

Box A

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

Family name											Given names											Date of birth					1		9						
Current address lines 1 & 2	House No. / Name & Street										Suburb / Village										Country of domicile														
															Not required for ESF funded learning																				
Current address lines 3 & 4	Town / City										County										Telephone number														
Current postcode	<div> <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div> </div>										Postcode prior to enrolment	<div> <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div> </div>										National insurance number													
Email address											Sex (M or F)			Ethnicity					Prior attainment																

Do you consider yourself to have a long term disability, health problem or any learning difficulties? (Y/N) ☐ LLDD & health problem type and code  And / Or

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	
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Learner's names

Learner reference number

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## Single Individualised Learner Record 2012/13 – Learner Details Data Capture Form – Employment and Monitoring Information

### Employment Status

#### Prior to enrolment

Employment status	<input type="text"/>	Date employment status applies	<input type="text"/> / <input type="text"/> / 20	Employer ID	<input type="text"/>	Workplace location postcode	<input type="text"/>
Employment status monitoring type and codes <small>Complete where applicable</small>							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Updated Employment Status

Employment status	<input type="text"/>	Date employment status applies	<input type="text"/> / <input type="text"/> / 20	Employer ID	<input type="text"/>	Workplace location postcode	<input type="text"/>
Employment status monitoring type and codes <small>Complete where applicable</small>							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employment status	<input type="text"/>	Date employment status applies	<input type="text"/> / <input type="text"/> / 20	Employer ID	<input type="text"/>	Workplace location postcode	<input type="text"/>
Employment status monitoring type and codes <small>Complete where applicable</small>							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employment status	<input type="text"/>	Date employment status applies	<input type="text"/> / <input type="text"/> / 20	Employer ID	<input type="text"/>	Workplace location postcode	<input type="text"/>
Employment status monitoring type and codes <small>Complete where applicable</small>							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employment status	<input type="text"/>	Date employment status applies	<input type="text"/> / <input type="text"/> / 20	Employer ID	<input type="text"/>	Workplace location postcode	<input type="text"/>
Employment status monitoring type and codes <small>Complete where applicable</small>							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Provider Specified Monitoring Information

Provider specified learner monitoring	<input type="text"/>	<input type="text"/>
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### Destination Information

Destination

Use code 95 in  
Destination and update  
when a learner  
completes all learning.

Learner's names

Learner reference number

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## Individualised Learner Record 2012/13 – Apprenticeship Programme Aims ONLY (Funded or Non-funded)

### Learning Start Information

Aim type	<input type="text" value="1"/>	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"/>	Learning start date	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text" value="20"/>	Learning planned end date	<input type="text" value="/"/> <input type="text" value="/"/> <input type="text" value="20"/>
Funding model Code 45 or 99 only	<input type="text"/>	Contracting organisation †	<input type="text"/>	Programme type Codes 2, 3, 20 or 21 only	<input type="text"/>	Framework code	<input type="text"/>
Apprenticeship pathway	<input type="text"/>	Programme entry route	<input type="text"/>	Delivery location postcode	<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)

<input type="text" value="S"/> <input type="text" value="O"/> <input type="text" value="F"/>	<input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="5"/>	<input type="text" value="S"/> <input type="text" value="O"/> <input type="text" value="F"/>	<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="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="E"/> <input type="text" value="E"/> <input type="text" value="F"/>	<input type="text" value="†"/>	<input type="text" value="R"/> <input type="text" value="E"/> <input type="text" value="S"/>	<input type="text"/>
<input type="text" value="S"/> <input type="text" value="S"/> <input type="text" value="P"/>	<input type="text" value="S"/> <input type="text" value="S"/>	<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="C"/> <input type="text" value="V"/> <input type="text" value="E"/>	<input type="text" value="C"/> <input type="text" value="V"/>	<input type="text"/>

You should complete only one  
SPP, SSP or CVE code and not all  
three, if applicable.

### 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="/"/> <input type="text" value="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" value="/"/> <input type="text" value="/"/> <input type="text" value="20"/>	Actual progression route	<input type="text"/>				

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

Date

† - Fields marked are not required for non-funded provision

Learner's names

Learner reference number

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## Individualised Learner Record 2012/13 – Apprenticeship Component Aims ONLY (Funded and Non-funded)

### Learning Start Information

Aim type	<input type="text"/>	Learning aim reference	<input type="text"/>	Learning start date	<input type="text"/> / <input type="text"/> / 20	Learning planned end date	<input type="text"/> / <input type="text"/> / 20
Funding model	<input type="text"/>	Programme type <small>Codes 2, 3, 20 or 21 only</small>	<input type="text"/>	Framework code	<input type="text"/>	Apprenticeship pathway	<input type="text"/>
						Proportion of funding remaining †	<input type="text"/>
							Main delivery method
Delivery location postcode	<input type="text"/>			Subcontracted or partnership UKPRN	<input type="text"/>	Planned credit value †	<input type="text"/>
						<small>Only required for learning aims in QCF unit trials</small>	

### ESF Funded Apprenticeship Component Aim – Additional Information (Only complete if the aim is ESF funded)

Project dossier number	<input type="text"/>	L	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)

F	F	I	†	<input type="text"/>	A	L	N	†	<input type="text"/>	A	S	N	†	<input type="text"/>	R	E	S	<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="text"/>	Withdrawal reason	<input type="text"/>	Outcome	<input type="text"/>	Achievement date	<input type="text"/> / <input type="text"/> / 20
Outcome grade	<input type="text"/>			Credits achieved †	<input type="text"/>				
				<small>Only required for learning aims in QCF unit trials</small>					

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

Date  /  / 20

† - Fields marked are not required for non-funded provision

Learner's names

Learner reference number

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## Individualised Learner Record 2012/13 – Non Apprenticeship Learning Aims (Not for use for ESF funded aims)

### Learning Start Information

Aim type	<input type="text" value="4"/>	Learning aim reference	<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"/>
Funding model	<input type="text"/>	Contracting organisation	<input type="text"/>	Programme type	<input type="text" value="9"/> <input type="text" value="9"/>	Proportion of funding remaining	<input type="text"/>
Main delivery method	<input type="text"/>	Delivery location postcode	<input type="text"/>	Subcontracted or Partnership UKPRN	<input type="text"/>	Planned credit value	<input type="text"/>

Only required for learning aims in QCF unit trials

### 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" value="1"/> <input type="text" value="0"/> <input type="text" value="5"/>	<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="A"/> <input type="text" value="L"/> <input type="text" value="N"/>	<input type="text"/>	<input type="text" value="A"/> <input type="text" value="S"/> <input type="text" value="N"/>	<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="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="R"/> <input type="text" value="E"/> <input type="text" value="S"/>	<input type="text"/>
<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" value="S"/> <input type="text" value="S"/> <input type="text" value="P"/>	<input type="text" value="S"/> <input type="text" value="S"/>	<input type="text" value="C"/> <input type="text" value="V"/> <input type="text" value="E"/>	<input type="text" value="C"/> <input type="text" value="V"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You should complete only **one** SPP, SSP or CVE code and **not** all three, if applicable

### 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	<input type="text"/>	Outcome	<input type="text"/>	Achievement date	<input type="text" value="/"/> <input type="text" value="/20"/>	Actual progression route	<input type="text"/>
Outcome grade	<input type="text"/>	Credits achieved	<input type="text"/>	Employment outcome	<input type="text"/>						

Required if Completion Status = 3

Required if Outcome is achieved

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

Date

Learner's Names

Learner reference number

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## Individualised Learner Record 2012/13 – Learning Delivery Information – ESF Funded Learning Aims ONLY

### Learning Start Information

Aim type	<input type="text" value="4"/>	Learning aim reference	<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
Funding model	<input type="text" value="7"/> <input type="text" value="0"/>			Delivery location postcode	<input type="text"/>		
Planned credit value	<input type="text"/>	Project dossier number	<input type="text" value="L"/>	Local project number	<input type="text"/>		

Only required for learning aims in the QCF unit trials

### 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" value="1"/> <input type="text" value="0"/> <input type="text" value="5"/>	<input type="text" value="S"/> <input type="text" value="O"/> <input type="text" value="F"/>	<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="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="S"/> <input type="text" value="P"/> <input type="text" value="P"/>	<input type="text" value="S"/> <input type="text" value="P"/>	<input type="text" value="S"/> <input type="text" value="S"/> <input type="text" value="P"/>	<input type="text" value="S"/> <input type="text" value="S"/>	<input type="text" value="C"/> <input type="text" value="V"/> <input type="text" value="E"/>	<input type="text" value="C"/> <input type="text" value="V"/>

You should complete only **one** SPP, SSP or CVE code and **not** all three, if applicable.

### 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"/>	Actual progression route	<input type="text"/>
Outcome grade	<input type="text"/>	Credits achieved Only required for learning aims in the QCF unit trials	<input type="text"/>	Employment outcome	<input type="text"/>				

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

Date   20