

L01 Provider no (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 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

L18 / L19

Address (current)

House No. / Name & Street	Suburb / Village
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L13 Sex (M or F)

L12 Ethnicity (see guidance)

L20 / L21

Town / City	County
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L23 Contact Telephone No. (inc STD Code)

L22 Current Postcode

L24 Country of Domicile

Section 2

L14 Learning difficulties/
disabilities/health problems

L15 Disability

L16 Learning
difficulty

L34 Learner support
reasons - other

L35 Prior Attainment
Level

L36 Status on day
prior to learning

L37 Status on First
Day of Learning

L47 Current
Employment Status

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

Section 3

L39 Destination

Provider's Signature

Provider's Name

Date / / 20

Learner's Names

A03 Learner reference number

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change notification

Box A

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

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

Provider's Signature _____ Date / / 20

Print Name _____

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		A35 Learning outcome		A50 Reason learning ended	
A48 Provider specified learning aim data	<input type="text"/>								

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

Provider's Signature _____ Date / / 20

Print Name _____

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

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

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

A04 Data set identifier code

3 0

A02 Contract type (MOD only)

0 0

A09 Learning
aim reference
no

A10
Funding
model

A11
Sources
of funding

A70 Contracting
organisation code

A15
Programme
type

A16
Programme
entry route

A26
Framework
code

A53 Additional
learning/social
needs

A51a Proportion
of funding
remaining

A27 Learning
start date

 / / 20

A28 Planned
end date

 / / 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

A46 National learning
aim monitoring

A49 Special
projects &
pilots

A63 National
Skills Academy

A44 Employer
identifier

A45 Workplace
location postcode

A22 Franchise and partnership
delivery provider number

A64 Planned group-based hours
(Only required where A15 = 99)

A65 Planned
one-to-one
contact hours
(Only required where A15 = 99)

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

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

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
(not required for apprenticeships or TtG)

A34 Completion status

A35 Learning outcome

A36 Learning outcome grade

A50 Reason learning ended

A60 Credits achieved
Only required for QCF learning aims

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 ___

The Provider should X
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change notification

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

A04 Data set identifier code

A02 Contract type (MOD only)

A09 Learning aim reference no

A10 Funding model

A11 Sources of funding

A70 Contracting organisation code

A15 Programme type

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

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

A46 National learning aim monitoring

A49 Special projects & pilots

A63 National Skills Academy

A22 Franchise and partnership delivery provider number

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

End Information – Required for all Employer Responsive Funded Provision

A31 Learning actual end date

A40 Achievement date

A34 Completion status

A35 Learning outcome

A36 Learning outcome grade

A50 Reason learning ended

A60 Credits achieved
Only required for QCF learning aims

Monitoring Information

A47 Local learning aim monitoring

A48 Provider specified learning aim data

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

L40 National learner monitoring

L41 Local learner monitoring

L42 Provider specified learner data