Submitting Learners

(Secure Portal Guidance)

Open Awards operate a flexible approach to registering learners. You can submit any MS Excel file to us following either the:

    a. Personalised Formats guidance (see page 2)
    b. Or, Registration Specification guidance (see page 3)

All registration files must be submitted via the eRegistration Page (see 'eRegistration'), where you specify the programme/qualification being studied, delivery dates and other pertinent information.

So long as there are no discrepancies/ambiguities within your registration data, your learners will be registered directly on to our system, and you can view your new course run immediately on the Secure Portal.

Personalised Formats

The use of personalised formats allows you to submit your registration data in any column based format. This method is especially recommended if your organisation generates registration files from a database/MIS.

We just ask that:
1. We sight the format before you submit your first registrations
2. If you are not using standard completion codes (see 'Standard Completion Codes'), you provide us with a list of your preferred/alternative codes
3. It contains all requisite learner registration fields/information

Data supplied at the point of registration should include (* indicates mandatory field):
a. ULN*
b. Surname*
c. Forename (and any other/middle name(s) if relevant)*
d. Date of Birth*
e. Postcode
f. Gender
g. Ethnicity
h. Employment Status
i. Ability Status

Personalised formats are not limited, and we allow you to specify alternative formats by provision type or by site/delivery venue/campus. If you would like to discuss the potential of this functionality, please contact us.

Registration Specification

If you want to submit data to Open Awards in a standardised format, you must do so in accordance with the following specification. We do not need to sight formats adhering to this specification prior to your first submission. However, if you are not using standard completion codes (see 'Standard Completion Codes'), you must provide Open Awards with a list of your preferred/alternative codes.

If you are experiencing any difficulties submitting learner registration data in the preferred formats, please contact us, who can assist you in the configuration or supply you with a template file.

NB: Please ensure fields names (column headers) are displayed in the file on row 1, with learner data starting at row 2.

Field (* indicates mandatory field)	Column	Type
ULN*	B	Numeric Exactly 10 characters
Surname*	C	Text
Forename (and any other/middle name(s) if relevant)*	D	Text
Date of Birth*	E	Date DD/MM/YYYY
Postcode	F	Alphanumeric
Gender	G	Text
Ethnicity	H	Numeric
Employment Status	I	Text
Ability Status	J	Numeric

Please ensure learner names are inserted into the file using correct casing. We will use the supplied format when printing certificates.

eRegistration

To submit your registration file, navigate to the ERegistration Submission page and complete the necessary information, which consists of (***** indicates mandatory field):

    a. Programme/Provider Course of Learning*****
    b. Qualification*****
    c. Course Run Start Date*****
    d. Course Run End Date
    e. Provider Reference
    f. Purchase Order Number
    g. The Site
    h. The Tutor
    i. Notes on this Submission
    j. Attach LRF (Learner Registration Form)

Once you have completed the requisite information, click 'submit' to send the Course Run to Open Awards.

If your organisation does not require any of the non-mandatory fields noted above, please contact your Customer Service Advisor.

So long as there are no discrepancies/ambiguities within your registration data, your learners will be registered electronically on to our system, and you can view your new course run immediately on the Secure Portal.

Click here to return to the Secure Portal Guidance Menu.

Unit Registrations

If you are prompted to select your units, or proceed to select units from the Review Course Run screen:

1. Use the search fields to filter the units you want to register your learners for. Alternatively, click 'Search' without any criteria to return all units from the Programme.
2. Select the units by clicking the 'Add' button.
3. Selected units will be compiled in the list above the search results.
4. When complete, navigate away from the page.

You can edit your unit registrations at any time by clicking the 'Remove' units button from the registered units list (above the search results).

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More Information?

For more information, [please contact us](#).