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L25 LSC No. L44 NES/NAS Delivery LSC L01 Provider Number (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 - Part 1 - Learner Information - Employer Responsive/ESF

Please complete in BLOCK CAPITALS using Black Ink

L26 National Insurance No

L09 Learner's Surname

L10 Learner's Forenames

L17 Home Postcode (of Permanent Address Prior to enrolment)

L11 Date of Birth   **1 9**

L18-L22 Address on day of enrolment

L18/L19 Address (Current)

House No/Name and Street

Suburb/Village

L13 Sex (M or F)   L12 Ethnicity (see guidance)

L20/L21

Town/City

County

L23 Contact Telephone Number (inc STD Code)

L22 Current Postcode

L24 Country of Domicile

L14 Learning difficulties/ disabilities/health problems

L15 Disability

L16 Learning Difficulty

L35 Prior Attainment Level

L28 Eligibility for Enhanced Funding

L34 Learner Support Reason - Other   **9 9**

L36 Learner's status on last working day before learning   **0 0**
(not required for new starters in 09/10)

L37 Employment Status on first day of learning

L47 Current Employment Status

Date

L48 Date Employment Status Changed   **2 0**

See after Part 4 for further Learner fields

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 for Innovation, Universities and Skills, Connexions, Local Authorities, 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). 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. 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 relevant to you. Please tick box L27b if you do not wish to be contacted about courses or learning opportunities by post.

L27a   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.

L27b

Date

Learner's Signature   **2 0**

I certify that the information contained on this form is correct

Date

Provider's Signature   Provider's Name   **2 0**

Date

L39 Destination   Provider's Signature   Provider's Name   **2 0**

European Union
European Social Fund
Investing in jobs and skills

	Learner's Names	A03 Learner Reference Number	The Provider should X this box If this is a change notification	Box A

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Individual Learner Record - Part 2 - Programme Aim Information - Required for all types of apprenticeship programmes

Start Information - only required for Programme Types listed in Field A15

A04 Data Set Identifier Code **3 5**   A09 Learning Aim Reference No **Z P R O G 0 0 1**   A10 LSC Funding Stream **4 5**   A15 Programme Type   A16 Programme Entry Route   A26 Framework Code

A27 Learning Start Date **2 0**   A28 Planned End Date **2 0**   A23 Delivery Location Postcode

A51a Proportion of Funding   A14 Reason for Full/Co Funding   A46 National Learning Aim Monitoring   A02 Contract Type (MOD only)

A64 Planned group-based hours   A65 Planned one-to-one contact hours

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

Provider's Signature _____   Print Name _____   Date **2 0**

End Information - only required for Programme Types listed in Field A15

A31 Learning Actual End Date **2 0**   A40 Achievement Date **2 0**

A34 Completion Status   A35 Learning Outcome   A50 Reason learning ended

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

Provider's Signature _____   Print Name _____   Date **2 0**

Notes for completion of Programme Aims

A programme aim is required for all learners undertaking an apprenticeship, advanced apprenticeship or higher level apprenticeship programme. A separate programme aim must be recorded for each programme undertaken. If a learner progresses from an apprenticeship to an advanced apprenticeship, two programme aims should be recorded, one for each programme type.

A programme aim is also required for learners undertaking progression pathways through the foundation learning tier 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. Code 46 must be used in field A10 for the main apprenticeship aim.

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/Employability Skills programme (ESP)

All employer responsive funded learning aims that are not part of an apprenticeship programme are either Train to Gain or ESP learning.

Train to Gain & ESP 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.

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Learner's Names

A03 Learner Reference Number

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

Box A

Individual Learner Record - Part 3 - Main Aim Information - Employer Responsive/ESF

Start Information - Required for all Employer Responsive Funded Provision

A04 Data Set Identifier Code **3 0**

A02 Contract Type (MOD only)

A09 Learning Aim Reference No

A10 LSC Funding Stream

A15 Programme Type

A16 Programme Entry Route

A26 Framework Code

A53 Additional Learning /Social Needs

A27 Learning Start Date **2 0**

A28 Planned End Date **2 0**

A23 Delivery Location Postcode

A51a Proportion of Funding

A14 Reason for Full/Co Funding

A59 Planned Credit Value (QCF learning aims only)

A46 National Learning Aim Monitoring

A49 Special Projects & Pilots

A44 Employer identifier

A45 Workplace Location Postcode

A63 National Skills Academy

A21 Franchised out and partnership arrangement

A22 Franchise and partnership delivery provider number

A64 Planned group-based hours

A65 Planned one-to-one contact hours

(A64 & A65 TtG only - Not required for Apprenticeship Main Aims)

A54 Broker Contract No (TtG only)

A18 Main Delivery Method (TtG only) (not required for new starters in 09/10) **0 0**

A61 Project Dossier Number

A62 Local Project No

A66 Employment status on day before starting learning aim

A67 Length of unemployment before starting ESF project

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

Provider's Signature

Print Name

Date **2 0**

End Information

A31 Learning Actual End Date **2 0**

A40 Achievement Date **2 0**

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 (QCF learning aims only)

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

Provider's Signature

Print Name

Date **2 0**

Monitoring Information

A47 Local LSC Learning Aim Monitoring

A48 Provider Specified Learning Aim Data

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Individual Learner Record - 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)

A09 Learning Aim Reference No   A10 LSC Funding Stream   A15 Programme Type — Value as Part 2   A16 Programme Entry Route   A26 Framework Code — Value as Part 2   A53 Additional Learning /Social Needs

A27 Learning Start Date   **2 0**   A28 Planned End Date   **2 0**   A23 Delivery Location Postcode

A51a Proportion of Funding   A14 Reason for Full/Co Funding   A59 Planned Credit Value (QCF learning aims only)   A46 National Learning Aim Monitoring

A21 Franchised out and partnership arrangement   A22 Franchise and partnership delivery provider number   A63 National Skills Academy   A49 Special Projects & Pilots

A61 Project Dossier Number   A62 Local Project No.   A66 Employment status on day before starting learning aim   A67 Length of unemployment before starting ESF project

End Information

A31 Learning Actual End Date   **2 0**   A50 Reason learning ended

A40 Achievement Date   **2 0**   A34 Completion Status   A35 Learning Outcome   A36 Learning Outcome Grade   A60 Credits Achieved (QCF learning aims only)

Monitoring Information

A47 Local LSC Learning Aim Monitoring

A48 Provider Specified Learning Aim Data

Individual Learner Record - Part 1a- Special Monitoring Data

Only complete this section once for each learner

L40 National Learner Monitoring

L41 Local LSC Learner Monitoring

L42 Provider Specified Learner Data