The Unique Learner Number Service for Schools in Wales
Training for Local Authority Staff and
maintained secondary schools

September 2011

Llywodraeth Cynulliad Cymru
Welsh Assembly Government

www.cymru.gov.uk

Plan for Today

Training and Sharing Best Practice

- Registering with the Learning Records Service (LRS)

- Privacy (Fair Processing) Notices

- Using the DEWi/PLASC ULN Service for Schools

- Accessing the LRS Learner Registration portal

- Establishing processes

- Informing learners and using ULNs

- Communications to staff, learners and parents

- Signposting to information, guidance and support

An Update

Implementation of the Unique Learner Number (ULN)

- Nearly 13 million ULNs allocated to-date

- Around 250,000 ULNs allocated to learners in Wales

- Providers of post-16, adult and work based learning in Wales are getting ULNs for their learners.

- New *ULN Service for Schools in Wales* piloted with three 14-19 Partnerships and 'Going Live' in September 2011

- ULN underpins unit and credit-based learning

- ULN is increasingly being requested by Awarding Organisations for examinations entries

The Personal Learning Record

Access to the PLR is controlled by the learner

- An electronic record of learners' achievements in education

- It will become an individual's lifelong learning record

- Learners and registered learning providers will be able to access the PLR securely on-line

- Learners can control who has access to their PLR data

- In Wales it will be available through Careers Wales on Line

Implementation to 2012
Supporting Programmes and Partnerships in Wales

- ***ULN Service for Schools in Wales*** 'Goes Live'

- Welsh learners' award data into the Personal Learning Record (PLR)

- Access to the PLR by learners and Information, Advice and Guidance (IAG) professionals through Careers Wales Online

- WBQ qualifications direct from WJEC into the PLR

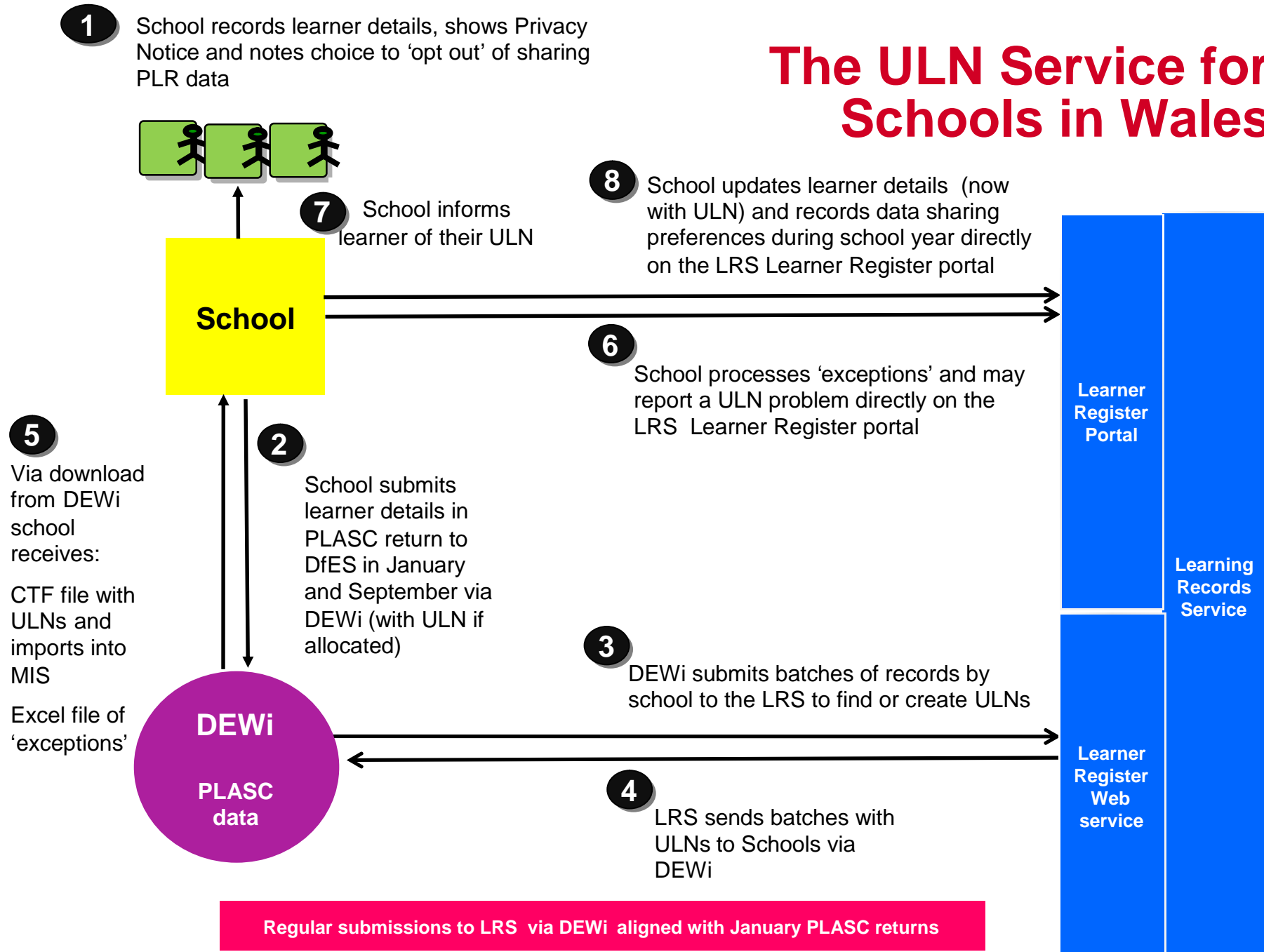….09 / 2010..………...09 / 2011……………..….09 / 2012……

The ULN Service for Schools in Wales

The new ULN Service

- Developed by DfES (DCELLS) for Schools in Wales

- Largely automates the process of obtaining ULNs for school students aged 14 and over

- Uses PLASC data and the DEWi secure data transfer system to obtain ULNs from the LRS

- Service is available to maintained secondary schools in Wales

- Special schools, PRUs, Young Offender Institutions (YOIs) and EOTAS are being addressed separately

The ULN Service for Schools in Wales

1 School records learner details, shows Privacy Notice and notes choice to 'opt out' of sharing PLR data

7 School informs learner of their ULN

8 School updates learner details (now with ULN) and records data sharing preferences during school year directly on the LRS Learner Register portal

School

6 School processes 'exceptions' and may report a ULN problem directly on the LRS Learner Register portal

5 Via download from DEWi school receives:

CTF file with ULNs and imports into MIS

Excel file of 'exceptions'

2 School submits learner details in PLASC return to DfES in January and September via DEWi (with ULN if allocated)

DEWi

PLASC data

3 DEWi submits batches of records by school to the LRS to find or create ULNs

4 LRS sends batches with ULNs to Schools via DEWi

Learner Register Portal

Learner Register Web service

Learning Records Service

Regular submissions to LRS via DEWi aligned with January PLASC returns
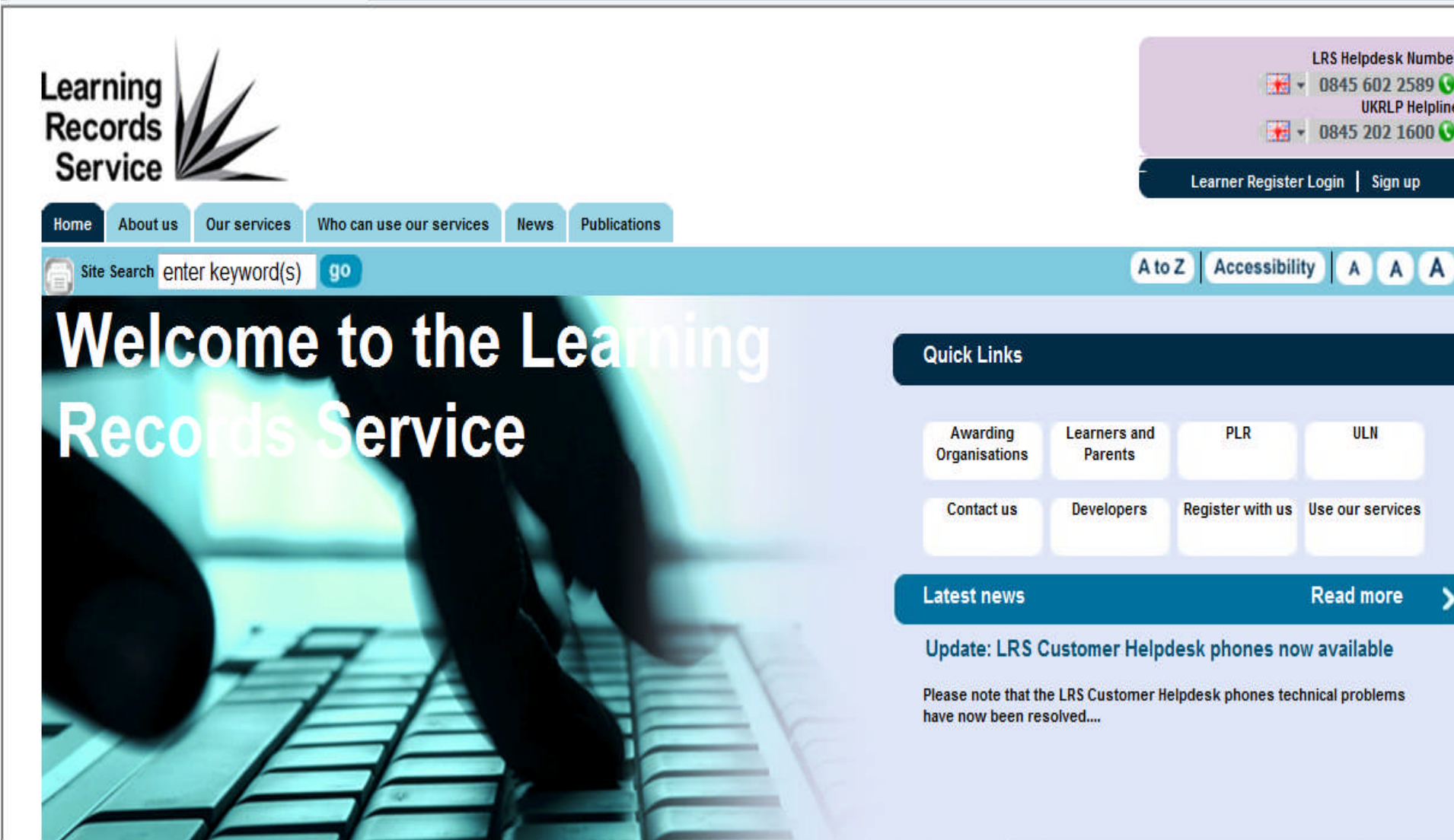
Main Pilot Findings

- The data transfer process via DEWi worked well

- Issues with returned CTF files when imported into some schools MIS

- Ability of schools administrators to manage the process variable

- Exceptions handling generally straightforward

- Identified need for clear guidance and training; accessible information; and targeted communications materials

The Learning Records Service

http://www.learningrecordsservice.org.uk/

Bing

Learning Records Service - Welcome to the Learn...

Page ▾ Safety ▾ Tools ▾

Learning Records Service

LRS Helpdesk Number
0845 602 2589

UKRLP Helpline
0845 202 1600

Learner Register Login | Sign up

| Home | About us | Our services | Who can use our services | News | Publications |

Site Search enter keyword(s) **go**

A to Z | Accessibility | A A A

Welcome to the Learning Records Service

Quick Links

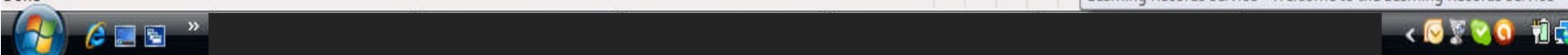| Awarding Organisations	Learners and Parents	PLR	ULN
Contact us	Developers	Register with us	Use our services

Latest news   Read more ›

Update: LRS Customer Helpdesk phones now available

Please note that the LRS Customer Helpdesk phones technical problems have now been resolved....

Done

Learning Records Service - Welcome to the Learning Records Service - W

http://www.learningrecordsservice.org.uk/schools/welsh-schools.htm

Bing

Learning Records Service - Schools - Schools in ...

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Learning Records Service > Schools > Schools in Wales

Schools in Wales

Information for schools in Wales

Gwybodaeth I Ysgolion Yng Nghymru

The Welsh Assembly Government is encouraging and supporting the use of the Unique Learner Number (ULN) to provide a single identifier for every learner in Wales. The ULN is being introduced by the Department for Education and Skills (DfES). The ULN underpins the Welsh Baccalaureate and the Qualifications and Credit Framework (QCF), which forms part of the wider Credit and Qualifications Framework for Wales (CQFW).

The Unique Learner Number (ULN) is a unique 10-digit number allocated to learners which enables a learner to build a life-long record of their qualifications and achievements in education - a Personal Learning Record (PLR). Learners will be able to view their PLR online and share with learning providers, advice and guidance professionals, as well as third parties, such as employers, if they wish to do so. A feasibility study has been commissioned to consider the provision of PLR access by learners in Wales through Careers Wales online in anticipation of a 2011/12 release.

The ULN will support a number of functions, for example, it will assist with data aggregation for the Welsh

Quick Navigate

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Complete this short survey

Frequently asked questions

Learner Register Organisation Portal

Personal Learning Record (PLR)

Schools in England

Schools in Wales

UK Register of Learning Providers

Unique Learner Number (ULN)

Internet | Protected Mode: On

Before end September 2011 ...

- **ALL Mainstream Schools** in Wales need to:

    - Register as Learner Registration Bodies (LRBs) with the LRS

    - Issue learners with a revised Privacy (or Fair Processing) Notice

    - Local Authorities should Register as LRBs too

A Step Guide to the Learning Records Service

Registering as a Learner Registration Body (LRB)

Step 1

- Obtain UK Provider Registration Number (UKPRN) from the Learning Provider Register www.ukrlp.co.uk
- Nominate a Super User for the LRS Learner Register (LR)
- Download and complete *two* documents: Organisation Registration Form & Learning Provider Agreement www.learningrecordsservice.org.uk
- Submit both completed documents (in full) to the LRS for processing (scan and email/fax/post)
- Agree to terms and conditions of the User Agreement available on the LRS website www.learningrecordsservice.org.uk

Accessing the LRB Service

Step 2

- Super User receives user name and password from the LRS enabling access to the Learner Register (LR) Portal
- Establish Managerial and Data Governance arrangements for using the Service
- Super User assigns and manages additional User accounts
- All Users accept the terms and conditions of the User Agreement
- Assigned Users have appropriate levels of access to the secure LR portal

Establishing Processes and Using the ULN Service for Schools

Step 3

- All learners must have sight of a Privacy Notice and preferences to opt out of sharing PLR data need to be recorded
- The DEWi data transmission service will obtain ULNs for school pupils aged 14 and over using PLASC data collected in September and January
- Import CTF file containing ULNs – received from DEWi – into schools record system and view accompanying 'exceptions' file
- Resolve 'exceptions' on the LRS portal and update learner details.
- Tell management, teaching staff, administrators and learners about the ULN

Registering to use the Service
It's FREE!

- Check the LA's or school's UK Provider Reference Number (UKPRN) on the UK Register of Learning Providers www.ukrlp.co.uk

- Visit www.learningrecordsservice.org.uk and download the Organisation Registration form and Learning Provider Agreement

- Complete and sign these documents and submit to the LRS Service Desk for processing

- Use of Welsh or English should be consistent with the entry on UKRLP

UK Register of Learning Providers

UKRLP UK Register of Learning Providers | Learning Records Service | | Scottish Executive | **BIS** Department for Business Innovation & Skills | Employment and Learning

⌂ **UKRLP Home**   **17 August 2011**

Login/Register to UKRLP

If you are a learning provider and you're new to the UKRLP, register your details now

Register

Otherwise please login:

Email Address
email address

Password
•••••••••

Login

Welcome to the UK Register of Learning Providers

Introduction to the UKRLP

The UK Register of Learning Providers is a 'one-stop' portal to be used by government departments, agencies, learners, and employers to share key information about learning providers. The UKRLP allows providers to update their information in one place and share this across agencies such as the Skills Funding Agency, the Higher Education Statistics Agency (HESA), the Higher Education Funding Council for England (HEFCE) and UCAS.

Since provider registration opened on 1st August 2005, the UKRLP has grown to over 25,000 providers. Each of these has been verified against a recognised external source and has been allocated a UK Provider Reference Number (UKPRN). This is the unique identifier used to share information with the UKRLP partner agencies.

Accreditation

The UKRLP does not quality assure or accredit in any way the learning provision of the provider.

More details

UKRLP and Edubase

- UKRLP provides core identity data on education and training organisations and allocates UK Provider Reference Numbers (UKPRNs)

- A UKPRN is a requirement of registering with the LRS

- Edubase is used by UKRLP as the trusted source of data about providers www.edubase.gov.uk

- If the Edubase and UKRLP records do not match the LRS will not allow access to its ULN services

- Schools must advise school.stats@wales.gsi.gov.uk of any changes so the Edubase record can be updated

- UKRLP should also be updated

http://www.learningrecordsservice.org.uk/products/lrs/implementationguide/step1signup/

Bing

Favorites | National Rail Enquiries | AA | First Great Western - Time... | BBC - Radio 4 - Home | LRS Sandpit | LRS Website

Learning Records Service - Our services - Learner ...

Learning Records Service

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Learner Register

Release Schedule

Implementation Guide

Data Management

Breach of LRS Agreement

Personal Learning Record

UKRLP

Unique Learner Number

Data Quality

Learning Records Service > Our services > Learner Register > Implementation Guide > Step 1 - Sign Up > Step 1 - Sign Up

Step 1 - Sign Up

Sign up as a Learner Registration Body (LRB)

In order to access the Learner Register Secure Portal your organisation must first register as a Learner Registration Body (LRB). To do this, you will need to complete and return two documents by post or fax:

- The Organisation Registration Form
  You will need to include details of the organisation you want to register plus the name of the individual nominated as the Super User. This individual will be responsible for administering all other users of the Learner Register within your organisation.
- The Learning Provider Agreement
  This is a statement of the contractual terms, conditions and obligations. It must be signed by an authorised representative on behalf of your organisation or learning provider - usually the Principal or equivalent. Please note: This Agreement requires all users of our system to accept the terms of the User Agreement which details their responsibilities and commits them to using the system and associated data in an

Quick Navigate

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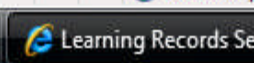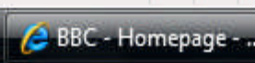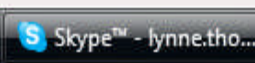Complete this short su

Frequently asked ques

Learner Register Orga

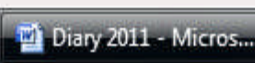Personal Learning Rec

Schools in England

Schools in Wales

UK Register of Learnin

Unique Learner Numbe

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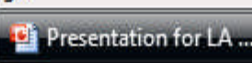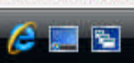
Privacy or Fair Processing Notice (FPN)

A Privacy Notice for schools is available on the LRS and WG websites in English and Welsh

- Learners need to be aware that they can 'opt out' of sharing the data in their PLR

- Schools must make a Privacy Notice available to learners aged 14 and over in September

- Incorporate the statement - including reference to the ULN and associated learner data - in data protection information to learners

- Record sharing preferences

- Communicate the benefits of a PLR

Privacy Notice Text

The LRS provides two recommended versions of the Privacy Notice, a shortened text and an extended text. The shortened version is:

"The information you supply will be used by the Chief Executive of Skills Funding to issue you with a Unique Learner Number (ULN) and to create your Personal Learning Record. Further details of how your information is processed and shared can be found at www.learningrecordsservice.org.uk"

"Defnyddir yr wybodaeth a roddir gennych gan y Prif Weithredwr Ariannu Sgiliau, i roi Rhif Dysgu Unigryw (ULN) i chi, ac i greu'ch Cofnod Dysgu Personol. Mae manylion pellach ar y modd y prosesir ac y rhennir eich gwybodaeth ar gael yn www.learningrecordsservice.org.uk."

For further information go to www.learningrecordsservice.org.uk/documentlibrary/documents/privacynotice.htm

The DEWi Service

DEWi

Croeso i DEWi, y wefan yng Nghymru ar gyfer trosglwyddo data'n ddiogel. Os ydych yn anfon neu'n derbyn Ffeil Drosglwyddo Gyffredin (FfDG) dylech barhau i ddefnyddio **gwefan S2S**.

Defnyddiwch safle DEWi i drosglwyddo ffurflenni statudol i AALlau a'r Cynulliad. Mae eich manylion logio i mewn ar gyfer S2S a DEWi yn wahanol. Os rydych angen atgoffiad o'ch manylion logio, cliciwch ar 'Wedi anghofio cyfrinair' isod neu cysylltwch eich tîm cymorth AALI. Os ydych yn ddefnyddiwr o'r AALI, ebostiwch **DEWi@wales.gsi.gov.uk**

Welcome to DEWi, the secure transfer site for data in Wales. If you are sending or receiving Common Transfer files (CTFs) then please continue to use the **S2S website**.

Please use the DEWi site for the transfer of statutory returns to LEAs and the Assembly. Your login details for S2S and DEWi are different. If you need a reminder of your login details please click on 'Forgotten password' below or contact your LEA DEWi support. If you are an LEA user please email **DEWi@wales.gsi.gov.uk**

Enw defnyddiwr | | **Username**

Cyfrinair | | **Password**

Diweddaru | Refresh

Teipiwch y nodau wedi'u harddangos yn y ddelwedd.
Noder: Mae'r cod hwn yn sensitif i briflythrennau.

Type the characters shown in the image into the box.
Please note: This code is case sensitive.

Mewngofnodi drwy'r Gymraeg

Login in English

e-Government National Awards FINALIST 2006

Wedi anghofio cyfrinair   **Forgotten Password**

Internet | Protected Mode: On   125%

https://www.dataexchangewales.org.uk/DownloadGenericFromAssembly.aspx

6664000-a - Caereinion High School

DEWi

Logout   Help   Guidance & FAQ   Cymraeg

Home

Upload
Key Stage 3
September Post-16
January
Summer Post-16
Attendance

Reports
Key Stage 3
September Post-16
January
Summer PLASC
Attendance
Other Reports

LRS
Unique Learner Numbers

Administration
Change school Email Address
Change my Password
Return to my profile

Unique Learner Numbers

The following files have been uploaded by the Assembly. Tick the files you wish to download and click on the Download button. If you select more than one file, DEWi will create a single ZIP file containing all of the selected files. You will be asked to choose a location to save the file. You may refresh the list by clicking on the Refresh button.

Refresh   Select All   Unselect All   Download

Filename	Size	Uploaded	Select
Unique Learner Numbers	34 KB	07/06/2011 14:31	☐
Exceptions	66 KB	06/05/2011 13:26	☐
Help and Guidance	168 KB	06/05/2011 13:26	☐

PLASC Data Securely Submitted to the LRS via DEWi

- UPN
- Given name
- Family name
- Middle name
- Date of Birth
- Gender
- Postcode

ID known to school

FPN seen and able to share

PLASC DATA Submissions to the LRS

		Pilot	September 2011	January 2012	January 2013
Year 9	Aged 13+ (14 in September 2011)	Y	N	Y	Y
Year 10		Y	N	Y	Y
Year 11		N	N	Y	Y
Year 12		Y	Y	Y	Y
Year 13		N	Y	Y	Y
Year 14		N	Y	Y	Y

Returned CTF and Excel files

- Log onto DEWi and retrieve CTF files containing ULNs

- Download the ULN file(s) into a relevant secure 'import' folder on a PC e.g. SIMS/Star/ULNin

- If it's a Zip file, unzip it

- Find CTF file and Excel file of 'exceptions'

- Excel file is for information only

- Import CTF into the school MIS using normal CTF import routines

- The ULN field in the school MIS will be populated

Importing ULNs into SIMS

The **CTF** should be dealt with as for any other CTF file i.e. imported into the school MIS using

Routines/ DataIn/CTF Import .

Remove all the ticks except Student Basic Details

Ensure this field says **On-Roll** not pre-admissions

Browse for the file in S:/Sims/Star/ULNin

You will be presented with the 'Sims Import CTF Exception Log', note any issues you think need dealing with.

The ULN field in the school MIS will then be populated by the data received from the Learning Records Service.

Using the LRS Learner Register Portal

Learning Records Service

Username: [   ]
Password: [   ]

[Login]

Forgotten Password?

Accessing the LRS portal for the first time

- Access the LRS portal on-line (www.uklrs.miap.gov.uk) or via the link on the LRS website

- Enter the Username and Password provided by the LRS to the nominated Super User and log in

- Read and accept the User Agreement and create a 'secret question' and answer

- You have now logged in and should see the welcome screen

- You can now set up additional Super Users via 'User Management'

Exceptions Management

- Review exceptions in Excel file downloaded from DEWi

- Log onto www.uklrs.miap.gov.uk using User Name and Password

- Click on 'Learner Management' tab; select 'View Batch Registration' ; and select 'View Exceptions' option or go straight to 'View Exception' tab

- 'Process' all exceptions individually

- Most common error codes are RC007 'possible match' and RC011 'incorrect format'

- Schools in Wales using the PLASC/DEWi ULN Service should ignore the Submit Batch Registration tab

Resolving Exceptions

- Deal with each exception

- Accents and special characters will generate exceptions

- The <u>UPN</u> is in the MIS ID field on the LRS exceptions screens

- Check against pupil data in school's SIMS system

- Once the possible match or data error is resolved a ULN will be allocated by the LRS

- Copy, paste and save the ULN into the school's MIS and/or 'Export Processed Exceptions' as a .csv file

- 'Register a New Learner' only if user is certain that a pupil match cannot be found

The DVD – Chapter 4 – 'How it all Works'

- Logging onto the LRS portal for the first time

- Using the Learner Register Organisation portal to:

  - Search for learners using ULNs or demographic details

  - View a PLR

  - Update the ability to share field

  - Register an individual learner

  - Resolve exceptions

  - Update demographic information

- Also refer to the guidance materials on the CD and on the LRS website

Maintaining Pupil Data

- If learners have 'opted out' of sharing the data in their Personal Learning Record this 'flag' must be changed on the LR portal

- The LRS requires that the data on the Learner Register (LR) is kept up to date

- If a pupil changes their name or address (or data needs to be corrected) this should be recorded on the LR portal

- Currently this can only be done manually

Data Protection

- Over 8 million learner records have been populated with achievement data by the LRS

- The User Agreement explains the obligations that all Organisational Users need to adhere to

- Users agree to the Terms and Conditions of use every time they log onto the Learner Register Portal

- The Super User can appoint other Users …

- … and is responsible for managing other Users

Schools Timetable

11-18 SCHOOLS ONLY
Academic year September 2011 - 12

	September 2011	October 2011 onwards
September 2011 **Post-16 PLASC** **Years 12-14**	Issue Privacy Notice to Pupils in **Years 12,13,14**	Download CTF file containing ULNs and import into MIS
	Communicate benefits	View Excel exceptions report and resolve on LRS Portal
	Record any candidates who opt out of data sharing	Update data sharing preferences on LRS Portal
	Establish responsibilities and processes	Update changes of learner details on LRS Portal during year
	Submit PLASC return as normal	

ALL SCHOOLS
Academic year September 2011 – 12 and 2012 – 13 <u>and in subsequent years</u>

	September 2011 January 2011	February 2012 onwards	September 2012 January 2012	February 2013 onwards
January 2012 **PLASC** **Years 9-14**	Issue Privacy Notice to Pupils in **Years 9,10,11**	Download CTF file containing ULNs and import into MIS	Issue Privacy Notice to Pupils in **Year 9**	Download CTF file containing ULNs and import into MIS
	Communicate benefits	View Excel exceptions report and resolve on LRS Portal	Communicate benefits	View Excel exceptions report and resolve on LRS Portal
	Record any candidates who opt out of data sharing	Update data sharing preferences on LRS Portal	Record any candidates who opt out of data sharing	Update data sharing preferences on LRS Portal
	Establish responsibilities and processes	Update changes of learner details on LRS Portal during year	Refine processes	Update changes of learner details on LRS Portal during year
	Submit PLASC return in January as normal	Issue Privacy Notice and obtain ULNs for all new school entrants in years 9-14 during year	Submit PLASC return in January as normal	Issue Privacy Notice and obtain ULNs for all new school entrants in years 9-14 during year

Questions

Support

- Completing and submitting PLASC returns: Local Authority schools unit/IMS team

- Using the DEWi Service: WG IMS Support team PLASC@wales.gsi.gov.uk

- Using the Learner Register: LRS helpdesk

- UKPRN: UK Register of Learning Providers

- DfES Centre Support Team:

  glenda.coles@wjec.co.uk; annie.allitt@wjec.co.uk; alan.gravell@wjec.co.uk

Other Information

- LRS Helpline Telephone: 0845 602 2589

- Opening hours: 08:00hrs – 20:00hrs Monday to Saturday

- E-mail: lrssupport@learningrecordsservice.org.uk

- Learning Provider Register: www.ukrlp.co.uk

- Learner Register User Guide (July 2011) and information and guidance materials on LRS website: www.learningrecordsservice.org.uk

- WG Website: www.wales.gov.uk/educationandskills

- Project Manager for Wales: Gary Williams gary.williams2@wales.gsi.gov.uk

Before you go, please ....

- Add your name and contact details to the list of attendees

- Request any additional copies of the training DVD

- Complete the assessment form