

# Guidance for schools

# ULN

# UNIQUE LEARNER NUMBER

## Providing information to parents/guardians



1327496311

### Action required:

1. Share a Privacy notice with Learners and include a 'not-shared' option for learners in SIMS
2. Include the UKPRN in SIMS

Unique Learner Numbers (ULNs) will be issued for all learners aged 14+ in schools during the autumn term 2015 (more detail available on CCEA Accreditation webpage). The ULN will be used initially for examination entries and to populate the Personal Learning Record (PLR) of each learner. The PLR is an electronic record/transcript of accredited qualifications.

The information in a learner's PLR will be accessible to each learner, and can be made available to a number of organisations involved in providing and funding this. A 'privacy notice' is used to inform the learner of this and includes the option to restrict this access by other agencies. Completion of a Privacy Notice will allow the education provider (the learner's school) to meet its obligations under the Data Protection Act 1998, by providing all learners with information on what personal data is being stored, why it is being held and who has access to it.

Please note that a Privacy Notice reply need only be completed by learners and/or parents/guardians if they do not want to share their personal data with other external agencies.

However, you should share a privacy notice to all learners in year 11-14.

- For learners under the age of 16, you should provide the privacy notice to both learner and parents/guardians.
- For learners aged 16+, you should provide the privacy notice to all learners. It is advisable that this information is made available to parents/guardians as well.

It is up to each school to decide the best way to administrate this. It may be that your school already has a standard Privacy Notice in place for other purposes – if this is the case, the wording of this can be reviewed to cover the data sharing issues raised by the PLR.

Included on the [CCEA Accreditation ULN guidance page](#) are documents that can be used/amended as part of this process:

- Summary explanation for all pupils
- Full privacy notice
- Draft letter to parents/guardians

C2K will then bulk apply for ULNs for years 11, 12 and post 16 (where applicable) on your behalf and you will receive a report on the ULNs allocated in November, which once uploaded to SIMS will be used for examinations entries and processing.



Your next steps will be;

- **November - Deal with 'exceptions' and upload ULNs to SIMS**

You will receive further guidance prior to this step, and information regarding ULN support events scheduled for November. For any further information or advice please contact David Crosbie or James Doran on (028) 9026 1200 or email [dcrosbie@ccea.org.uk](mailto:dcrosbie@ccea.org.uk) / [jdoran@ccea.org.uk](mailto:jdoran@ccea.org.uk)

For help with the LRS processes contact the LRS helpdesk on [lrssupport@sfa.bis.gov.uk](mailto:lrssupport@sfa.bis.gov.uk) or 0345 602 2589.

#### *Abbreviations*

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

SIMS – Schools Management Information System

ULN – Unique Learner Number

UKPRN – UK Learning provider number, used to register with the LRS

**To find out more about the Unique Learner number, visit [www.learningrecordsservice.org.uk](http://www.learningrecordsservice.org.uk)**