



KLP – 013 Unique Learner Numbers & Records

Unique Learner Numbers (ULN) and Learner Records (QCF only)

Introduction

The Unique Learner Number (ULN) is a personal 10-digit number randomly generated and allocated to learners by the Learner Records Service (LRS).

Group Horizon Ltd (GHL) is registered as detailed below to issue a ULN to a learner or confirm an existing learner ULN.

Direct Certification Claim status company's are required to up load data to the LRS once notified by the awarding body that certification has been issued.

GHL is a business registered with;

- The United Kingdom Register of Learning Providers (UKRLP), a Department for Business, Innovation and Skills (BIS) – sponsored portal to provide information for learning providers, employers and learners.
- The Learner Registration Service (LRS) as Learner Registration Body (LRB) to obtain ULN on behalf of learners registered with the awarding body to undertake QCF qualifications and or unit credit awards.

GHL obtains on behalf of the learner a ULN and a Learner Record (LR) from the LRS. The ULN and details of the LR will be provided to the learner via GHL.

Where learner consent is given, GHL will access the learner's record of previous achievements in their LR to ensure that opportunities for credit transfer and exemption are maximised.

GHL UKRLP No is {Insert number}.

GHL LRS No is {Insert Number}.

Note: to obtain ULN AC must be registered with the LRS. To register with the LRS AC must first register with UKRLP.

RESPONSIBILITIES

The Quality Manager has overall responsibility for;

Ensuring that GHL and its employees continuously comply with the Registration Terms and Conditions of UKRLP and LRS.

Karen Nichols (HR/Quality Manager) is responsible for;

Monitoring that nominated members of staff comply with the Registration Terms and Conditions of UKRLP and LRS and that all members of staff have read, understood and signed the LRS User Agreement.

Ensuring nominated members of staff are able to access the LRS database to generate or confirm a ULN on behalf of learners.

Where required to do so, ensure learner's achievements are accurately recorded on their LR.

To ensure that all application, registration and requests for certification documentation contain the correct allocated ULN and to take corrective actions in the event that an error has occurred. Those actions include informing the learner, awarding body and LRS.

Ensuring new members of staff are issued with, understand and sign the LRS User Agreement.

Handling and dealing with all enquiries or complaints relating to ULN and LR.

Procedure

The procedure to become registered to issue ULN is as follows;

Apply on line to the UK Register for Learning Providers (UKRLP) www.ukrlp.co.uk

Agree to the Terms and Conditions of using the UKRLP website.

When notified that the application has been verified and the approved centre has been issued with a UK Provider Reference Number (UKPRN) apply on line to;

Learner Registration Service (LRS) to become a Learner Registration Body (LRB) at;
www.miap.gov.uk/products/lrs/implementationguide/step1signup/

Agree to the Terms and Conditions of using the LRB website.

Ensure all members of staff using the LRS website understand and sign the LRS User Agreement and a file copy is held on record.

The procedure to update LR;

When notified by LCL that certification has been issued to the learner, GHIL will up date the LR by accessing the LRS and following the LRS procedures for up loading.

Where GHIL is notified of incorrect data entry on the LRS inputted for which they are responsible, the approved centre GHIL arranges for the record to be amended.