

Guidance for schools

ULN

UNIQUE LEARNER NUMBER

Registration with the Learning Records Service



1327496311

Action required: Registration by end of September 2015

The Learning Records Service (LRS) provide Unique Learning Numbers (ULNs) to schools for a list of aged 14+ learners provided either through the schools census/C2K, or on individual application. (The majority of ULNs will be issued on the basis of data provided for your learners through the 'census'). In order for the LRS to issue ULNs for your learners you must register with the LRS by the end of September prior to census collection. This is a two part process;

01

Obtain and record a UK Learning Provider Number (UKLPN)

A UKPRN has been provided to the school superuser (*where a nominated superuser contact has been sent to CCEA*).

If you don't have a UKPRN, getting one is a straightforward process which involves you visiting the UK register for Learning Providers website (<https://www.ukrlp.co.uk/>) and obtaining a registration number, by entering:

- the school's contact details;
- the NI Schools Institution Number; and
- the user's personal details – preferably the school 'superuser' details.

The personal contact will receive a UKLPN by email, which you will need to complete registration with the LRS.

The UKPRN must be entered into SIMS in the box titled ULN Centre Registration Number

02

LRS Registration

This takes several relatively short steps:

1. Completion of the Registration form – download and print the Organisation Registration Form from www.gov.uk/government/publications/lrs-registration-documents, complete and either postal return or scan and email return as per directions on the form.
2. Signing the Learning Provider Agreement – download and print the document from www.gov.uk/government/publications/lrs-registration-documents (making sure not to download the User Agreement document), read and complete details on page 2, and stamp on page 15 and return by post to the learner records service.
3. Receiving the User Name and Password – once registered the superuser will receive a user name and password for accessing the LRS online portal. You will receive one by email and one by telephone. You should keep a record of these.
4. Logging on and completing the user agreement as the school superuser – you will then be able to allocate out other access roles or change passwords etc.

Once you have completed steps 1&2 your school will be registered to get ULNs. C2K will then bulk apply for ULNs for years 11, 12 and post 16 (where applicable) on your behalf. 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;

- **October** - Provide information to learners including a privacy notice
- **November** - Deal with 'exceptions' and upload ULNs to SIMS

You will receive further guidance prior to these steps. For any further information or advice please contact David Crosbie on dcrosbie@ccea.org.uk.

For help with the LRS processes contact the LRS helpdesk on 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