

Guidance for schools

Getting ULN returns from the Learning Records Service (LRS)



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Action Required

During November/December, C2K will be working with the LRS to get ULNs for your pupils. You will receive a CTF file report for the ULNs allocated to your pupils – this should be imported to SIMS ready for use for examinations entries. There are three main steps to do;

1. Import the file to SIMS
2. Deal with 'exceptions' where the LRS hasn't allocated a ULN to learners
3. Adjusting 'share' status for those pupils/parents who have indicated their preference in response to the Privacy Notice

01

Importing the file into SIMS

Schools should be familiar with importing CTF files to SIMS for other purposes; it is likely the SIMS manager is aware of the process. Guidance has been produced to show you how to do this – to ensure that ULNs are included in the individual pupil records in SIMS and then subsequently uplifted for examinations entries. This guidance can be found at www.ccea.org.uk/accreditation/guidance/unique_learner_number



02

Dealing with Exceptions

The exception report you will receive will contain a number of codes. In the vast majority of cases pupils will be allocated a ULN by the LRS (code RC004), but in some cases the LRS will not allocate a ULN without you checking the information – the pupils may already have a ULN having moved from a school in England or completed an FE course in NI, they may be a close match to someone else with a ULN (possible match RC007), or perhaps not enough information has been submitted (code RC006). It is expected that the number of exceptions will be relatively small, but you will need to log on to the LRS portal to check/resolve these.

Resolving an exception will usually involve checking details for the learner and confirming that the learner who already has a ULN is now with your school, or selecting the learner from possible matches. Guidance includes instructions on how to resolve exceptions.

03

Adjusting 'share' status (from privacy notice returns)

If you have already selected the appropriate 'Share ULN data' in SIMS prior to DE Census on 9th October then you don't need to do anything further. If you did not get this completed before DE Census then the default position is not to share data until you change this. This guidance will show you how to deal with 'Share ULN data' in SIMS and in the LRS portal.



ULN

UNIQUE LEARNER NUMBER

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

Once you have completed these three steps, ULNs will be included in examination entries allowing pupil achievements to be shown in their Personal Learning Record. This will complete the cycle for ULN roll out for year 11+ pupils, including the one-off task to register with the LRS. Only Year 11 will need to be allocated ULNs each subsequent year.



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

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

Abbreviations

LRS – Learning records service, the organisation that allocates and manages ULNs

SIMS – Schools Management Information System

ULN – Unique Learner Number

CTF – Common Transfer File

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