

UKPRN UKPRN in previous year ULN
 Learner reference number Learner 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"/> 1 <input type="text"/> 9 <input type="text"/>
Current address lines 1 & 2 House No. / Name & Street <input type="text"/>	Suburb / Village <input type="text"/>	Sex (M / F) <input type="text"/> Ethnicity <input type="text"/>
Current address lines 3 & 4 Town / City <input type="text"/>	County <input type="text"/>	Telephone number <input type="text"/>
Current postcode <input type="text"/>	Postcode prior to enrolment <input type="text"/>	National insurance number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Email address <input type="text"/>		

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

About courses or learning opportunities (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) LLDD & health problem type and code D S And / Or L D

Does the learner have any of the following?
(tick those that apply)

Learning Difficulty Assessment
LDA

Education Health Care Plan
EHC

Disabled Student Allowance
DLA

Does the learner need additional learning support?
(Y/N) ALS

Learning support cost £

Prior attainment Planned learning hours

Planned employability, enrichment, and pastoral hours

Is the learner away from home in accommodation owned or managed by the provider (Y / N)

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

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>

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.

Learner's Signature _____

I certify that the information contained on this form is correct

Date / / 20



European Union
European Social Fund
Investing in jobs and skills

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

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

 / / 20

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

 / / 20

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

 / / 20

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

 / / 20

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

 / / 20

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	Z P R O G 0 0 1	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 restart Y/N (RES)	<input type="checkbox"/>	Original learning start date	<input type="text"/> / <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"/>

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	<input type="text"/>	F F I	<input type="text"/>	W P L	<input type="text"/>	E E 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

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

Provider specified delivery monitoring fields

Learning End Information

Learning actual end date

 / / 20

Completion status

Withdrawal reason

Required if Completion status = 3

Outcome

Achievement date

 / / 20

Required if Outcome is achieved

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"/>	<input type="text"/>	<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 restart Y/N (RES)	<input type="checkbox"/>	Original Learning start date	<input type="text"/> / <input type="text"/> / 20	Subcontracted or partnership UKPRN	<input type="text"/>	<input type="text"/>	<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"/>	<input type="text"/>	<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"/>	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="checkbox"/>	Withdrawal reason	<input type="text"/>	Outcome	<input type="checkbox"/>
Achievement date	<input type="text"/> / <input type="text"/> / 20	Required if Completion status = 3				Outcome grade	<input type="text"/>
Required if Outcome is achieved				Date	<input type="text"/> / <input type="text"/> / 20		

Provider's Signature _____

Date / / 20

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	4	Aim sequence number	<input type="text"/>	Learning aim reference	<input type="text"/>	Funding model	<input type="text"/>	Delivery location postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>
Learning startdate	<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="checkbox"/>	Original Learning start date	<input type="text"/> / <input type="text"/> / 20	Subcontracted or partnership UKPRN	<input type="text"/>	<input type="text"/>	<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"/>	<input type="text"/>	<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	<input type="text"/>	F	F	I	<input type="text"/>	W	P	L	<input type="text"/>
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Does the learner need learning support funding for this aim? (Y / N) (LSF) from / / 20 to / / 20Is 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

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

Provider specified delivery monitoring fields

Learning End Information

Learning actual end date	<input type="text"/> / <input type="text"/> / 20	Completion status	<input type="checkbox"/>	Withdrawal reason Required if Completion status = 3	<input type="text"/>	Outcome	<input type="checkbox"/>
Achievement date Required if Outcome is achieved	<input type="text"/> / <input type="text"/> / 20						Outcome grade <input type="text"/>
Provider's Signature	<hr/>		Date	<input type="text"/> / <input type="text"/> / 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"/>	<input type="text"/>	Funding model	<input type="text"/>	Delivery location postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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"/> / <input type="text"/> 20	Is the aim a restart (Y / N)	<input type="checkbox"/>	RES	<input type="text"/>	Original Learning start date	<input type="text"/> / <input type="text"/> / <input type="text"/> 20	Subcontracted or partnership UKPRN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Programme type	<input type="text"/>	Framework code	<input type="text"/>	Apprenticeship pathway	<input type="text"/>	<input type="text"/>	Funding adjustment for prior learning	<input type="text"/>	Other funding adjustment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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	<input type="text"/>	N	S	A	<input type="text"/>	S	P	P	S	P	<input type="text"/>
L	D	M	<input type="text"/>	<input type="text"/>	<input type="text"/>	L	D	M	<input type="text"/>	L	D	M	<input type="text"/>	L	D	M	<input type="text"/>	<input type="text"/>	<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"/> / <input type="text"/> 20	Completion status	<input type="checkbox"/>	Withdrawal reason Required if Completion Status = 3	<input type="text"/>	Outcome	<input type="text"/>	Outcome grade	<input type="text"/>
Provider's Signature	<hr/>			Date	<input type="text"/> / <input type="text"/> / <input type="text"/> 20				