



L25 LSC No.

L44 NES Delivery LSC

L01 Provider Number (UPIN)

L03 Learner Reference Number

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

L46 UK Provider Reference Number

L45 Unique Learner Number

Individual Learner Record – Part 1 – Learner Information – Employer Responsive/ESF**Section 1 – Please complete in BLOCK CAPITALS using Black Ink**L09 Learner's Surname L10 Learner's Forenames L26 National Insurance No. L17 Home Postcode (of Permanent Address Prior to enrolment) L11 Date of Birth

L18-L22 Address on day of enrolment

L18 / L19 Address (current) L13 Sex (M or F) L12 Ethnicity (see guidance) L20 / L21 L23 Contact Telephone Number (inc STD Code) L22 Current Postcode L24 Country of Domicile **Section 2**L14 Learning Difficulties / Disabilities L15 Disability L16 Learning Difficulty L35 Prior Attainment Level L34 Learner Support Reasons L36 Status on Day prior to Learning L37 Status on First Day of Learning L47 Current Employment Status L48 Date Employment Status Changed **Section 3**L28 Eligibility for Enhanced Funding

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 of 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 and by following the links to data protection. 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 that are relevant to you. Please tick box L27b if you do not wish to be contacted about courses or learning opportunities by post. L27b

Learner's Signature Date

I certify that the information contained on this form is correct

Provider's Signature Provider's Name Date **Section 4**L39 Destination Date Provider's Signature Provider's Name 

European Union
European Social Fund
 Investing in jobs and skills



Learner's Names

A03 Learner Reference Number

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

Individual Learner Record – Part 2 – Programme Aim & Main 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	<input type="text" value="35"/>	A09 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"/>	A10 LSC Funding Stream	<input type="text" value="4"/> <input type="text" value="5"/>	A15 Programme Type	<input type="text"/>	A16 Programme Entry Route	<input type="text"/>	A26 Framework Code	<input type="text"/>
A27 Learning Start Date	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/> <input type="text" value="0"/>	A28 Planned End Date	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/> <input type="text" value="0"/>	A23 Delivery Location Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>
A51a Proportion of Funding	<input type="text"/>	A14 Reason for Full/Co Funding	<input type="text"/>	A46 National Learning Aim Monitoring	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	A02 Contract Type (MOD only)	<input type="text"/>

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

Provider's Signature _____

Print Name _____

Date

End Information - Only Required for Programme types listed in Field A15

A31 Learning Actual End Date	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/> <input type="text" value="0"/>	A40 Achievement Date	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/> <input type="text" value="0"/>
A34 Completion Status	<input type="text"/>	A35 Learning Outcome	<input type="text"/>	A50 Reason Learning Ended	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Provider's Signature _____

Print Name _____

Date

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.

