Registering Learners

Registration Forms

To register learners, you should access the appropriate registration form via the <u>eRegistration Submission</u> page, or via the <u>Documents</u> page (see Downloading Documents section for more details).

There are 3 registration forms for different provision types:
1. Standard eRegistration Submission Form (Standard LRF)
2. Access to HE LRF
3. Badge of Excellence LRF

Data provided at the point of registration should include (* indicates mandatory field):

	Standard LRF	Access to HE LRF	Badge of Excellence LRF
ULN (must be 10 numeric digits)	✓	✓*	
Surname	✓*	✓*	✓*
Forename	✓*	✓*	✓*
Date of Birth (DD/MM/YYY)	✓*	✓*	✓*
Individual learner start date		✓*	
Postcode	✓	✓	✓
Gender	✓	✓	✓
Ethnicity	✓	✓	✓
Employment Status	✓		✓
Ability Status / Disability	✓	✓	✓
Learning Difficulty		✓	
Health Problem		✓	
Funding Indicator		✓	
Prior Attainment Level		✓	
Advanced Learning Loan		✓	
Disadvantage Uplift		✓	

ULN is a unique10-digit number used in England, Northern Ireland and Wales to identify an individual learner. The ULN is designed to work with a learner's Personal Learning Record (PLR) to provide proof of their learning and achievements. The ULN is mandatory for all learners aged 14 or over or in receipt of a diploma qualification. ULNs are also mandatory for learners in England

funded by the Education and Skills Funding Agency. We request ULNs from a centre at the point of registration to enable us to upload achievement data to a learner's Personal Learning Record (PLR) as the PLR is a learner's permanent record of their qualifications and qualification units achieved.

Details on how Open Awards use, store and share data you provide us with is available in our Privacy Policy and Learner Privacy Notice. Please ensure you have adhered to the Privacy Notice before sharing data with Open Awards.

Personalised Registration Files

If you prefer to generate registration files from your own database/MIS, Open Awards accommodates data received in any column based format. We just ask that:
1. You provide us with the format before you submit your first registrations
2. The file contains all requisite learner registration information (see detail above)

Registration Submission

To submit your registrations, you should access the eRegistration Submission page via the Actions menu.

On the first page:
1. Select the relevant programme/course of learning from the first dropdown.
2. If you have selected a qualification, or a qualification is attached to the course, this information will automatically populate in the second dropdown (qualification box).
3. Click 'Continue'

On the second page:
1. Complete the appropriate fields from the list below. Not all fields are mandatory, and the fields available will differ depending on the provision type selected on the first page.
    a. Mode of Delivery (select from the dropdown menu) – **For Access to HE courses only**
    b. Course Run Start Date (date learning commenced)
    c. Course Run End Date (anticipated completion date, including any coursework)
    d. Provider Reference (optional internal reference unique to course run)
    e. Purchase Order Number (optional internal reference for invoicing)
    f. Site (delivery venue) – if applicable
    g. Tutor (select the tutor from the dropdown, if their name does not appear click on Add Tutor to create new contact)
    h. AIV (Approved Internal Verifier)
    i. Notes on this submission
2. Attach completed registration form – click 'Select File' choose the completed registration form you wish to submit from your computer.
3. Click 'Continue'

On the third page:

1. Check all details for accuracy
2. Click 'Amend' to go back, or click 'Continue' to create your new course run

Providing there are no discrepancies or ambiguities within the registration data, your learners will be registered directly on to our system and you will be able to view your new course run immediately. You will receive an email to confirm your registration.

Unit Registration

If you are prompted to attach units to a course run at the point of registration, you should:
1. Use the search fields to filter the units you want to register your learners for, or click 'Search' without any criteria to return all units within the course.
2. Click 'Add' to select units (selected units will be compiled in a list above the search results)
3. Click 'Back to Course Run' when complete

Reviewing Course Runs

To review your course runs, you should access the Your Course Runs page via the Actions menu. Use the search fields, or the sort function, to find the course run you require. To open a course run, click on the Course Run ID.

Once open, you can view the basic course information as well as the learners registered on the course run. In this screen you also have access to course specific documentation/reports, learner registration, unit registration and result submission.

Registering Additional Learners

To register additional learners to an existing course run, click 'Learner Registrations' on the menu within the relevant course run, then select 'Submit Additional Learner Registrations'. Your previously submitted course run details will appear, and you should attach a completed registration form containing the details of the additional learners only.

NB: This option is not available on course runs with an End Date in the past, and is only available on Access to HE course runs for 6 weeks from the learner's individual start date.

Withdrawing Learners

To withdraw learners from a course run, click 'Withdraw' against the learners' record within the relevant course run.

Withdrawing learners only hides learners from the results process, learners are not removed from the course run.

All learner registrations submitted to Open Awards will be charged for in accordance with our Fees and Charges.