![the data service - better information for further education]

UKPRN ☐☐☐☐☐☐☐☐   ULN ☐☐☐☐☐☐☐☐☐☐   The Provider should X this box if this is a change notification   Box A ☐

Provider number (UPIN) ☐☐☐☐☐☐   Learner reference number ☐☐☐☐☐☐☐☐☐☐☐☐

Single Individualised Learner Record 2011/12 – Generic Learner Information Data Capture Form

Learner Information – Please complete in BLOCK CAPITALS using Black Ink

Family name ☐   Given names ☐   Date of birth ☐☐ ☐☐ 1 9 ☐

Current address lines 1 & 2   House No. / Name & Street ☐   Suburb / Village ☐   Country of domicile ☐
Not required for ESF funded learning

Current address lines 3 & 4   Town / City ☐   County ☐   Telephone number ☐

Current postcode ☐☐☐☐☐☐☐   Postcode prior to enrolment ☐☐☐☐☐☐☐   National insurance number ☐☐☐☐☐☐

Email address ☐   Sex (M or F) ☐   Ethnicity ☐☐   Prior attainment ☐

- -

LLDD & Health Problems 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) ☐   LLDD & health problem type and code D S ☐   And / Or L D ☐

Learner FAM type and identifier/(s) (LSR type is not required for ESF funded learning)

L S R ☐   L S R ☐   L S R ☐   L S R ☐   N L M ☐   N L M ☐

- -

Declaration

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 Young People's Learning Agency for England ("the YPLA") to meet legal duties 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 partner organisations for purposes relating to education or training. Further information about use of and access to your personal data, and details of partner organisations are available at: http://skillsfundingagency.bis.gov.uk/privacy.htm   http://www.ypla.gov.uk/privacy.htm

http://www.learningrecordsservice.org.uk/documentlibrary/documents/Code+of+Practice+for+Sharing+of+Personal+Information.htm

Tick any of the following boxes if you do not wish to be contacted: About courses or learning opportunities. ☐   For surveys and research ☐   By post ☐   By phone ☐   By e-mail ☐

Learner's Signature _____   Date ☐ / ☐ / 20 ☐

I certify that the information contained on this form is correct

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 ☐

European Union European Social Fund Investing in jobs and skills

Generic Learner Data Capture 2011/12 V3 – July 2011

the data service
better information for further education

Learner's names

Learner reference number

Single Individualised Learner Record 2011/12 – Generic Learner Information Data Capture Form – Employment and Monitoring Information

Employment Status – This information is mandatory for all Apprenticeships and Other ER funded learning

First Day of Learning

Employment status

Date status applies to   /   / 20

Employer ID

Workplace Location Postcode

Employment status monitoring type and codes

E I I   R F U   B S I

Current Employment Status

Complete as many times as necessary if the learners' current employment status changes throughout their learning

Employment Status

Date status applies to   /   / 20

Employer ID

Workplace Location Postcode

Employment Status Monitoring Type and Codes

E I I   R F U   B S I

Employment Status

Date status applies to   /   / 20

Employer ID

Workplace Location Postcode

Employment Status Monitoring Type and Codes

E I I   R F U   B S I

Employment Status

Date status applies to   /   / 20

Employer ID

Workplace Location Postcode

Employment Status Monitoring Type and Codes

E I I   R F U   B S I

Employment Status

Date status applies to   /   / 20

Employer ID

Workplace Location Postcode

Employment Status Monitoring Type and Codes

E I I   R F U   B S I

Employment Status

Date status applies to   /   / 20

Employer ID

Workplace Location Postcode

Employment Status Monitoring Type and Codes

E I I   R F U   B S I

Provider Specified Learner Monitoring Information

Provider Specified Learner Monitoring

Destination Information

Destination

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

the data service
better information for further education

Learner's names

Learner reference number

Single Individualised Learner Record 2011/12 – Apprenticeship Programme Aims ONLY

Learning Start Information

Aim type **1**

Learning aim reference **Z P R O G 0 0 1**

Learning start date **/ / 20**

Learning planned end date **/ / 20**

Funding model **4 5**

Contracting organisation code **S F**

Programme type

Framework code

Programme entry route

Delivery location postcode

Planned group based hours

Planned one to one contact hours

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**   **E E F**   **L D M**   **L D M**

S S P S S   **C V E C V**   **S P P S P**

You should complete only one SPP, SSP or CVE code and not all three, if applicable.

Provider Specified Learning Delivery Monitoring Information

Provider specified learning delivery monitoring fields

Learning End Information

Learning actual end date **/ / 20**

Completion status

Withdrawal reason

Required if Completion status = 3

Outcome indicator

Achievement date **/ / 20**

Required if Outcome is achieved

Actual progression route

Provider's Signature _____

Date **/ / 20**

the data service
better information for further education

Single Individualised Learner Record 2011/12 – Apprenticeship Component Aims ONLY

Learning Start Information

Aim type [ ]

Learning aim reference [ ]

Learning start date [/ / 20]

Learning planned end date [/ / 20]

Funding model [ ]

Programme type [ ]

Framework code [ ]

Proportion of funding remaining [ ]

Main delivery method [ ]

Programme type and Framework code should be the same as the Programme Aim entry values

Delivery location postcode [ ]

Subcontracted or partnership UKPRN [ ]

Planned credit value [ ]
Only required for learning aims in QCF unit trials

ESF Funded Apprenticeship Component Aim – Additional Information

Project dossier number [L]

Local project number [ ]

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

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

F F I [ ]   A L N [ ]   A S N [ ]

Employment Status – To be completed with the learner

Day Before Starting Learning Aim

Employment status [ ]

Date status applies to [/ / 20]

Employment status monitoring type and codes

L O U [ ]   B S I [ ]

Provider Specified Learning Delivery Monitoring Information

Provider specified learning delivery monitoring fields

Learning End Information

Learning actual end date [/ / 20]

Completion status [ ]

Withdrawal reason [ ]
Required if Completion status = 3

Outcome indicator [ ]

Achievement date [/ / 20]
Required if Outcome is achieved

Outcome grade [ ]

Credits achieved [ ]
Only required for learning aims in QCF unit trials

Provider's Signature _____

Date [/ / 20]

2011/12 APPRENTICESHIPS AIMS V2 – July 2011