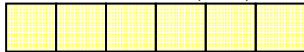
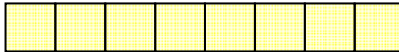


Train to Gain Individual Learner Record/Additional Aim

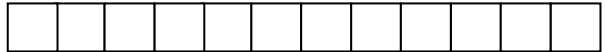
L01 Provider Number (UPIN)



L46 UK Provider Ref No



L03 Learner Ref No

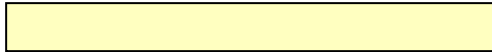


L45 ULN

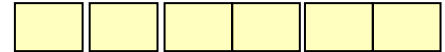


Section 1 – Please complete in BLOCK CAPITALS using Black Ink

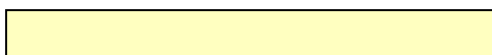
L09. Surname



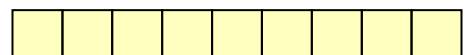
L11. Date of Birth



L10. Forename



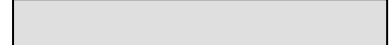
L26. NI Number



L18-21. Home Address



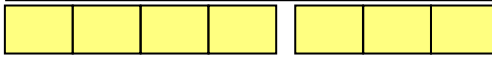
L23. Telephone Number



Email



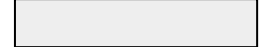
L17. Home
Postcode



L13. Sex (M or F)



Title



L24. Country of Domicile

(Enter code from Table1 below)



L22. Current
Postcode



L12. Ethnicity (Enter code from Table2 below)

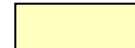


Table 1 Country of Domicile

England	XF	Channel Isles	XK	Northern Ireland	XG	Isle of Man	IM
Scotland	XH	Poland	PL	Wales	XI	Others	Refer to Appendix D

Table 2 Ethnicity Code

11	Asian or Asian British – Bangladeshi	17	Black or Black British – any other Black background	23	White – British
12	Asian or Asian British – Indian	18	Chinese	24	White – Irish
13	Asian or Asian British – Pakistani	19	Mixed – White and Asian	25	White – any other White background
14	Asian or Asian British – any other Asian background	20	Mixed – White and Black African	98	Any other
15	Black or Black British – African	21	White and Black Caribbean		
16	Black or Black British – Caribbean	22	Mixed – any other Mixed background		

Section 2 – Learning Difficulties/Disabilities and Employment Status

L14. Does the learner consider himself/herself to have a learning difficulty, disability or health problem?
(Enter 1 for 'Yes', 2 for 'No' and 9 for 'No information provided by the learner')



L15. If the learner has identified a Disability or Health Problem, please record the main disability
(Enter code from Table3)



L16. If the learner has identified a Learning Disability or Difficulty, please record the main learning difficulty
(Enter code from Table4)



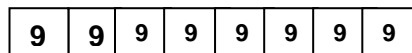
Table 3 Disability or Health Problem

01	Visual Impairment	05	Other Medical Condition	09	ProFound Complex Disabilities	98	No Disability or Health Problem
02	Hearing Impairment	06	Emotional/Behavioural Difficulties	10	Aspergers syndrome		
03	Disability Affecting Mobility	07	Mental Health Disability	90	Multiple Disabilities		
04	Other Physical Disability	08	Temporary Disability after Illness or Accident	97	Other		

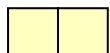
Table 4 Learning Difficulty

01	Moderate Learning Difficulty	11	Dyscalculia	20	Autism spectrum disorder	97	Other
02	Severe Learning Difficulty	19	Other Specific Learning Difficulties	90	Multiple Learning Difficulties	98	No Learning Difficulties
10	Dyslexia						

L34. Learner Support Reasons
(Code set for 'No learner support')



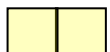
L36. Status on Day Prior to Learning
(Enter code from Table5 below)



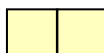
L48. Date Employment Status Changed



L37. Status on First Day of Learning
(Enter code from Table6 below)



L47. Current Employment Status
(Enter code from Table6 below)



A04. Data Set Identifier Code

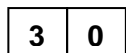


Table 5 Status on Day Prior to Learning

01	Employed/Self Employed	97	Other - Volunteers
----	------------------------	----	--------------------

Table 6 Status on First Day of Learning /Current Employment Status

01	Employed/Self Employed	02	Not Employed - Volunteers
----	------------------------	----	---------------------------

Train to Gain Individual Learner Record/Additional Aim

L01 Provider Number (UPIN)

L46 UK Provider Ref No

L03 Learner Ref No

L45 ULN

Section 3 – Prior Attainment Level

L35. Prior Attainment Level (Enter code from Table7 below)

Table 7 Prior Attainment Code

09	Entry Level	04	Level 4
07	Other qualifications below level 1	05	Level 5 or above
01	Level 1	97	Other qualifications, level not known
02	Full Level 2	99	No qualifications
03	Full Level 3		

The Train to Gain service is designed to raise the skill levels of people to benefit themselves, employers and the wider community. The Government chooses to prioritise its investment in those employees and volunteers **without** the equivalent of 5 GCSE's (Grades A-C) already except where flexibilities exist regarding additional qualifications. Please tell us about **all** of your existing qualifications. This list is not exhaustive.

School/College Qualifications

5 GCSE's (Grades A-C) or O Levels
5 CSE Grade 1's
1 or more A Level
2 AS Levels

Vocational (work related) Qualifications

BEC General Certificate/Diploma with Credit
HND/HNC/Edexcel/BTEC 1st Diploma or Higher
C&G Higher Operative or Craft/GNVQ Intermediate or Higher
NVQ Level 2, 3 or 4/Access Course

Prior Qualifications

Please indicate what qualifications you have completed in the past. Where you have no previous qualifications please state 'None'.

Details of Qualification completed or currently undertaking (for example – Title, Module Names, Awarding Body, Institution)	Date Qualification completed (date or year if exact date unknown)	Level Achieved (eg grade - A, B, C, L1, L2, Intermediate, Advanced)

If required, please continue on an additional sheet and attach to this document.

First or Additional Qualification

First Qualification:

Additional Qualification:

Section 4 – Eligibility to Enter Train to Gain

Please tick if applicable

	Yes	No
I can confirm that I am Employed and have a Contract of Employment.		
I am Self Employed (since month/year) and I have registered my self employment with the HM Revenue and Customs.		
I can confirm that I am a Volunteer and receive no payment for the work undertaken other than incurred expenses where payable.		

Please tick Yes or No

	Yes	No
I am NOT currently on the New Deal Programme or any other government funded training.		

Train to Gain Individual Learner Record/Additional Aim

L01 Provider Number (UPIN)

L46 UK Provider Ref No

L03 Learner Ref No

L45 ULN

Section 5 – Residency

Please tick if applicable

	Yes	No
I am normally and lawfully resident in the UK, any EU Country and Islands (this is, including the Channel islands and the Isle of Man) and have been for the last 3 years. This does not include persons with time-limited leave to remain where this does not extend to the planned end date of the proposed learning aim of study; OR	<input type="checkbox"/>	<input type="checkbox"/>
I have not been resident in the UK but I fulfil the residency criteria and have attached the required evidence to confirm my status, please detail below.	<input type="checkbox"/>	<input type="checkbox"/>

If 'NO', please give details of your circumstances below in order that your eligibility for participation in this programme can be confirmed:

Details of Circumstances	Evidence (Proof of Residency – Home Office Papers, Immigration and Nationality Departmental Letter, Passport etc)

Section 6 – Information & Advice, Induction and Individual Learning Plan

I can confirm I have taken part in the following with my Training Provider (please tick YES or NO to each statement)

	Yes	No
1. An information and advice session to help me choose the right course for me	<input type="checkbox"/>	<input type="checkbox"/>
2. I have been given the option of having a confidential advice session.	<input type="checkbox"/>	<input type="checkbox"/>
3. An assessment of my current Maths and English skills and advice on how I can up-date these	<input type="checkbox"/>	<input type="checkbox"/>
4. An assessment of my current work skills and those I need to develop in my job	<input type="checkbox"/>	<input type="checkbox"/>
5. A structured induction to my Train to Gain programme	<input type="checkbox"/>	<input type="checkbox"/>
6. Development of an Individual Learning Plan	<input type="checkbox"/>	<input type="checkbox"/>
7. A discussion on options available including Apprenticeships has taken place	<input type="checkbox"/>	<input type="checkbox"/>

I can confirm that my Training Provider has discussed my initial assessment results with me and has identified that my Train to Gain programme will involve: (Please state number of hours in the boxes provided)

At least

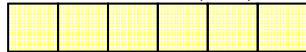
hours of learning/training consisting of underpinning knowledge and understanding
(Refer to guidance notes for further explanation)

Section 7 – Employer Details

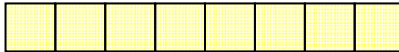
Employer Name/Voluntary Organisation	<input type="text"/>	Telephone No	<input type="text"/>
Contact Name	<input type="text"/>	Email	<input type="text"/>
A45. Workplace Location Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	A23. Delivery Location Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
A44. Employer Identifier	<input type="text"/>	E11. Industrial Sector of Learner's Employer	<input type="text"/> <input type="text"/>
E12. Employment Status on day before starting ESF/CFD Project (Enter 01 for 'Employed/Volunteer' and 03 for 'Self Employed')	<input type="text"/> <input type="text"/>	E13. Learner's Employment Status	<input type="text"/> <input type="text"/>
E14. Length of unemployed before starting ESF project	<input type="text"/> <input type="text"/>	E15. Type and Size of Learner's Employer	<input type="text"/> <input type="text"/>

Train to Gain Individual Learner Record/Additional Aim

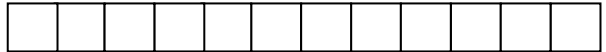
L01 Provider Number (UPIN)



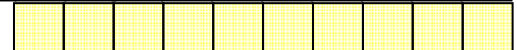
L46 UK Provider Ref No



L03 Learner Ref No

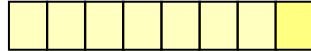


L45 ULN

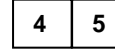


Section 8 – Learning Aim & Funding Details

A09. Learning Aim Reference



A10. LSC Funding Stream

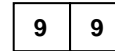


A18. Main Delivery Method

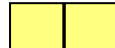


(Enter code 22 for Higher Rate, code 23 Lower Rate)

A15. Programme Type

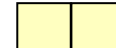


A14. Reason for Full/Co-Funding



(Enter code from Table8 below)

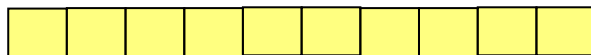
A53. Additional Learning Needs



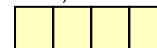
(Enter code from Table9 below)

A54. Broker Contract No

(Enter Broker Contract Number if applicable,
If learning agreement was not brokered enter 999999999)



A24. SOC Code



(Please refer to list)

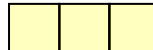
A27. Learning Start Date



A28. Planned Learning End Date



E23. Local Project No (Enter code from Table10 below)



E22. Project Dossier No (Enter Code from Table11 below)

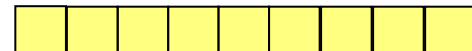


Table 8 Reason for Full/Co-funding

09	Skills for Life (excluding ESOL)
22	Level 2 entitlement (Level 2 & Level 3 Jumpers)
24	19-25 Level 3 entitlement
28	Fully funded not specified above (repeat Level 2 /Level 3 – refer to guidance relating to Level 3)
99	Employer contribution collected (see guidance)
10	Employer contribution not received (ESOL, Level 3/Level 4j – aged 25+ see guidance)
11	Employer contribution taken and refunded (ESOL, Level 3/Level 4j – aged 25+ see guidance)

Table 9 Additional Learning Needs

11	Additional learning needs
97	Learner has been assessed as having no additional learning needs

Table 10 Local Project No

West Midlands	999	All Other Regions	000
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Table 11 Project Dossier No

West Midlands	08016LWM2	All Other Regions	Leave Blank
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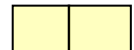
Section 8a – Additional Learning Aim Details

A09. Learning Aim Reference

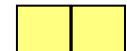


A14. Reason for Full/Co-Funding

(Enter code from Table8 above)



A18. Main Delivery Method



(Enter code 22 for Higher Rate, code 23 Lower Rate)

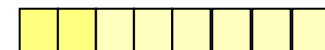
A27. Learning Start Date



A28. Planned Learning End Date

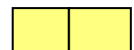


A09. Learning Aim Reference

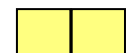


A14. Reason for Full/Co-Funding

(Enter code from Table8 above)



A18. Main Delivery Method



(Enter code 22 for Higher Rate, code 23 Lower Rate)

A27. Learning Start Date



A28. Planned Learning End Date



Train to Gain Individual Learner Record/Additional Aim

L01 Provider Number (UPIN)

L46 UK Provider Ref No

L03 Learner Ref No

L45 ULN

Section 9 – Special Monitoring Data

L40. National Learner Monitoring

L41. Local LSC Learner Monitoring

L42. Provider Specified Learner Data

A47a. Local LSC Learning Aim Monitoring

A47b. Local LSC Learning Aim Monitoring

Please see Table 12 below for relevant codes:

Table 12 Special Monitoring Data

Region	L40	L41	L42	A47a	A47b
North West					
North East					
Yorkshire & Humber				Provider/Sub-contractor UKPRN No	
East Midlands					
West Midlands				Provider/Sub-contractor UKPRN No	
East of England			Provider/Sub-contractor UKPRN No		
South East		Provider/Sub-contractor UKPRN No			
Greater London					
South West					

Section 10 – Declaration

Learner

I confirm that all the information on this form is correct and I declare that I have correctly identified my prior qualifications. I have a contract of employment (where applicable) and I fulfil the residency regulations for the LSC in England. I understand that if I have declared false information the provider may take action against me to reclaim the tuition fees and any support costs provided.

Learner Signature

Date

Employer

I confirm that, to the best of my knowledge, the information on this form is correct and that the learner is undertaking the appropriate qualification aim(s). If the above named learner is employed by me, I declare that they have a contract of employment. If the above named learner is a volunteer within my organisation, they are unpaid.

Employer Signature

Date

Provider

I confirm that the information on this form is correct and I declare that I have supported the learner in the completion of this document and to the best of my knowledge, the above named learner is eligible to enter Train to Gain. I have seen evidence to support the residency criteria (where applicable).

Provider Signature

Date

Data Protection Act 1998 The information you provide will be passed to the Learning and Skills Council (the LSC). The LSC is responsible for funding planning and encouraging education and training for young people and adults in England, and is registered under the Data Protection Act 1998. The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which we will share information include, the Department for Children, Schools and Families, the Department of Innovation, Universities and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners. The LSC also administers the learner registration service (LRS) which will use your information to create and maintain a unique learner number (ULN). Individuals can opt-out of sharing participation and achievements with those organisations listed in section 537A of the Education Act. Details of opt-out of data sharing can be found at the MIAP website (Managing Information Across Partner) www.miap.gov.uk.

Tick to Opt-out

☐

The LSC is also a co-financing organisation and uses European Social Funds from the European Union to directly or indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. Further information about partner organisations and the ULN and what they do may be found at www.lsc.gov.uk/providers/Data/help/dataprotection and by following the links to data protection. At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by mail and phone, which are aimed at enabling the LSC and its partners to monitor performance, improve quality and plan future provision.

Tick box L27a if you do not wish to be contacted by the LSC or its partners in respect of surveys and research. The LSC values your views on the education or training which you receive, and will use these to help bring about improvements for learners in England. The LSC or its partners may wish to contact you from time to time about courses, or learning opportunities that are relevant to you. Please tick box L27b if you do not wish to be contacted about courses or learning opportunities by post.

L27a

☐

L27b

☐