

Unique Learner Numbers

This applies to learners over the age of 14 in England and Wales only.

What is the Personal Learning Record (PLR)?

The Personal Learning Record (PLR) offers access to a learner's official online record. It is a compilation of the achievement of qualifications that have been awarded by regulated awarding organisations. It saves the learner providing copies of different certificates each time they apply for a course or job, seek careers guidance or register for qualifications. It can also help them make more informed career choices and make applying to further education and training easier as their qualifications can be easily verified.

Learners aged 14 have for the last five years been issued with a unique learner number by their school or college. This is their unique identifier in the education system and allows them to store all their qualification achievements on their individual Personal Learning Record. The Personal Learning Record is managed by the Learning Records Service (part of the Skills Funding Agency) in partnership with other educational organisations.

The Skills Funding Agency manages the Personal Learning Record and allows access for partner organisations (e.g. schools, colleges, universities and awarding organisations) where a learner has agreed to access of their information. Learners have the choice to opt-out of sharing their record with these organisations at any time (which must be done directly with the Learning Records Service on 0845 602 2589).

All learners must be aware of the following privacy statement:

Some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. The Skills Funding Agency may share your ULN and Personal Learning Record with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education. Further details of how your information is processed and shared can be found at

<https://www.gov.uk/government/collections/learning-records-service>

A fuller version of the statement is available on the Learning Records Service website.

How do learners obtain a ULN?

If an IDTA learner wants their result to be entered on their Personal Learning Record then they will need to provide their ULN to their teacher. If a learner is unsure of whether they have a ULN they will need to check with their school or college to see if one has been issued for them, as they cannot have more than one. The ULN is a ten digit number which may also be shown on any certificates they have already received through their other studies at school or college. It will be increasingly used for a wider range of regulated qualifications which includes our Grades and Vocational Grades.

The ULN is registered to the learner using their full given and family names and date of birth as identifiers, and remains with them throughout their lives so that in future all their qualification achievements will be linked together.

Learners wishing to access the information stored in their Personal Learning Record will need to confirm their identity to the Learning Records Service. They will need to check the details, print off a form and send it to the Skills Funding Agency, together with the appropriate ID evidence listed alongside the form.

Learners can access their qualification data through by signing onto their lifelong learning account on the National Careers Service website.

Is it compulsory to supply a ULN to the IDTA?

No, unless the learner is receiving funding from either the Education Funding Agency or Skills Funding Agency for their course. This means that any learners in Further Education doing any IDTA qualification as part of their programme MUST give their ULN to the IDTA, as the Learning Records Service will need

to track their achievements. Colleges can obtain ULN's through the Learning Records Service, as they will be on the UK Register of Learning Providers (UKRLP).

Other learners do not have to supply a ULN, but may want to have their IDTA qualifications included on their Learning Record.

Some learners over the age of 19 will not have a ULN, as they will have not been part of the general issue of ULNs for 14 year olds. They may however, be unlikely to need one in the context of their future ambitions and the fact that any achievements which were certificated prior to September 2010 cannot be included.

How do I obtain ULNs for our pupils?

Most learners will have one already and if so, they will need to give it to you for their entry.

If you need to get a new ULN for a learner who doesn't have one, (because they are already over the age of 19 or did not obtain one through state secondary education) you will need to register on the UKRLP as a provider. You can do this at <http://www.ukrlp.co.uk/> This provides you with a UK Provider Reference Number (UKPRN) which you will need to quote to register with the Learning Records Service to be able to find or create ULNs for pupils.

There is a step-by-step guide showing you how to register with the LRS at <https://www.gov.uk/government/collections/learning-records-service>

How do I supply the ULN to the IDTA and what happens then?

A space for the ULN has been added to the appropriate registration forms which are issued by Head Office for Ofqual regulated qualifications. Please ensure the candidate name and ULN are correct.

When processing the examination registration forms, those with ULNs will have the candidate's name and ULN validated against the LRS database. If there are differences in the candidate's name on the report form and the ULN information held by the LRS the data submitted to the LRS will be rejected and the IDTA will contact the teacher to obtain the correct information.

The IDTA will not delay the processing of examinations if an incorrect ULN is provided as it is not in the interests of the majority of candidates. The Association is not obliged to continue to follow up on incorrect information supplied. Candidates with incorrect details outstanding at the final processing stage will not have the result added to their Personal Learning Records.

Candidates who have supplied a valid ULN will have this printed on their Ofqual regulated grade or vocational graded certificate.

What happens about IDTA PIN numbers?

The IDTA PIN numbers will continue in the same way as before; if your candidates have IDTA PIN numbers please quote this on the report form in the space provided. New candidates will be issued with an IDTA PIN number when they take their first examination.

Do I have to supply the ULN every time they then take an examination?

Yes, please include the ULN on the report form each time your candidate takes an examination. We will record the ULN against each candidate's name and IDTA PIN number and will use the information provided each time on the report form as a cross reference.

Further information on the ULN is available on the Learning Records Service website <https://www.gov.uk/government/collections/learning-records-service>

If you have any difficulties or further questions, please contact Liz Murphy at IDTA Head Office email l.murphy@idta.co.uk or info@idta.co.uk