



UKPRN

UKPRN
in
previous year

ULN

Learner reference
numberLearner Reference
number in previous year**Individualised Learner Record 2013/14 – Learner Details Data Capture Form****Learner Information – Please complete in BLOCK CAPITALS using Black Ink**

Family name	<input type="text"/>	Given names	<input type="text"/>	Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current address lines 1 & 2	<input type="text"/>		<input type="text"/>		Sex (M / F)	<input type="text"/>	Ethnicity	<input type="text"/>			
Current address lines 3 & 4	<input type="text"/>		<input type="text"/>		Telephone number	<input type="text"/>					
Current postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Postcode prior to enrolment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	National insurance number	<input type="text"/>
Email address	<input type="text"/>										

Learner does not wish to be contacted (tick all that apply)

 About courses or learning oppo tunities (RUI1) ☐ For surveys and research (RUI2) ☐ By Post (PMC1) ☐ By Phone (PMC2) ☐ By Email (PMC3) ☐
LLDD & Health Problem and Learner Funding and Monitoring – Only complete and return where applicable

Do you consider yourself to have a long term disability, health problem or any learning difficulties? (Y/N)	<input type="text"/>	LLDD & health problem type and code	<input type="text"/>	And / Or	<input type="text"/>
Does the learner have any of the following? (tick those that apply)	Learning Difficulty Assessment LDA <input type="checkbox"/>	Education Health Care Plan EHC <input type="checkbox"/>	Disabled Student Allowance DLA <input type="checkbox"/>		
Does the learner need additional learning support? (Y/N)	ALS <input type="checkbox"/>	Learning support cost	£	<input type="text"/>	

Prior attainment	<input type="text"/>	Planned learning hours	<input type="text"/>	Planned employability, enrichment, and pastoral hours	<input type="text"/>	Is the learner away from home in accommodation owned or managed by the provider (Y / N)	<input type="text"/>
Learner FAM type and identifier/(s) (LSR type is not required for ESF funded learning)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Privacy Notice How We Use Your Personal Information

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Department for Education, including the Education Funding Agency to meet legal responsibilities under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a unique learner number (ULN). The information you provide may be shared with other organisations for education, training and employment-related purposes, including for research. Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at:

<http://skillsfundingagency.bis.gov.uk/privacy.htm>
Learner's Signature **I certify that the information contained on this form is correct**Date / / 20 **Learner verification
type (LRS registration
use only)**Relationship
with school☐

Passport

☐Driving
licence☐ID Card/Other
national ID☐

NI card

☐Certificate of
entitlement☐Bank card/
Debit card☐

Other

☐None
provided☐

This activity is part-financed by the European Union through the European Social Fund (ESF). ESF supports activities to extend employment opportunities and develop a skilled workforce.



European Union
European Social Fund
Investing in jobs and skills



Learner's names

Learner reference number

Single Individualised Learner Record 2013/14 – Learner Details Data Capture Form – Employment and Monitoring Information**Employment Status**

Employment status

Date employment status applies

Employer ID

Employment status monitoring type and codes Complete where applicable

S	E	I			E	I	I			L	O	U			L	O	E			B	S	I			P	E	I			R	O	N		
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Updated Employment Status

Employment status

Date employment status applies

Employer ID

Employment status monitoring type and codes Complete where applicable

S	E	I			E	I	I			L	O	U			L	O	E			B	S	I			P	E	I			R	O	N		
---	---	---	--	--	---	---	---	--	--	---	---	---	--	--	---	---	---	--	--	---	---	---	--	--	---	---	---	--	--	---	---	---	--	--

Employment status

Date employment status applies

Employer ID

Employment status monitoring type and codes Complete where applicable

S	E	I			E	I	I			L	O	U			L	O	E			B	S	I			P	E	I			R	O	N		
---	---	---	--	--	---	---	---	--	--	---	---	---	--	--	---	---	---	--	--	---	---	---	--	--	---	---	---	--	--	---	---	---	--	--

Employment status

Date employment status applies

Employer ID

Employment status monitoring type and codes Complete where applicable

S	E	I			E	I	I			L	O	U			L	O	E			B	S	I			P	E	I			R	O	N		
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Employment status

Date employment status applies

Employer ID

Employment status monitoring type and codes Complete where applicable

S	E	I			E	I	I			L	O	U			L	O	E			B	S	I			P	E	I			R	O	N		
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Provider Specified Monitoring Information

Provider specified learner monitoring

Destination Information

Destination

Use code 95 in Destination and update when a learner completes all learning.



Learner's names

Learner reference number

Individualised Learner Record 2013/14 – Apprenticeship Programme Aims ONLY (Funded or Non-funded)**Learning Start Information**

Aim type	<input type="text" value="1"/>	Aim sequence number	<input type="text"/>	Learning aim reference	<input type="text" value="Z"/> <input type="text" value="P"/> <input type="text" value="R"/> <input type="text" value="O"/> <input type="text" value="G"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="1"/>	Funding model	<input type="text"/>	Delivery location postcode	<input type="text"/>
Learning start date	<input type="text" value="/"/> <input type="text" value="/"/> 20		Learning planned end date	<input type="text" value="/"/> <input type="text" value="/"/> 20		Is the aim restart Y/N (RES)	<input type="text"/>	Original learning start date	<input type="text" value="/"/> <input type="text" value="/"/> 20
Programme type	<input type="text"/>	Framework code	<input type="text"/>	Apprenticeship pathway	<input type="text"/>	Funding adjustment for prior learning	<input type="text"/>	Other funding adjustment	<input type="text"/>

Learning Delivery Funding and Monitoring (FAM) Information – Only complete and return where applicable

Learning delivery funding and monitoring type(s) and code(s)

<input type="text" value="S"/> <input type="text" value="O"/> <input type="text" value="F"/>	<input type="text"/>	<input type="text" value="F"/> <input type="text" value="F"/> <input type="text" value="I"/>	<input type="text"/>	<input type="text" value="W"/> <input type="text" value="P"/> <input type="text" value="L"/>	<input type="text"/>	<input type="text" value="E"/> <input type="text" value="E"/> <input type="text" value="F"/>	<input type="text"/>
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Does the learner need learning support funding for this aim? (Y / N) (LSF) from 20 to 20

Is the learning aim financed by a 24+ Advanced Learning Loan? (Y/N) (ADL)

Is the learner in receipt of a 24+ Advanced Loans Bursary Fund? (ALB) from 20 to 20

<input type="text" value="A"/> <input type="text" value="S"/> <input type="text" value="L"/>	<input type="text"/>	<input type="text" value="S"/> <input type="text" value="P"/> <input type="text" value="P"/> <input type="text" value="S"/> <input type="text" value="P"/>	<input type="text"/>	<input type="text" value="N"/> <input type="text" value="S"/> <input type="text" value="A"/>	<input type="text"/>
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<input type="text" value="L"/> <input type="text" value="D"/> <input type="text" value="M"/>	<input type="text"/>	<input type="text" value="L"/> <input type="text" value="D"/> <input type="text" value="M"/>	<input type="text"/>	<input type="text" value="L"/> <input type="text" value="D"/> <input type="text" value="M"/>	<input type="text"/>	<input type="text" value="L"/> <input type="text" value="D"/> <input type="text" value="M"/>	<input type="text"/>
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Provider Specified Delivery Monitoring Information

Provider specified delivery monitoring fields	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Learning End Information

Learning actual end date	<input type="text" value="/"/> <input type="text" value="/"/> 20	Completion status	<input type="text"/>	Withdrawal reason	<input type="text"/>	Outcome	<input type="text"/>
Achievement date	<input type="text" value="/"/> <input type="text" value="/"/> 20	Required if Completion status = 3					

Provider's Signature _____

Date 20



Learner's names

Learner reference number

Individualised Learner Record 2013/14 – Apprenticeship Component Aims ONLY (Funded and Non-funded)**Learning Start Information**

Aim type	<input type="text"/>	Aim sequence number	<input type="text"/>	Learning aim reference	<input type="text"/>	Funding model	<input type="text"/>	Delivery location postcode	<input type="text"/>											
Learning start date	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	20	Learning planned end date	<input type="text"/>	/	<input type="text"/>	20	Is the aim restart Y/N (RES)	<input type="text"/>	Original Learning start date	<input type="text"/>	/	<input type="text"/>	20	Subcontracted or partnership UKPRN	<input type="text"/>
Programme type	<input type="text"/>	Framework code	<input type="text"/>	Apprenticeship pathway	<input type="text"/>	Funding adjustment for prior learning	<input type="text"/>	Other funding adjustment	<input type="text"/>											

ESF Funding Information (only to be completed if the aim is ESF funded)

ESF Agreement ID	<input type="text"/>	ESF Local project number	<input type="text"/>
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Learning Delivery Funding and Monitoring (FAM) Information – Only complete and return where applicable

S	O	F	<input type="text"/>	F	F	I	<input type="text"/>	W	P	L	<input type="text"/>	E	E	F	<input type="text"/>	N	S	A	<input type="text"/>		
L	D	M	<input type="text"/>	L	D	M	<input type="text"/>	L	D	M	<input type="text"/>	L	D	M	<input type="text"/>	S	P	P	S	P	<input type="text"/>

Provider Specified Delivery Monitoring Information

Provider specified delivery monitoring fields	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Learning End Information

Learning actual end date	<input type="text"/>	/	<input type="text"/>	20	Completion status	<input type="text"/>	Withdrawal reason	<input type="text"/>	Outcome	<input type="text"/>
Achievement date	<input type="text"/>	/	<input type="text"/>	20	Required if Completion status = 3				Outcome grade	<input type="text"/>
Required if Outcome is achieved										

Provider's Signature _____

Date



Learner's names

Learner reference number

Individualised Learner Record 2013/14 – Non Apprenticeship Learning Aims (Not for use for ESF funded aims)**Learning Start Information**

Aim type	<input type="text" value="4"/>	Aim sequence number	<input type="text"/>	Learning aim reference	<input type="text"/>	Funding model	<input type="text"/>	Delivery location postcode	<input type="text"/>
Learning start date	<input type="text" value="/ / 20"/>	Learning planned end date	<input type="text" value="/ / 20"/>	Is the aim restart Y/N (RES)	<input type="text"/>	Original Learning start date	<input type="text" value="/ / 20"/>	Subcontracted or partnership UKPRN	<input type="text"/>
Programme type	<input type="text"/>	Framework code	<input type="text"/>	Apprenticeship pathway	<input type="text"/>	Funding adjustment for prior learning	<input type="text"/>	Other funding adjustment	<input type="text"/>

Learning Delivery Funding and Monitoring (FAM) Information – Only complete and return where applicable

Learning delivery funding and monitoring type(s) and code(s)

S	O	F			F	F	I		W	P	L	
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Does the learner need learning support funding for this aim? (Y / N) (LSF) from to Is the learning aim financed by a 24+ Advanced Learning Loan? (Y/N) (ADL) Is the learner in receipt of a 24+ Advanced Loans Bursary Fund? (ALB) from to

A	S	L		S	P	P	S	P			N	S	A		
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L	D	M				L	D	M				L	D	M				L	D	M			
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Provider Specified Delivery Monitoring Information

Provider specified delivery monitoring fields	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Learning End Information

Learning actual end date	<input type="text" value="/ / 20"/>	Completion status	<input type="text"/>	Withdrawal reason	<input type="text"/>	Outcome	<input type="text"/>
Achievement date	<input type="text" value="/ / 20"/>			Required if Completion status = 3		Outcome grade	<input type="text"/>
Required if Outcome is achieved							
Provider's Signature	<input type="text"/>			Date	<input type="text" value="/ / 20"/>		



Learner's Names

Learner reference number

Individualised Learner Record 2013/14 – Learning Delivery Information – ESF Funded Learning Aims ONLY**Learning Start Information**

Aim type	<input type="text"/>	Aim sequence number	<input type="text"/>	Learning aim reference	<input type="text"/>	Funding model	<input type="text"/>	Delivery location postcode	<input type="text"/>
Learning start date	<input type="text"/>	/	<input type="text"/>	/ 20	Learning planned end date	<input type="text"/>	/	<input type="text"/>	/ 20
					Is the aim a restart (Y / N)	RES	<input type="text"/>	Original Learning start date	<input type="text"/>
								/	/ 20
Programme type	<input type="text"/>	Framework code	<input type="text"/>	Apprenticeship pathway	<input type="text"/>	Funding adjustment for prior learning	<input type="text"/>	Other funding adjustment	<input type="text"/>

ESF Funding Information

ESF Agreement ID	<input type="text"/>	ESF Local project number	<input type="text"/>
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Learning Delivery Funding and Monitoring (FAM) Information – Only complete and return where applicable

Learning delivery funding and monitoring type(s) and code(s)

S	O	F	1	0	5	S	O	F		N	S	A		S	P	P	S	P	
L	D	M				L	D	M		L	D	M		L	D	M			

Provider Specified Delivery Monitoring Information

Provider specified delivery monitoring fields	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Learning End Information

Learning actual end date	<input type="text"/>	/	<input type="text"/>	/ 20	Completion status	<input type="text"/>	Withdrawal reason Required if Completion Status = 3	<input type="text"/>	Outcome	<input type="text"/>	
										Outcome grade	<input type="text"/>
Provider's Signature	<input type="text"/>				Date	<input type="text"/>	/	<input type="text"/>	/ 20		