



Useful Hints for the Completion of LRS Registration Documents

2 separate documents are to be completed as part of this process:

1. LRS Organisation Registration Form (Only complete fields with a red asterix)

• Section 1 – Organisation Details

- The email address noted in this section should be the super user's email address – this must be a C2k email address
- Reason for Request to register is that receipt of ULNs for all Year 11 learners and above is a Department of Education (DE) requirement

• Section 2 – Super User Details

- Details included in this section refer to the super user

• Section 3 – Learning Provider Agreement

- This section refers to the second document that needs completion as part of the registration process.

• Section 4 – Schools do not need to complete this section

2. LRS Learning Provider Agreement

(Please note that this is a legal document and no alteration should be made to the content of the document, with the exception of the two instances noted below)

Please complete details on Pages 2 and 15 of this document – you have to print this document out in full – there is no facility to type into it.

- On page 2, note the day and date of your completion of the agreement. On the next line, after 'and' write the following in pen: <<school name>> whose registered address is at <<school address>>
- It is advisable that the Principal of your school complete and sign the agreement on page 16.

Both forms should be printed off in full and sent by mail to: LRS Support Team, Skills Funding Agency, Cheylesmore House, Quinton Road, Coventry, CV1 2WT **OR** scanned and emailed to: lrssupport@sfa.bis.gov.uk

- **It is advisable that both forms are sent (either by mail or email) together as both are needed to complete your school's registration process.**

3. Inputting the UKPRN into SIMS

- Schools have been allocated a UK Provider Reference Number (UKPRN) as part of this process. This should be entered into SIMS under Centre Registration Number prior to school census in early October. The relevant field is illustrated below:

The screenshot shows the SIMS 'SchoolDetails - C2k School' interface. The '1 Establishment' section contains the following fields:

School Name	C2k School
DENI Number	1234567
Head Teacher	Mr Smith
Curriculum Years	8 / 15
Pupil Genders	Female (only)
NC Year Start Date (dd/mm)	2 / 7
School Medium	English Medium
U LN Centre Registration No.	

The 'U LN Centre Registration No.' field is highlighted with a red border. To the right of these fields is a 'Main Contact' area with a search icon and a delete icon.

The '2 Address' section shows 'Current Address Details (Not validated)' with the following address:

21 Main Street
Ronda
Co. Mahon
BT21 800

Buttons for 'Address', 'Delete', 'Modify Address', 'Move House', and 'Validate' are visible.