



Pre-Requisite

1. UK Provider Reference Number (UKPRN)

A UKPRN identifier must be supplied before you can register with the Learning Records Service. The application cannot be processed until a UKPRN reference is provided.

If not registered, please visit their website to register – www.ukrlp.co.uk - before completing this application.

Requisites & Completing the Registration Form

2. Learning Provider Agreement or Awarding Organisation Agreement

If you are registering a new UKPRN number, your application cannot be processed without a signed copy of the **Learning Provider Agreement (LPA)** or **Awarding Organisation Agreement (AOA)** being returned with this form. These can be found at www.gov.uk/government/publications/lrs-registration-documents

The agreement must be signed by an appropriate level of authorisation. The following is a selection of job titles which are deemed to represent a person with appropriate authority – this is not exhaustive.

<ul style="list-style-type: none"> • Assistant Head • Assistant Principal • Centre Manager • Chief Executive or CEO • Company Secretary • Contracts Manager • Deputy Head 	<ul style="list-style-type: none"> • Deputy Principal • Director • Finance or Funding Manager • General Manager • Head of (dept.) • Head (of school) • Managing Director 	<ul style="list-style-type: none"> • MIS or Data or IT Manager • Operations Manager • Owner or Proprietor • Partner Principal • Registrar • Vice Principal
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3. Super User Email Address

This email address MUST only be accessible by the user – we will reject any requests containing generic mailboxes (e.g. exams@).

Forms to return

The application cannot be processed until both forms are submitted:

- Organisation Amendment Form
- LRS Learning Provider Agreement (LPA) – pages 2 & 15
- or
- LRS Awarding Organisation Agreement (AOA) – pages 6 & 26



This form should be completed when changes to your organisation's details need to be reported to the LRS. If a new organisation is formed as the result of a merge, you will also need to nominate a new initial Super User. If you are registering a new UKPRN number, you will also need to complete a new Learning Provider Agreement or Awarding Organisation Agreement.

Please complete **ALL** fields marked with an * in all relevant Sections and return the completed form by email to lrs.support@education.gov.uk.

Section 1 – Type of Request

Please tick the relevant box and go to the appropriate section to complete information needed to perform request.

Request Type *	UPDATE <input type="checkbox"/> Go to Section 2	MERGE <input type="checkbox"/> Go to Section 3	UNREGISTER <input type="checkbox"/> Go to Section 6
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Section 2 – Current and Update Details

Please provide details as currently held in the Learning Records Service (LRS) in order to help identify your organisation to make the necessary changes and tick which fields need updating and provide the updated information.

Please note that all changes made to the UK Register of Learning Providers (UKRLP) are automatically reflected on our records.

Current UK Provider Reference Number (UKPRN): *	
Current Organisation Name *	

<input type="checkbox"/>	New UK Provider Reference Number (UKPRN):	
<input type="checkbox"/>	New Organisation Name:	
<input type="checkbox"/>	Address Line 1:	
	Address Line 2:	
	City/Town:	
	County:	
	Postcode:	
<input type="checkbox"/>	Telephone Number:	

Section 2 Notes.

1. UKPRN - Please supply your new UK Provider Reference Number (UKPRN) provided once registered with the UK Register of Learning Providers (UKRLP).
2. Address – please supply new address in full. This must always be the Head Office address.
3. Telephone number – please supply new telephone number which can be used to contact your organisation.



Section 3 – Merge Details

Please provide the following information.

If you are registering a new UKPRN number, you will also need to nominate a new initial Super User. Please go to Section 5 – New Super User Details.

Merged Organisation Names:	UK Provider Reference Numbers (UKPRN):
New Organisation Name:	
New UKPRN:	
Address Line 1:	
Address Line 2:	
City/Town:	
Postcode:	
Telephone Number:	

Section 3 Notes:

1. Merged Organisation Names - Please provide names of organisations that have merged.
2. New Organisation Name - please supply your new legal Organisation Name you registered with. This must match your name on UKRLP. Please ensure that the full name is provided to ensure that the LRS can identify your organisation.
3. UKPRN - Please supply your new UK Provider Reference Number (UKPRN) provided once registered with the UK Register of Learning Providers (UKRLP).
4. Address – please supply new address in full. This must always be the Head Office address.
5. Telephone number – please supply new telephone number which can be used to contact your organisation.



Section 4 – Super User Details

Section only to be completed if you are registering a new UKPRN.

If you require a new super user account under your existing UKPRN, please complete a Change of Super User form.

Please supply details of a nominated individual who will take responsibility of initial LRS user administration - refer to explanatory notes underneath. This is the creation and management of user's access rights within your organisation including those you sub-contract with - refer to the Organisation Agreement for more details. **This user will be able to create additional accounts within your organisation with the same roles once logged in.**

Title (Mr, Mrs etc.)	
Given Name *	
Family Name *	
Contact Telephone Number *	
Contact Mobile Number	
User E-mail Address * This must be a valid organisation email address	

Section 5 Notes:

- Staff ID reference (optional) – The LRS stores your own organisational staff reference or ID to aid your own identification and management of users.
- User Email Address - Please ensure that you assign a relevant and valid email address – we cannot accept email addresses with domains such as yahoo, btconnect, hotmail, etc. **This cannot be a shared email account.** This email address MUST only be accessible by the user – we will reject any requests containing generic mailboxes (e.g. exams@).

Section 5 – Web Services

Only to be completed if you already have existing Web Services and are registering a new UKPRN number. You will be given the web services already granted to your organisation under your old UKPRN.

Please specify a new unique web service password for your organisation. Please inform your MI supplier of any password change. The password must be exactly 16 characters in length and it must include at least 1 number, 1 lowercase alphabetic character and 1 uppercase alphabetic character. Note that no spaces or special characters are permitted in the password.*

Organisation Web service password *	
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Section 5 Notes:

- Please specify a web service password for your organisation. This password will be included in every web service call to LRS and is used by the service to verify that the call is valid. Please make sure that you keep your web service password confidential. This password is an organisation level password and not your super user password or a user's password.



Section 6 – Unregister Details

Please provide the following information:

UK Provider Reference Number (UKPRN): *	
Current Organisation Name *	
Reason for Request	

Section 6 Notes:

1. Please give details as to why your organisation needs to unregister.

Section 7 – Request Authorisation

By signing below, You are authorising the organisation changes above. *	
Signature: *	
Name (please print): *	
Position within organisation: *	
Date: *	

Section 7 Notes:

1. The Learning Records Service requires an appropriate level of authorisation of the request to make the requested changes.
2. Signature, Name and Position – a senior representative must authorise this request (preferably the same person which first signed the organisation agreement). The following is a selection of job titles which are deemed to represent a person with appropriate authority – this is not exhaustive.
 - Assistant Head
 - Assistant Principal
 - Centre Manager
 - Chief Executive or CEO
 - Company Secretary
 - Contracts Manager
 - Deputy Head
 - Deputy Principal
 - Director
 - Finance or Funding Manager
 - General Manager
 - Head of (school/dept)
 - Managing Director
 - MIS or Data or IT Manager
 - Operations Manager
 - Owner or Proprietor
 - Partner Principal
 - Registrar
 - Vice Principal

Section 8 – LRS Verification of Request (official use only):

Authorised by :		Authorised Date:	
Additional Verification Notes:			