



UKPRN

UKPRN  
in  
previous year

ULN

Learner reference  
numberLearner Reference  
number in previous year**Individualised Learner Record 2016/17 – Learner Details Data Capture Form****Learner Information – Please complete in BLOCK CAPITALS using Black Ink**

Family name

Given names

Date of birth

Current address  
lines 1 & 2

House No. / Name &amp; Street

Suburb / Village

Sex (M / F)

Ethnicity

Current address  
lines 3 & 4

Town / City

County

Telephone  
numberCurrent  
postcodePostcode prior to  
enrolmentNational insurance  
number

Email address

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) ☐

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

Learning Difficulty Assessment (LDA) ☐Eligibility for EFA Disadvantage Funding (EDF) ☐Education Health Care Plan (EHC) ☐Eligibility for EFA Disadvantage Funding (EDF) ☐Disabled Student Allowance (DLA) ☐GCSE Maths Condition of Funding (MCF) ☐Special Education Needs (SEN) ☐GCSE English Condition of Funding (ECF) ☐Does the learner need additional learning support? (ALS) ☐Is the learner a High Needs Student (HNS) ☐

Learning support cost

LLDD Health Problem Category	Primary LLDD
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Prior attainment  
Level

Planned learning hours

Planned employability, enrichment, and  
pastoral hoursIs 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)

GCSE Maths qualification Grade

GCSE English Qualification Grade

Free Meals Eligibility FME

Pupil Premium Funding Eligibility PPE

**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) and a Personal Learning Record (PLR). The information you provide may be shared with other organisations for education, training, employment and well-being-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:

<https://www.gov.uk/government/publications/sfa-privacy-notice>
**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 Signature

**I certify that the information contained on this form is correct**

Date

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





Learner's names

Learner reference number

**Individualised Learner Record 2016/17 – 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"/>	Standard Code	<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? (LSF)  from  /  / 20 to  /  / 20

Does the learner need learning support? (LSF)  from  /  / 20 to  /  / 20

<input type="text" value="A"/> <input type="text" value="S"/> <input type="text" value="L"/>	<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"/>	<input type="text" value="W"/> <input type="text" value="P"/> <input type="text" value="P"/>	<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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**Household Situation (Maximum 2 options)**

<input type="text" value="H"/> <input type="text" value="H"/> <input type="text" value="S"/> <input type="text" value="1"/>	<input type="text"/>	<input type="text" value="H"/> <input type="text" value="H"/> <input type="text" value="S"/> <input type="text" value="2"/>	<input type="text"/>	<input type="text" value="H"/> <input type="text" value="H"/> <input type="text" value="S"/> <input type="text" value="3"/>	<input type="text"/>	<input type="text" value="H"/> <input type="text" value="H"/> <input type="text" value="S"/> <input type="text" value="9"/> <input type="text" value="9"/>	<input type="text"/>	<input type="text" value="H"/> <input type="text" value="H"/> <input type="text" value="S"/> <input type="text" value="9"/> <input type="text" value="8"/>	<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 Required if Completion status = 3	<input type="text"/>	Outcome	<input type="text"/>	Employment Outcome	<input type="text"/>
Provider's Signature	<input type="text"/>			Date	<input type="text" value=""/> / <input type="text" value=""/> / 20				



Learner's names

Learner reference number

**Individualised Learner Record 2016/17 – 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"/>	/ 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"/>	/	
							/ 20	Subcontracted or partnership UKPRN	<input type="text"/>	
Programme type	<input type="text"/>	Framework code	<input type="text"/>	Apprenticeship pathway	<input type="text"/>	Standard Code	<input type="text"/>	Funding adjustment for prior learning	<input type="text"/>	
								Other funding adjustment	<input type="text"/>	
Additional Delivery Hours				<input type="text"/>	Contract Reference number					<input type="text"/>

**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"/>	A S L	<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"/>	<input type="text"/>
W P P	<input type="text"/>			P O D	<input type="text"/>						

Does the learner need learning support? (LSF)  from  /  / 20 to  /  / 20 Household Situation (HHS)

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

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

Family English, Maths and Language (FLN)

**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"/>	Employment Outcome	<input type="text"/>
Achievement date	<input type="text"/>	/	<input type="text"/>	/ 20	Required if Completion status = 3			Outcome grade	<input type="text"/>			

Provider's Signature \_\_\_\_\_

Date  /  / 20



Learner's names

Learner reference number

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## Single Individualised Learner Record 2016/17 – Learner Details Data Capture Form – Trailblazer Financial Details

### Trailblazer Financial Details

Trailblazer Financial  
Type

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Trailblazer Financial  
Code

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Trailblazer Financial  
Amount

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Trailblazer Financial  
Record Date

/	/	20
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Trailblazer Financial  
Type

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Trailblazer Financial  
Code

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Trailblazer Financial  
Amount

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Trailblazer Financial  
Record Date

/	/	20
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Trailblazer Financial  
Type

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Trailblazer Financial  
Code

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Trailblazer Financial  
Amount

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Trailblazer Financial  
Record Date

/	/	20
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Trailblazer Financial  
Type

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Trailblazer Financial  
Code

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Trailblazer Financial  
Amount

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Trailblazer Financial  
Record Date

/	/	20
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Trailblazer Financial  
Type

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Trailblazer Financial  
Code

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Trailblazer Financial  
Amount

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Trailblazer Financial  
Record Date

/	/	20
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Trailblazer Financial  
Type

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Trailblazer Financial  
Code

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Trailblazer Financial  
Amount

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Trailblazer Financial  
Record Date

/	/	20
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Trailblazer Financial  
Type

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Trailblazer Financial  
Code

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Trailblazer Financial  
Amount

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Trailblazer Financial  
Record Date

/	/	20
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Trailblazer Financial  
Type

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Trailblazer Financial  
Code

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Trailblazer Financial  
Amount

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Trailblazer Financial  
Record Date

/	/	20
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Learner's Names

Learner reference number

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**Single Individualised Learner Record 2016/17 – Learner Details Data Capture Form – Learning Delivery Work Placement Details****Learning Delivery Work Placement Details**

Work Placement Start Date	<input type="text" value="/ / 20"/>	Work Placement End Date	<input type="text" value="/ / 20"/>	Work Placement Mode	<input type="text"/>	Work Placement Employer Identifier	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Work Placement Start Date	<input type="text" value="/ / 20"/>	Work Placement End Date	<input type="text" value="/ / 20"/>	Work Placement Mode	<input type="text"/>	Work Placement Employer Identifier	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Work Placement Start Date	<input type="text" value="/ / 20"/>	Work Placement End Date	<input type="text" value="/ / 20"/>	Work Placement Mode	<input type="text"/>	Work Placement Employer Identifier	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Work Placement Start Date	<input type="text" value="/ / 20"/>	Work Placement End Date	<input type="text" value="/ / 20"/>	Work Placement Mode	<input type="text"/>	Work Placement Employer Identifier	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Work Placement Start Date	<input type="text" value="/ / 20"/>	Work Placement End Date	<input type="text" value="/ / 20"/>	Work Placement Mode	<input type="text"/>	Work Placement Employer Identifier	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Work Placement Start Date	<input type="text" value="/ / 20"/>	Work Placement End Date	<input type="text" value="/ / 20"/>	Work Placement Mode	<input type="text"/>	Work Placement Employer Identifier	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Work Placement Start Date	<input type="text" value="/ / 20"/>	Work Placement End Date	<input type="text" value="/ / 20"/>	Work Placement Mode	<input type="text"/>	Work Placement Employer Identifier	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Work Placement Start Date	<input type="text" value="/ / 20"/>	Work Placement End Date	<input type="text" value="/ / 20"/>	Work Placement Mode	<input type="text"/>	Work Placement Employer Identifier	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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