Frequently Asked Questions and Guidance for administrating/managing the Unique Learner Number (ULN) in your school

General ULN Information

1. Can a learner opt-out of the ULN?

It is not possible to opt-out of the ULN. However, it is possible to opt-out of sharing the achievement data in your PLR (by returning a completed Privacy Notice to the school).

2. Can learners who are below 14 years of age receive a ULN?

Currently, as per the advice from the UK Information Commissioner, a ULN can only be generated for a learner of 14+ years.

ULN Administration

1. Where can I find the UKPRN number for my school?

The UKPRN number was sent to all super users during September and was needed to register with the LRS.

You can confirm this number by checking on the UK Register for Learning Providers - https://www.ukrlp.co.uk/ or email James Doran (jdoran@ccea.org.uk) who can confirm for you.

2. How do I log on to the LRS portal?

You can access the LRS portal by clicking here

When you registered with the LRS, they provided you with a username. You had to call the LRS Helpdesk to receive your temporary password. You require both of these to log on to the portal. It is through the portal that you will be able to administrate and manage the learners' PLRs in your school. Note your password will have expired if you have not logged on in the first 10 days from receiving your password or 45 days if your account has been inactive.

To find out more about the
Unique Learner number, visit
www.learningrecordsservice.org.uk

Privacy Notice

1. Is there a legal requirement that learners and/or parents need to complete a Privacy Notice?

There is a legal requirement that parents/guardians for learners under 16 years of age are shown information relating to privacy and how information in the PLR can be shared. Learners who are 16 years + can be shown this information without it being shared with parents/guardians.

The easiest method for informing parents/guardians and learners is through sight of the Privacy Notice. For more information on the Privacy Notice, please see: http://ccea.org.uk/accreditation/guidance/unique_learner_number/uln_guidance_schools_–_registering_lrs_and_privacy

Dealing with Exceptions

1. What are exceptions?

All applications for ULNs may not have been successful. These cases are known as exceptions.

In the CTF file there will be a number of codes associated with each entry. In the main, the codes will be as follows:

Code	Explanation
RC004	ULN generated No exception
RC006	Insufficient data to create ULN Where a data field may be missing or incorrect in the SIMS data sent through – in this instance a ULN will not have been generated.
RC007	Possible Match There is the a possible match already in the system and so a ULN will not have been generated
RC008 – RC011	Infrequent exception errors More information available from CCEA website guidance - http://ccea.org.uk/sites/default/files/docs/accreditation/guidance/unique_learner_number/ULN_Guidance-ResolveExemptions-web-2015.pdf

2. How can I deal with exceptions?

For each exception there is a different process to resolve the issue and generate a ULN for the learner. CCEA Accreditation guidance on these different processes is available - http://ccea.org.uk/sites/default/files/docs/accreditation/guidance/unique_learner_number/ULN_Guidance-ResolveExemptions-web-2015.pdf

If you encounter specific details, you should contact the LRS Helpdesk directly on 03456 022589 or via email: lrssupport@sfa.bis.gov.uk

ULN

UNIQUE LEARNER NUMBER

To find out more about the
Unique Learner number, visit
www.learningrecordsservice.org.uk

Amending 'Share Status' in SIMS and LRS Portal

1. How do I update the 'Share Status' in SIMS?

In the individual learner's profile in SIMS, under section 12 *'Parental Consent',* a new field has been added 'Share ULN data'. The default position is set to not share (where the box is not ticked). The easiest way to update this is to bulk update the field to 'Yes' for each year and then amend any learner's record who has returned a privacy notice indicating they do not want to share.

Step-by-step guidance on this process is provided in point 3 of the following information sheet:
http://ccea.org.uk/sites/default/files/docs/accreditation/guidance/unique_learner_number/ULN_Changing_Pupil_Share_status_for_the_PLRs_2015.pdf

2. How do I update the 'Share Status' in the LRS portal?

The information gathered through the DENI Census (collected on 9th October 2015) has been used by C2k to apply to the LRS for ULNs for your learners. When your learners have been given a ULN, a PLR is automatically created. Each learner's profile (PLR) indicates willingness to share. This status is reflective of the information in SIMS as of the Census return.

Therefore:

a. If you had sent out Privacy Notices and updated SIMS with the responses before Census indicating if learners were willing to share or not share, then you have nothing to do, as the learner's share status should be accurate.

b. C2k Guidance prior to the Census encouraged schools to bulk update the Share ULN data field to 'share' (tick box) for all learners. If this is the case in your school, the PLRs for each learner will indicate that all learners are willing to share. If you have received Privacy Notices after the Census was returned, you will need to update the share status on SIMS (see above) and in the learner's individual PLR.

c. If the 'Share ULN data' field was not updated prior to the Census return, then the individual PLRs will be set to not sharing ULN data. This status will need amended in both SIMS and the individual learner profiles based on the receipt of Privacy Notices.

Guidance on the process to updating the share status in the learner profile is available on the CCEA Accreditation website -
http://ccea.org.uk/sites/default/files/docs/accreditation/guidance/unique_learner_number/ULN_Changing_Pupil_Share_status_for_the_PLRs_2015.pdf

Please note that there is no bulk update facility on the LRS portal. Each individual profile has to be amended. **There is no immediate hurry on this task – it can be completed in batches throughout the year. The main super user in your school can appoint additional super users who would have the access rights to undertake this task as well.**

For any further information or advice please contact;

The LRS helpdesk for information and support on dealing with exceptions on 03456022589 or lrssupport@sfa.bis.gov.uk.

C2K helpline for information and assistance with uploading to SIMS on (087) 06011666

CCEA Accreditation for general advice; David Crosbie or James Doran on 02890261200 or dcrosbie@ccea.org.uk/jdoran@ccea.org.uk

ULN
UNIQUE LEARNER NUMBER

To find out more about the
Unique Learner number, visit
www.learningrecordsservice.org.uk