSP Office fill in and stamp **SW2 Form** and return to this office.

2.2 – Only complete this section if you are an applicant from Outside EU

Section 3 – Education

All parts must be completed.

Tick the box for your **highest education level achieved**.

Be sure to enter the **year and Country** in which this level was achieved.

Section 4 – Economic Status

This section must be completed.

One box must be ticked that is applicable to you.

The **duration/date** must also be entered.

4.1 – All sections must be completed.

Section 5 – Further details.

This section is optional.

If you do not wish to answer these questions, please make sure to **tick box that you are opting out of answering**.

Before Submitting your form, please check the following:

	Have I entered my Course Title and PLSS Code?
	Have I entered my correct PPSN?
	Have I answered every section required or tick box where not applicable?
	Have I signed the Data Protection Statement on Page 10?
	Have I provided a copy of my current Medical Card or SW2 Form if applicable?

Please note that if any information is omitted from the form, it cannot be processed. Your form will be returned to you for completion, which will result in a delay of your course registration.



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