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L25 LSC No. L44 NES 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 Status on Day prior to Learning

L37 Status on First Day of Learning

Date

L47 Current Employment Status

L48 Date Employment Status Changed

2 0

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, 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.

L27a

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.

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

European Union
European Social Fund
Investing in jobs and skills

Date

L39 Destination

Provider's Signature

Provider's Name

2 0

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 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)

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. This includes continuing learners from 2007/08 and new starters in 2008/09.

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. The funding stream code used in field A10 for the main apprenticeship aim should be code 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 2008/09.

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.

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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**

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

A24 SOC Code

A44 Employer identifier

A45 Workplace Location Postcode

A54 Broker Contract No (TtG only)

A18 Main Delivery Method (TtG only)

A32 Guided Learning Hours (Employability Skills Programme only)

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

Provider's Signature

Print Name

Date **2 0**

A06 ESF Data Set

End Information

A31 Learning Actual End Date **2 0**

A40 Achievement Date **2 0**

A34 Completion Status

A35 Learning Outcome

A36 Learning Outcome Grade

*Fields A37 & A38 should be left blank when the full aim has been achieved

A37 No of Units Completed from a full learning aim*

A38 Total Number of Units required to achieve full learning aim*

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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Learner's Names

A03 Learner Reference Number

Page ___ of ___   Box A

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

Individual Learner Record - Part 4 - Subsidiary Aim Information - Required for all types of apprenticeship programmes

Subsidiary Aims (including Technical Certificates & Key Skills) Please use separate Part 4 sheets for each Programme Type/Framework Code combination

A04 Data Set Identifier Code (use this code for both aims on this sheet) **3 0**

Start Information

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

A49 Special Projects & Pilots

A31 Learning Actual End Date   **2 0**

A40 Achievement Date   **2 0**

A34 Completion Status

A35 Learning Outcome

A36 Learning Outcome Grade

*Fields A37 & A38 should be left blank when the full aim has been achieved

A37 No of Units Completed from a full learning aim*

A38 Total Number of Units required to achieve full learning aim*

A50 Reason learning ended

A60 Credits Achieved (QCF learning aims only)

Monitoring Information

A47 Local LSC Learning Aim Monitoring

A06 ESF Data Set

A48 Provider Specified Learning Aim Data

Start Information

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

A49 Special Projects & Pilots

A31 Learning Actual End Date   **2 0**

A40 Achievement Date   **2 0**

A34 Completion Status

A35 Learning Outcome

A36 Learning Outcome Grade

*Fields A37 & A38 should be left blank when the full aim has been achieved

A37 No of Units Completed from a full learning aim*

A38 Total Number of Units required to achieve full learning aim*

A50 Reason learning ended

A60 Credits Achieved (QCF learning aims only)

Monitoring Information

A47 Local LSC Learning Aim Monitoring

A06 ESF Data Set

A48 Provider Specified Learning Aim Data

2 0

Provider's Signature & Date

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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 5 - Co-financing Information

ESF Co-financing start

A09 Learning Aim Reference No.

A10 LSC Funding Stream

E08 Date Started ESF Co-financing — **2 0**

E22 Project Dossier Number (Priority Level)

E09 Planned End for ESF Co-financing — **2 0**

E23 Local Project No.

E11 Industrial Sector of Learner's Employer — **9 8**

E18 Delivery Mode (space filled) ▼ ▼ ▼ ▼

E12 Employment Status on day before starting ESF/CFD Project

E15 Type and size of Learner's Employer — **9 8**

E19 Support Measures to be accessed by the learner (space filled) ▼ ▼ ▼ ▼

E13 Learner's Employment Status — **9 8**

E20 Learner Background — **9 8   9 8   9 8**

E14 Length of unemployment before starting ESF Project

E16 Addressing gender stereotyping (space filled) ▼ ▼ ▼ ▼ ▼

E21 Support measures for learners with disabilities — **0 0**

Learner's Signature

Date **2 0**

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

Date **2 0**

Provider's Signature   Print Name

ESF Co-financing end

E10 Date ended ESF Co-financing — **2 0**

I certify that the information completing this page is correct

Date **2 0**

Provider's Signature   Print Name

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.

Individual Learner Record - Part 6- 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

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