

L01 Provider no (UPIN)

L03 Learner reference number

The Provider should X  
this box if this is a  
change notification

Box A

☐

L46 UK Provider Reference Number

L45 Unique learner number

## Individual Learner Record 2010/11 – Part 1 – Learner Information – Employer Responsive/ESF

### Section 1 – Please complete in BLOCK CAPITALS using Black Ink

L09 Learner's  
Surname

L10 Learner's  
Forename/s

L26 National Insurance No.

L17 Home Postcode (of Permanent Address Prior to enrolment)

L11 Date of birth

L18 – L22 Address on day of enrolment

L18 / L19

Address (current)

House No. / Name & Street	Suburb / Village
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L13 Sex (M or F)

L12 Ethnicity (see guidance)

L20 / L21

Town / City	County
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L22 Current Postcode

L24 Country of Domicile

L23 Contact Telephone No. (inc STD Code)

### Section 2

L14 Learning difficulties/  
disabilities/health problems

L15 Disability

L16 Learning  
difficulty

L34 Learner support  
reasons - other

L35 Prior Attainment  
Level

L36 Status on day  
prior to learning

L37 Status on First  
Day of Learning

L47 Current  
Employment Status

L48 Date Employment  
Status Changed

**Data Protection Act 1998** The personal information you provide is passed to the Chief Executive of Skills Funding Agency and, where required, the Young People's Learning Agency for England ("the YPLA") to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office. The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the YPLA. The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Children, Schools and Families, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or partners of those organisations. The Skills Funding Agency also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN). Further information about use of and access to your information is available at: Skills Funding Agency: <http://skillsfundingagency.bis.gov.uk/foi.htm> YPLA: <http://www.ypla.gov.uk/foi.htm>

At no time will your personal information be passed to organisations for marketing or sales purposes. The YPLA, the Chief Executive of Skills Funding Agency and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

Tick this box if you do not wish to be contacted in respect of surveys and research by mail or phone.

L27a ☐

Tick this box if you do not wish to be contacted about courses or learning opportunities by post.

L27b ☐

Learner's Signature

I certify that the information contained on this form is correct

Date

Provider's Signature

Provider's Name

Date

### Section 3

L39 Destination

Date

Provider's Signature

Provider's Name

Learner's Names

A03 Learner reference number

The Provider should X  
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change notification

Box A

☐

## Individual Learner Record 2010/11 – Part 2 – Programme Aim Information – Required for all types of apprenticeship programmes

### Section 1 – Start Information – only required for Programme Types listed in Field A15

A04 Data set identifier code	<input type="text" value="3"/> <input type="text" value="5"/>	A09 Learning aim reference no	<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"/>	A10 Funding model	<input type="text"/> <input type="text"/>	A11 Sources of funding	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	A70 Contracting organisation code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
A15 Programme type	<input type="text"/> <input type="text"/>	A16 Programme entry route	<input type="text"/> <input type="text"/>	A26 Framework code	<input type="text"/> <input type="text"/>	A27 Learning start date	<input type="text"/> / <input type="text"/> / 20	A28 Planned end date	<input type="text"/> / <input type="text"/> / 20
A23 Delivery location postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	A51a Proportion of funding remaining	<input type="text"/> <input type="text"/> <input type="text"/>	A14 Reason for full/co funding	<input type="text"/> <input type="text"/>	A46 National learning aim monitoring	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
A64 Planned group-based hours	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	A65 Planned one-to-one contact hours	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	A02 Contract type (MOD only)	<input type="text" value="0"/> <input type="text" value="0"/>				

I certify that the "Start" information  
contained on this form is correct

Provider's Signature

Print Name

Date  /  / 20

### Section 2 – End Information – only required for Programme Types listed in Field A15

A31 Learning actual end date	<input type="text"/> / <input type="text"/> / 20	A40 Achievement date	<input type="text"/> / <input type="text"/> / 20	A34 Completion status	<input type="text"/>	A35 Learning outcome	<input type="text"/>	A50 Reason learning ended	<input type="text"/>
A48 Provider specified learning aim data	<input type="text"/>								

I certify that the "End" information  
contained on this form is correct

Provider's Signature

Print Name

Date  /  / 20

### Notes for completion of Programme Aims

A programme aim is required for all learners undertaking an apprenticeship, advanced apprenticeship or higher level apprenticeship programme. This includes continuing learners from 2009/10. A Programme aim is also required for learners undertaking foundation learning programmes that are funded under the employer responsive funding stream.

#### Apprenticeship programmes

Part 2 of this form must be completed with details of the apprenticeship programme being undertaken. The programme aim contains the fields needed to record details about the overall programme start, planned end, completion and outcome. There are also fields needed to calculate overall programme funding.

Framework achievement is recorded in field A40 of the programme aim on Part 2.

Other learning aim data set fields that are not shown on Part 2 of the form are not required for a programme aim and should be returned with a null value in an ILR batch file submission.

Part 3 of this form must be completed with details of the main competency based learning aim within the programme such as the NVQ or equivalent. The funding model code used in field A10 for the main apprenticeship aim should be coded 46.

Part 4 of the form should be used as many times as required to record details of all subsidiary learning aims being undertaken as part of the programme.

The Programme type (field A15) and Framework code (field A26) should contain the same codes for the programme aim, the main learning aim and all subsidiary learning aims.

#### Train to Gain

All employer responsive funded learning that is not part of an apprenticeship programme is classified as Train to Gain in 2010/11.

Train to Gain learning aims should be recorded on Part 3 of this form. If several learning aims are being undertaken then multiple copies of Part 3 should be used.

Part 2 and Part 4 of this form are not required for non-apprenticeship learning.

Learner's Names

A03 Learner reference number

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Box A

## Individual Learner Record 2010/11 – Part 3 – Main Aim Information – Employer Responsive/ESF

### Section 1 – Start Information – Required for all Employer Responsive Funded Provision

A04 Data set identifier code

30

A02 Contract type (MOD only)

00

A09 Learning  
aim reference  
no

A10  
Funding  
model

A11  
Sources  
of funding

A70 Contracting  
organisation code

A15  
Programme  
type

A16  
Programme  
entry route

A26  
Framework  
code

A53 Additional  
learning/social  
needs

A51a Proportion  
of funding  
remaining

A27 Learning  
start date

 /  / 20

A28 Planned  
end date

 /  / 20

A23 Delivery  
location postcode

A14 Reason for  
full/co funding

A69 Eligibility for  
enhanced funding

A59 Planned credit  
value  
Only required for QCF learning aims

A18 Main delivery  
method

A46 National learning  
aim monitoring



A49 Special  
projects &  
pilots

A63 National  
Skills Academy

A44 Employer  
identifier

A45 Workplace  
location postcode

A22 Franchise and partnership  
delivery provider number

A64 Planned group-based hours  
(Only required where A15 = 99)

A65 Planned  
one-to-one  
contact hours

A61 Project  
dossier no.

A62 Local  
project no.

A66 Employment  
status on day before  
starting learning aim

A67 Length of  
unemployment before  
starting ESF project

(Only required where A15 = 99)

I certify that the "Start" information  
contained on this form is correct

Provider's Signature

Print Name

Date

/ / 20

### Section 2 – End Information – Required for all Employer Responsive Funded Provision

A31 Learning actual end date

 /  / 20

A40 Achievement date

 /  / 20

A68 Employment outcome  
(not required for apprenticeships or TtG)

A34 Completion status

A35 Learning outcome

A36 Learning outcome grade

A50 Reason learning ended

A60 Credits achieved  
Only required for QCF learning aims

I certify that the "End" information  
contained on this form is correct

Provider's Signature

Print Name

Date

/ / 20

### Section 3 – Monitoring Information – Required for all Employer Responsive Funded Provision

A47 Local learning aim monitoring



A48 Provider specified learning aim  
data

Learner's Names

A03 Learner reference number

Page \_\_\_\_ of \_\_\_\_

The Provider should X  
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change notification

Box A

## Individual Learner Record 2010/11 – Part 4 – Subsidiary Aim Information – Required for all types of apprenticeship programmes

### Subsidiary Aims (including Technical Certificates & Key Skills – Start Information

A04 Data set identifier code

3 0

A02 Contract type (MOD only)

0 0

A09 Learning  
aim reference  
no

A10  
Funding  
model

A11  
Sources of  
funding

A70 Contracting  
organisation  
code

A15  
Programme  
type

A16  
Programme  
entry route

A26  
Framework  
code

A53 Additional  
learning/social  
needs

A51a Proportion  
of funding  
remaining

A27 Learning  
start date

A28 Planned  
end date

A23 Delivery  
location postcode

A14 Reason for  
full/co funding

A69 Eligibility for  
enhanced funding

A59 Planned credit value  
Only required for QCF learning aims

A18 Main  
delivery method

A46 National learning  
aim monitoring



A49 Special  
projects & pilots

A63 National  
Skills Academy

A22 Franchise and partnership  
delivery provider number

A61 Project  
dossier no.

A62 Local  
project no.

A66 Employment status on day  
before starting learning aim

A67 Length of unemployment before  
starting ESF project

### End Information – Required for all Employer Responsive Funded Provision

A31 Learning actual end date

A40 Achievement date

A34 Completion status

A35 Learning outcome

A36 Learning outcome grade

A50 Reason learning ended

A60 Credits achieved  
Only required for QCF learning aims

### Monitoring Information

A47 Local learning aim monitoring



A48 Provider specified learning  
aim data



### Special Monitoring Data - Only complete this section once for each learner

L40 National learner monitoring

L41 Local learner monitoring



L42 Provider specified learner data