



July 2010

For the attention of all webservice users, portal administrators and Super Users...

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Hello and welcome to the first edition of Service News – the newsletter for all Learning Records Service portal and service users. Following your feedback, our newsletter has taken a more operational and guidance led format. This edition includes:

- Standardised Privacy Notices
- ULNs and mandatory use by publicly funded Further Education and Skills Providers
- Important advice on data security
- New Data Sharing Framework and improving your data quality
- Novation of contract letter to all users
- Service improvements on batch processing
- FE Connect forum for your views

Standardised Privacy Notices

We have released [new standardised texts for Privacy Notices](#). These are for the benefit of schools, colleges and learner providers to incorporate into their course registration and application forms plus administration systems.

A [short version](#) - suitable for student application forms. In Word version for you to copy and paste the text into own forms.

An [extended text](#) with simple explanations of how we will use and process the information and data provided to us by learners. This PDF print ready version is suitable for cascading to students and learners and to be used within your own application and information packs.

Both versions will also be available in Welsh next month.

Now also available – [a revised Framework Code of Practice](#) for all colleges and providers.

Novation of contracts

From 1st April 2010, all agreements are between yourselves and the Chief

Improving your ULN administration

Three tips and reminders in how to improve your own ULN administration and help you get ULNs from students are in the operational notes section.

Customer Scrutiny Board

We have set up a [Scrutiny Board](#), comprising of interested parties and stakeholders. The board meets every three months and adopts the role of critical friend to the service.

Data security and your responsibilities

Please make sure that you [encrypt and password protect](#) all personal information and data when sending it via [email](#) to the Learning Records Service Desk (within an email or via spreadsheet). You must then telephone our Customer Helpdesk on 0845 602 2589 and give them the encryption password for the file that you have sent to us.

It is your responsibility under the Data Protection Act to ensure that when you send personal information to us that it is transmitted securely. If you are unsure of how to encrypt files please [contact us](#). Think first before pressing 'send'

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Executive of Skills Funding. [Click here](#) to read the novation of contracts letter.

Advice in improving your ULN administration

We held two customer led workshops during last month's Information, Data and Technology conference organised by the Association of Colleges. We have compiled a list of the [top ten](#) questions asked by delegates who were interested in improving their own ULN administration.

Additionally, every month we shall be providing a few top tip boxes in how to improve your ULN administration. This will be from events we attend and [blogging feedback](#) from forums.

Did you know?

If you would like your MIS Vendor to develop the web based service for you they will need to sign up to the developers documentation which can be accessed at: <http://www.miap.gov.uk/develop/>

Have you tried...

Checking the learners certificates or results slip?

Some Awarding Organisations have started including the ULN on the certificates and results slips they issue.

Have you tried...

Emailing learners with their ULN and including it in all correspondence?

They will then have a copy of it for future reference.

Batch Processing improvements - now at scheduled intervals during the day

In response to User feedback regarding the current overnight LRS batch processing, we have introduced some major processing improvements. From Thursday 1st July 2010 LRS batch processing both via the portal and web services will be run at scheduled intervals during the day. This means that you will not have to wait overnight to retrieve your LRS batch output file as it will be available throughout the working day every few hours. Please note that any batches submitted after 6.00 pm will run as usual overnight and the LRS batch output file will be available as normal the following morning.

We are confident that this eagerly awaited improvement will help drive further efficiencies for you and help you manage your workload and improve your own administration systems.

Improving your own data quality

We are continually looking at ways of making it easier for schools, colleges and providers to find ULNs for their learners. As the register gets larger, it will become more difficult to search for a student's or learner's ULN if you only have and use their current demographic details such as postcode, sex, date of birth and legal given and family name.

The best method of improving your search results for a student's or learner's ULN is to collect it up front by asking for it on your enrolment and application forms and then to verify and maintain these ULNs on the [Learner Register](#) (formerly called the Learner Registration Service).

We are working closely with the Department for Education to build on the existing capability in the Schools to Schools service that has been developed to link direct into the Learner Register.

All awarding bodies are being actively encouraged to use the ULN in addition to their Candidate Identifier (CI). Over one third of QCF recognised awarding bodies have already signed up to make use of the [Learner Register](#) and our web services to support wider policy reform and the Qualifications and Credit Framework.

We have been uploading pupil data from the National Pupil Database directly into the Learner Register over the last couple of years. It would be reasonable to assume that all maintained schools will already hold or have access to ULNs for their 14-19 year old cohorts. The ULN can often be found on GCSE and GCE A'level results slips or certificates.

***the Information Authority* is making the ULN mandatory for providers who are making ILR returns**

Compulsory changes to ULN requirements and Individualised Learning Record (ILR) validation rules are being introduced from 1st August 2010. When filling in your Learner Responsive (LR) and Employer Responsive (ER) returns you **must** have a valid ULN listed against all learners in the Individualised Learning Record (ILR). If you do not include a valid ULN, then the learner record will be rejected and an error code ER04 and LR02 will appear. Validation errors will apply to learning aims that started more than 60 days before the return reference date.

Please note that for very short learning aims of **less than 14 days** duration, compulsory use of the ULN is not required. [Click here for full details](#) about the new ILR requirements.

Diploma aggregation service Release 4 launched by QCDA

DAS has introduced release 4 in response to customer feedback. Changes include a new features called 'planned programme of study' (PPoS), which enables curriculum planners in Diploma centres and consortia to create, validate and assign planned programmes of study to students. Two new DAS user roles have been created: a planned programme of study maintainer and an approver.

Curriculum planners or staff with responsibility for students' study plans will probably be assigned these new roles. This means that curriculum planners will need to work closely with exams office staff to ensure that valid programmes of study are created and assigned to learners in DAS. Provider centres will need to start using the new features from September.

A range of guidance and support materials is now available for DAS service users.

[Click here for more information](#) from DAS about Release 4.

Learner Register – the new name for Learner Registration Service



**Learning
Records
Service**



**Learner
Register**



Learner Register (LR) is the revised name for the Learner Registration Service (LRS). It incorporates a Learner Register which is one of the Learning Records Service portfolio of free products, functions and shared business tools.

MIAP has changed its name to Learning Records Service

You may already have noticed that we have changed our name to the Learning Records Service. This new name is being phased in over the summer and will replace MIAP completely during September 2010.

Please ensure that your own business systems, information and materials start to use our new name and website address.

You might still see references to MIAP within our applications and documents between now and end of September 2010.

We will be launching an enhanced and consolidated website in early autumn www.learningrecordsservice.org.uk.

This is where you will be able to access our services centrally via a refreshed web-portal where information rich content from formerly MIAP and UKRLP will be available in one central and easy to use location.

Useful partner connections and forums for service users



[Join the blogging community to keep in touch and follow the latest sector thoughts](#)

[Join the forum and debate about PLRs](#)

[feconnect](#) – is a dedicated online network for people working with information and data in the further education and training system.

This site has been developed by [the information authority](#) to provide a shared platform that can bring everyone within further education, skills and training together. It's your shared community channel through which shared problems can be solved. Use it to share your own best practice

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