

L01 Provider no (UPIN)	L03 Learner reference number	The Provider should X this box if this is a change notification <input type="checkbox"/> Box A
L46 UK Provider Reference Number		L45 Unique learner number

Individual Learner Record 2010/11 – Part 1 – Learner Information – Employer Responsive/ESF

Section 1 – Please complete in BLOCK CAPITALS using Black Ink

L09 Learner's Surname	L10 Learner's Forename/s	L26 National Insurance No.	
L17 Home Postcode (of Permanent Address Prior to enrolment)		L11 Date of birth	
L18 – L22 Address on day of enrolment		L13 Sex (M or F)	L12 Ethnicity (see guidance)
L18 / L19 Address (current) House No. / Name & Street		Suburb / Village	<input type="checkbox"/>
L20 / L21 Town / City		County	<input type="checkbox"/>
L22 Current Postcode		L24 Country of Domicile	L23 Contact Telephone No. (inc STD Code)

Section 2

L14 Learning difficulties/ disabilities/health problems	<input type="checkbox"/>	L15 Disability	<input type="checkbox"/>	L16 Learning difficulty	<input type="checkbox"/>	L34 Learner support reasons - other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L35 Prior Attainment Level	<input type="checkbox"/>	L36 Status on day prior to learning	<input type="checkbox"/>	L37 Status on First Day of Learning	<input type="checkbox"/>	L47 Current Employment Status	<input type="checkbox"/>	L48 Date Employment Status Changed	/	/ 20

Data Protection Act 1998 The personal information you provide is passed to the Chief Executive of Skills Funding Agency and, where required, the Young People's Learning Agency for England ("the YPLA") to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner's Office. The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The YPLA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the YPLA. The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Children, Schools and Families, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the YPLA, or partners of those organisations.

The Skills Funding Agency also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN).

Further information about use of and access to your information is available at: Skills Funding Agency: <http://skillsfundingagency.bis.gov.uk/foi.htm> YPLA: <http://www.ypla.gov.uk/foi.htm>

At no time will your personal information be passed to organisations for marketing or sales purposes.

The YPLA, the Chief Executive of Skills Funding Agency and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

Tick this box if you do not wish to be contacted in respect of surveys and research by mail or phone.

L27a

Tick this box if you do not wish to be contacted about courses or learning opportunities by post.

L27b

Learner's Signature _____

Date / / 20

I certify that the information contained on this form is correct

Provider's Signature _____

Provider's Name _____

Date / / 20



European Union
European Social Fund
Investing in jobs and skills

L39 Destination

Provider's Signature _____

Provider's Name _____

Date / / 20



Learner's Names

A03 Learner reference number

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Individual Learner Record 2010/11 – Part 2 – Programme Aim Information – Required for all types of apprenticeship programmes

Section 1 – 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 Funding model	<input type="text"/>	A11 Sources of funding	<input type="text"/> <input type="text"/>	A70 Contracting organisation code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
A15 Programme type	<input type="text"/> <input type="text"/>	A16 Programme entry route	<input type="text"/> <input type="text"/>	A26 Framework code	<input type="text"/> <input type="text"/>	A27 Learning start date	/ / 20	A28 Planned end date	/ / 20
A23 Delivery location postcode	<input type="text"/>	A51a Proportion of funding remaining	<input type="text"/> <input type="text"/>	A14 Reason for full/co funding	<input type="text"/> <input type="text"/>	A46 National learning aim monitoring	<input type="text"/> <input type="text"/>		
A64 Planned group-based hours	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	A65 Planned one-to-one contact hours	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	A02 Contract type (MOD only)	0 0				

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

Provider's Signature

Print Name

Date

 / / 20

Section 2 – End Information – only required for Programme Types listed in Field A15

A31 Learning actual end date	/ / 20	A40 Achievement date	/ / 20	A34 Completion status	<input type="text"/>	A35 Learning outcome	<input type="text"/>	A50 Reason learning ended	<input type="text"/> <input type="text"/>
A48 Provider specified learning aim data	<input type="text"/>								

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

Provider's Signature

Print Name

Date

 / / 20

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 2009/10. A Programme aim is also required for learners undertaking foundation learning programmes 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 model code used in field A10 for the main apprenticeship aim should be coded 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 2010/11.

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.

Learner's Names

A03 Learner reference number

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Box A

Individual Learner Record 2010/11 – Part 3 – Main Aim Information – Employer Responsive/ESF

Section 1 – Start Information – Required for all Employer Responsive Funded Provision

A09 Learning aim reference no	A10 Funding model	A11 Sources of funding	A04 Data set identifier code	3 0	A02 Contract type (MOD only)	0 0	
A16 Programme entry route	A26 Framework code	A53 Additional learning/social needs	A51a Proportion of funding remaining	A70 Contracting organisation code	A15 Programme type		
A23 Delivery location postcode		A14 Reason for full/co funding	A69 Eligibility for enhanced funding	A27 Learning start date	/ / 20	A28 Planned end date	/ / 20
A46 National learning aim monitoring	A49 Special projects & pilots	A63 National Skills Academy	A59 Planned credit value <small>Only required for QCF learning aims</small>	A44 Employer identifier	A18 Main delivery method		
A45 Workplace location postcode	A22 Franchise and partnership delivery provider number		A64 Planned group-based hours <small>(Only required where A15 = 99)</small>				
A65 Planned one-to-one contact hours <small>(Only required where A15 = 99)</small>	A61 Project dossier no.	A62 Local project no.	A66 Employment status on day before starting learning aim	A67 Length of unemployment before starting ESF project			

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Provider's Signature

Print Name

Date / / 20

Section 2 – End Information – Required for all Employer Responsive Funded Provision

A31 Learning actual end date	/ / 20	A40 Achievement date	/ / 20	A68 Employment outcome <small>(not required for apprenticeships or TtG)</small>		A34 Completion status	
A35 Learning outcome	<input type="checkbox"/>	A36 Learning outcome grade		A50 Reason learning ended		A60 Credits achieved <small>Only required for QCF learning aims</small>	

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

Provider's Signature

Print Name

Date / / 20

Section 3 – Monitoring Information – Required for all Employer Responsive Funded Provision

A47 Local learning aim monitoring		
A48 Provider specified learning aim data		

Learner's Names

A03 Learner reference number

 Page ___ of ___
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 Box A
Individual Learner Record 2010/11 – Part 4 – Subsidiary Aim Information – Required for all types of apprenticeship programmes
Subsidiary Aims (including Technical Certificates & Key Skills – Start Information)

A09 Learning aim reference no	A10 Funding model	A11 Sources of funding	A70 Contracting organisation code	A15 Programme type	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Value as Part 2	
A16 Programme entry route	A26 Framework code	A53 Additional learning/social needs	A51a Proportion of funding remaining	A27 Learning start date	A28 Planned end date
<input type="text"/>	<input type="text"/> Value as Part 2	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / 20	<input type="text"/> / <input type="text"/> / 20
A23 Delivery location postcode	A14 Reason for full/co funding	A69 Eligibility for enhanced funding	A59 Planned credit value Only required for QCF learning aims	A18 Main delivery method	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
A46 National learning aim monitoring	A49 Special projects & pilots	A63 National Skills Academy	A22 Franchise and partnership delivery provider number		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
A61 Project dossier no.	A62 Local project no.	A66 Employment status on day before starting learning aim	A67 Length of unemployment before starting ESF project		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

End Information – Required for all Employer Responsive Funded Provision

A31 Learning actual end date	<input type="text"/> / <input type="text"/> / 20	A40 Achievement date	<input type="text"/> / <input type="text"/> / 20	A34 Completion status	<input type="checkbox"/>	A35 Learning outcome	<input type="checkbox"/>
A36 Learning outcome grade	<input type="text"/>	A50 Reason learning ended	<input type="text"/>	A60 Credits achieved Only required for QCF learning aims	<input type="text"/>		

Monitoring Information

A47 Local learning aim monitoring	<input type="text"/>
A48 Provider specified learning aim data	<input type="text"/>

Special Monitoring Data - Only complete this section once for each learner

L40 National learner monitoring	<input type="checkbox"/>	<input type="checkbox"/>
L41 Local learner monitoring	<input type="text"/>	
L42 Provider specified learner data	<input type="text"/>	