

# A Quick Reference Guide to Working with MIAP Data

## What to do when entering data into the Learner Registration Service

### General

- Make sure the key learner data of given name, family name, date of birth, gender and postcode are correctly formatted and follow the rules outlined in the document 'Working with MIAP Data: Data Quality and the Unique Learner Number'.
- If you have obtained a Unique Learner Number (ULN) always use it when accessing the Learner Registration Service and sharing data with other third party systems, such as awarding bodies. Partner organisations etc.
- Verify details given and record the type of verification document used.
- Only create ULNs after learner data has been verified.
- The learner must have seen the Fair Processing Notice or Privacy Notice.
- The batch upload system can be used to overwrite learner data if the ULN is present.
- Only create ULNs for learners from the current academic year. Do not create learners from previous academic years.
- If a post code is not available, then ZZ99 9ZZ can be used as a 'last resort'.
- Before creating a new ULN, check with the learner if they have recently moved or changed their name (or both).
- Only use the learner's legally registered name in the given name and family name fields. Alternatives or their preferred way of being called can be entered into the preferred given name, if provided.
- Avoid using numbers in the name; John Smith the 3<sup>rd</sup> should be entered as John Smith.
- O' as in O'Leary can be used.
- Do not include alternative or middle names in a field enclosed within brackets in the given name or family name.
- Double barrelled name can be include using a hyphen or space to separate the two names eg Julie-Ann.
- Avoid using special characters with inflections in the name such as á or ö.

### Dates of Birth

- The date of birth entry must be in the format dd-mm-yyyy when using the web portal for individual ULNs.
- Do check for transposition errors eg 06-04-1992 vs 04-06-1992 ie check the date of birth is correct.
- If the learner cannot give an actual date of birth refer to detailed guidance but try to ascertain the date of birth from verification documents if available.