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| **Learner Enrolment Form v5.0**  Only to be used for learners starting their programmes from September 2021 onwards  This programme is part-funded by the European Social Fund through the Welsh Government | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Learner Data** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **LN01** | Unique learner identifier (ULI) | **L** | | **n** | | | | **n** | | | **n** | | | **n** | | | | | **n** | | | **n** | | **n** | | | | **n** | | | | **n** | | | | **n** | | | | **n** | | **n** | |
| **This will be blank on submission except for returning learners. Where a learner returns use the same ULI** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **LN02** | Learner identifier with provider  (max 20 characters) |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Where a learner returns use the same LN02** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **LN03** | Provider identifier | **L** | | | | | **N** | | | | | **n** | | | | | | **n** | | | | | **n** | | | | | | **n** | | | | | | **n** | | | | | | **n** | | |
| **LN04** | Learner surname / family name  (max 40 characters) |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **LN05** | Forename(s) (max 40 characters) |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Enter FULL forenames, for example someone known as “Sam” whose full name is Samantha Julia or Samuel Robert should put his/her full names in this box. This helps with the matching process.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **LN06** | Address 1 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **LN07** | Address 2 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **LN08** | Address 3 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **LN09** | Address 4 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **LN10** | Address 5 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **LN11** | Home postcode -current |  | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | |  | | | | | |  | | | | | |  | | |
| **LN12** | Telephone number  (including STD code) | **n** | **n** | | | | **n** | | | **n** | | **n** | | | **n** | | | **n** | | **n** | | | **n** | | | **n** | | | **n** | | **n** | | | | **n** | | | **n** | | | **n** | | **n** |
| **LN13** | National insurance number |  | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | | |  | | | |  | | | | | **(Compulsory for WBL)** | | | | |
| **LN22** | Unique learner number (ULN) | **n** | | | **n** | | | | **n** | | | | **n** | | | | **n** | | | | **n** | | | | **n** | | | | | **n** | | | | **n** | | | | | **n** | | | | |
| **LN22 is Mandatory for all learners (except ACL) who start a programme on or after 1 August 2011** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **LN14** | Surname on 16th birthday  (max 40 characters) |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **LN15** | Date of birth | **d** | | | | **d** | | | | | **m** | | | | | **m** | | | | | **y** | | | | | | **y** | | | | | | **y** | | | | **y** | | | | | | |

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| **LN16** | Gender | Female | 🞏 |
| Male | 🞏 |
| Other | 🞏 |

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| **LP80** | Caring responsibilities | **0** Primary Carer of a child/children (Under 18) and Primary Carer of a disabled  adult (18 and over) and Primary Carer of older person/people (65 and Over) | | | | 🞏 |
| **1** Primary carer of a child/children (under 18) | | | | 🞏 |
| **2** Primary carer of disabled adult (18 and over) | | | | 🞏 |
| **3** Primary carer of older person/people (65 and over) | | | | 🞏 |
| **4** No caring responsibilities | | | | 🞏 |
| **5** Information refused | | | | 🞏 |
| **6** Primary Carer of a child/children (Under 18) and Primary Carer of a disabled  adult (18 and over) | | | | 🞏 |
| **7** Primary Carer of a child/children (Under 18) and Primary Carer of older  person/people (65 and Over) | | | | 🞏 |
| **8** Primary Carer of a disabled adult (18 and over) and Primary Carer of older  person/people (65 and Over | | | | 🞏 |
| **9** Not known | | | | 🞏 |
| **LP78** | Household status | **01** Living in a jobless household | | | | 🞏 |
| **02** Living in a jobless household with dependent children | | | | 🞏 |
| **03** Living in a single adult household with dependent children | | | | 🞏 |
| **04** Homeless or affected by housing exclusion | | | | 🞏 |
| **05** Any other household | | | | 🞏 |
| **06** Information refused | | | | 🞏 |
| **07** Living in a single adult household | | | | 🞏 |
| **99** Not known | | | | 🞏 |
| **LP08** | Country of domicile |  |  |  |  | |

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| **LN20** | School last attended | **S** |  |  |  |  |  |  |  |
| **LN21** | Year left school | **y** | | **y** | | **y** | | **y** | |
| Please only include **school**, not further education institution, training provider or adult community learning provider | | | | | | | | | |

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| **LN18** | National identity | **WAL** Welsh | 🞏 |
| **ENG** English | 🞏 |
| **SCO** Scottish | 🞏 |
| **IRE** Irish | 🞏 |
| **BRI** British | 🞏 |
| **OTH** Other | 🞏 |
| **NKN** Not known / not required | 🞏 |
| **NOR** No response | 🞏 |

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| **LN17** | Ethnic Origin | **12** Welsh/English/Scottish/Northern Irish/British | 🞏 |
| **13** Irish | 🞏 |
| **14** Gypsy or Irish Traveller | 🞏 |
| **15** Any other White Background | 🞏 |
| **21** Black – Caribbean | 🞏 |
| **22** Black – African | 🞏 |
| **29** Other Black background | 🞏 |
| **31** Asian – Indian | 🞏 |
| **32** Asian – Pakistani | 🞏 |
| **33** Asian – Bangladeshi | 🞏 |
| **34** Chinese | 🞏 |
| **39** Other Asian background | 🞏 |
| **41** Mixed - White and Black Caribbean | 🞏 |
| **42** Mixed - White and Black African | 🞏 |
| **43** Mixed - White and Asian | 🞏 |
| **49** Other Mixed background | 🞏 |
| **50** Arab | 🞏 |
| **80** Other Ethnic background | 🞏 |
| **90** Information refused | 🞏 |
| **99** Not known | 🞏 |

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| **LP23** | Welsh speaker indicator | **1** Fluent Welsh speaker | 🞏 |
| **2** Welsh speaker not fluent | 🞏 |
| **3** Not Welsh speaker | 🞏 |

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| **LP67** | Level of highest Welsh Language qualification achieved prior to learning programme  (✓please tick **ONE** box only) | **Welsh Second Language** | |
| **0** Welsh Second Language: Pre Entry Level/no qualification | 🞏 |
| **1** Welsh Second Language qualification: Entry Level | 🞏 |
| **2** Welsh Second Language qualification: Level 1 e.g. GCSE D-G | 🞏 |
| **3** Welsh Second Language qualification: Level 2 e.g. GCSE A\*-C | 🞏 |
| **4** Welsh Second Language qualification: Levels 3 and above e.g. AS, A level | 🞏 |
| **Welsh First Language** | |
| **5** Welsh First Language: Pre-Entry level/no qualification | 🞏 |
| **6** Welsh First Language qualification: Entry Level | 🞏 |
| **7** Welsh First Language qualification: Level 1 e.g. GCSE D-G | 🞏 |
| **8** Welsh First Language qualification: Level 2 e.g. GCSE A\*-C | 🞏 |
| **9** Welsh First Language qualification: Level 3 and above e.g. AS, A level | 🞏 |
|  | |
| **A** Continuing Learner (earliest activities prior to 2013), previous entries on LP23  apply | 🞏 |

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| **LP30** | Primary type of disability and /or learning difficulty | **21** Visual impairment | 🞏 |
| **22** Hearing impairment | 🞏 |
| **23** Physical and /or medical difficulties | 🞏 |
| **24** Behavioural, emotional and social difficulties | 🞏 |
| **25** Multi-sensory impairment | 🞏 |
| **26** Autistic spectrum disorders | 🞏 |
| **27** Speech, language and communication difficulties | 🞏 |
| **28** Moderate Learning Difficulties | 🞏 |
| **29** Severe Learning Difficulties | 🞏 |
| **30** Profound and Multiple Learning Difficulties | 🞏 |
| **32** SPLD - Dyslexia | 🞏 |
| **33** SPLD – Dyscalculia | 🞏 |
| **34** SPLD – Dyspraxia | 🞏 |
| **35** SPLD – Attention Deficit Hyperactivity Disorder | 🞏 |
| **36** General Learning Difficulties | 🞏 |
| **91** Does not apply | 🞏 |
| **92** Learner considers himself or herself to have a learning difficulty and/or  disability but the type is not known/ not declared | 🞏 |
| **96** Information refused | 🞏 |

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| **LP76** | ALN indicator | **0** Learner does not have additional learning needs(ALN)/not required | 🞏 |
| **5** Learner is receiving additional learning support but ALS funding is not utilised | 🞏 |
| **6** Learner is receiving additional learning support for which ALS funding is  utilised | 🞏 |

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| **LP56** | Work-limiting health condition | **1** Learner has confirmed a work-limiting health condition | 🞏 |
| **2** Learner has confirmed no work-limiting health condition | 🞏 |
| **8** Information refused | 🞏 |
| **9** Not applicable **(not WBL)** | 🞏 |

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| **LP89** | Essential Skills Dispensation Indicator | **1** The learner has received a dispensation on essential skills English | 🞏 |
| **2** The learner has received a dispensation on essential skills Maths | 🞏 |
| **3** The learner has received a dispensation on essential skills Maths and English | 🞏 |
| **4** A Null entry represents no dispensation (this won’t be included in the lookup) | 🞏 |

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| **LP22** | Level of highest qualification  achieved prior to learning programme  (✓please tick **ONE** box only)  For learners who do not have any formal qualifications use code “0” | **0** Pre-entry level | 🞏 |
| **E** CQFW Entry Level | 🞏 |
| **1** CQFW Level 1 (e.g. QCF Level 1 / GCSE D-G) | 🞏 |
| **2** CQFW Level 2 (e.g. QCF Level 2 / GCSE A\*-C) | 🞏 |
| **3** CQFW Level 3 (e.g. QCF Level 3 / A level) | 🞏 |
| **4** CQFW Level 4 (e.g. HE Certificate / HNC) | 🞏 |
| **5** CQFW Level 5 (e.g. HE Intermediate) | 🞏 |
| **6** CQFW Level 6 / HE Honours Degree | 🞏 |
| **7** CQFW Level 7 / HE Masters Degree | 🞏 |
| **8** CQFW Level 8 / HE Doctorate | 🞏 |
| **9** Not known / not required **(not WBL)** | 🞏 |

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| **Learning** **Programme Data** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **LP04** | Learning programme identifier (NB last eight chars = start date of programme) |  | |  | | | |  | | | |  | | | | |  | | | |  | |  | | | | |  | | | |  | | | |  | |
| **LP73** | Programme start date | **d** | | | **d** | | | | | **m** | | | | | **m** | | | | | **y** | | | | **y** | | | | | **y** | | | | | **y** | | | |
| **LP77** | Expected  programme end date | **d** | | | **d** | | | | | **m** | | | | | **m** | | | | | **y** | | | | **y** | | | | | **y** | | | | | **y** | | | |
| **LP74** | Learning programme code |  |  | | | |  | | | |  | | |  | | | |  | | |  |  | | | | |  | | | |  | |  | | | |  |
| **LP75** | Learning programme reference used by the provider |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **LP69** | Estimated Centre Based Hours |  | | | | | | |  | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | |
| **LP71** | Actual Centre Based Hours |  | | | | | | |  | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | |
| **LP70** | Estimated Work Based Hours |  | | | | | | |  | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | |
| **LP72** | Actual Work Based  Hours |  | | | | | | |  | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | |
| **LP09** | Postcode (at start of learning programme) |  | | | |  | | | | |  | | | | |  | | | | |  | | | |  | | | | | |  | | | |  | | |
| **LP10** | Unitary authority  code |  | | | | | | | | | | |  | | | | | | | | | | | | |  | | | | | | | | | | | |
| **LP84** | Expected Asynchronous Hours |  | | | | | | |  | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | |
| **LP86** | Actual Asynchronous Hours |  | | | | | | |  | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | |
| **LP85** | Expected Synchronous Hours |  | | | | | | |  | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | |
| **LP87** | Actual Synchronous Hours |  | | | | | | |  | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | |
| **LP88** | Welsh Medium Delivery indicator |  | | | | | | |  | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | |

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| **LP11** | Employment status  at start of  programme | **1** Employed (excluding self-employed) | 🞏 |
| **4** Not known | 🞏 |
| **5** Self Employed | 🞏 |
| **6** Economically inactive (excluding full time education and training) | 🞏 |
| **7** Full-time education or training | 🞏 |
| **8** Other (including part-time education or training) | 🞏 |
| **9** Short Term Unemployed | 🞏 |
| **0** Long Term Unemployed | 🞏 |

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| **LP68** | Length of Employment with same employer | **For learners who were recruited as an apprentice by their employer** | |
| **0** Not employed with same employer prior to commencing learning programme | 🞏 |
| **For learners who were already employed with their employer prior to enrolling**  **up as an apprentice** | |
| **1** Have been employed in their current job role for less than 3 months | 🞏 |
| **2** Have been employed in their current job role for 3 months to less than 6  months | 🞏 |
| **3** Have been employed in their current job role for 6 months to less than 12  months | 🞏 |
| **4** Have been employed in their current job role for 12 months or more | 🞏 |
| **For all other learners** | |
| **9** Not applicable | 🞏 |

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| **LP60** | Migrant worker indicator  (✓please tick **ONE** box only) | **1** Learner is a migrant worker (EU) | 🞏 |
| **2** Learner is a migrant worker (non-EU) | 🞏 |
| **3** Learner is not a migrant worker or refugee | 🞏 |
| **4** Learner is a refugee | 🞏 |
| **8** Information refused | 🞏 |
| **9** Not applicable **(not WBL programmes)** | 🞏 |

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| **LP61** | Hours worked per week | **n** | **n** | | **n** | |  | | | | | |
| **LP63** | Subcontractor delivering programme | **a** | **n** | | **n** | | **n** | **n** | | **n** | **n** | **n** |
| **LP81** | Second Tier Subcontractor | **a** | **n** | | **n** | | **n** | **n** | | **n** | **n** | **n** |
| **LP66** | Sector framework code 2011 | **n** | **n** | | **n** | | **n** | **n** | |  | | |
| **LP17** | Type of learning programme | **n** | **n** | |  | | | | | | | |
| **LP28** | Major source of fees | **n** | **n** | |
| **LP51** | Special programme funding rules |  | |  | |  | | | **000 Not required or Valid codes as determined by Welsh Government Learner Provision Team** | | | |

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| **New Employers Dataset** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |  |  |  |  |  |
| **N/A** | Employer ID **(if existing)** |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |  |  |  |  |  |
| **N/A** | Employer Name |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |  |  |  |  |  |
| **N/A** | Employer postcode |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |  |  |  |  |  |
| **N/A** | Address 1 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| **N/A** | Address 2 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| **N/A** | Address 3 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| **N/A** | Address 4 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| **N/A** | Address 5 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| **N/A** | SME indicator code | **3** Employer does not meet SME criteria and is a Public Sector organisation | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 |
| **4**  Employer does not meet SME criteria and is a Private Sector organisation | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 |
| **5** Employer meets SME criteria and is a Public Sector organisation | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 |
| **6** Employer meets SME criteria and is a Private Sector organisation | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 |
| **7** Employer meets SME criteria and is a third sector organisation | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 |
| **8** Employer does not meet SME criteria and is a third sector organisation | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 |
| **N/A** | Size of employer  (✓please tick **ONE** box only) | **1** 0 – 1 employees | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 |
| **2** 2 – 9 employees | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 |
| **3** 10 – 49 employees | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 |
| **4** 50 – 249 employees | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 |
| **5** 250+ employees | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 |
| **9** Not applicable (**not WBL**) | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 |
| **N/A** | Lower level Standard Industrial Classification 2007 (SIC | **n** | | | **n** | | **n** | | | | **n** | | | | **n** | | | |  | | | | | | | | | | |
| **N/A** | Apprenticeship Levy  Indicator | **01** Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 |
| **02** No | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 |
| **N/A** | Employer Contact surname / family name  (max 40 characters) |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **N/A** | Employer Contact Forename(s) (max 40 characters) |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **N/A** | Employer Contact Email Address |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **N/A** | Employer Contact Telephone number  (including STD code) | **n** | **n** | **n** | | **n** | | **n** | | **n** | | **n** | | **n** | | **n** | | **n** | | | **n** | **n** | **n** | | **n** | | **n** | **n** | | |
| **N/A** | Employment Period Start Date | **d** | | | **d** | | | | **m** | | | | **m** | | | | **y** | | | **y** | | | | **y** | | **y** | | | |
| **N/A** | Employment Period End Date | **d** | | | **d** | | | | **m** | | | | **m** | | | | **y** | | | **y** | | | | **y** | | **y** | | | |
| **N/A** | Employment Period Termination Reason | **1** Employment ongoing/Employed when programme terminated | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 |
| **2** Redundancy | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 |
| **3** New Job Opportunity | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 |
| **4** Unknown | | | | | | | | | | | | | | | | | | | | | | | | | | | 🞏 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Learning Programme Completion data** | | | | | | | | | | |
| **LP41** | Reason for termination of learning programme | **00** Learning programme continuing | | | | | | | | 🞏 |
| **01** Completion of LP | | | | | | | | 🞏 |
| **02** Failure (before end of LP) | | | | | | | | 🞏 |
| **04** Health reasons | | | | | | | | 🞏 |
| **05** Death | | | | | | | | 🞏 |
| **06** Financial reasons | | | | | | | | 🞏 |
| **07** Other personal reasons leading to drop out | | | | | | | | 🞏 |
| **09** Exclusion/left in bad standing | | | | | | | | 🞏 |
| **11** Other | | | | | | | | 🞏 |
| **12** Transferred to another provider | | | | | | | | 🞏 |
| **13** Transferred to another LP at same provider | | | | | | | | 🞏 |
| **14** Gone into employment related to LP | | | | | | | | 🞏 |
| **15** Gone into other employment | | | | | | | | 🞏 |
| **16** Redundancy | | | | | | | | 🞏 |
| **99** Unknown reason for leaving | | | | | | | | 🞏 |
| **LP79** | Immediate Destination | **00** Continuing existing programme of learning | | | | | | | | 🞏 |
| **09** Seeking work/unemployed | | | | | | | | 🞏 |
| **13** Voluntary work | | | | | | | | 🞏 |
| **18** Self-employed (including setting up own business) | | | | | | | | 🞏 |
| **15** Progressed to learning with a higher level learning aim (other than higher  **e**ducation) at the same provider or another provider | | | | | | | | 🞏 |
| **16** Further learning at the same level or lower level, at the same provider or  another provider | | | | | | | | 🞏 |
| **19** Progressed to higher education (QCF Level 4 or equivalent, or higher), at the  same provider or another provider | | | | | | | | 🞏 |
| **20** Other (see notes in LLW manual) | | | | | | | | 🞏 |
| **21** Employed (full-time) | | | | | | | | 🞏 |
| **22** Employed (part-time) | | | | | | | | 🞏 |
| **98** Not applicable (part-time learner) | | | | | | | | 🞏 |
| **99** Not known | | | | | | | | 🞏 |
| **LP55** | Date terminated learning programme | **d** | **d** | **m** | **m** | **y** | **y** | **y** | **y** | |
| **At the start of the Learning Programme, the LP55 should always be defaulted to 31129999**  **LP55 should be updated on termination of the Learning Programme** | | | | | | | | | | |

Please can all learners who are undertaking a Work Based Learning (WBL) programmes and any other ESF funded programme with a requirement to be recorded on LLWR (which should be verbally communicated to the learner) sign below to confirm the following statement.

‘I am aware that the learning I am undertaking is partly financed by the European Social Fund through the Welsh Government’

|  |  |
| --- | --- |
| Learner Signature |  |
| Name (please print) |  |
| Date |  |
| Provider Signature |  |
| Name (please print) |  |
| Date |  |

**Declaration**

**UK GDPR – UK General Data Protection Regulation**

**I can confirm that the Privacy Notice has been made available to me which explains how my data will be processed**

Learner Signature Name (please print) Date

**……………………………………… ………………………………….. …………………………….**

Learning Provider Signature Name (please print) Date

**………………………………………. …………………………………… ……………………………..**

|  |  |  |  |
| --- | --- | --- | --- |
| **LP83** | Record which version of the privacy notice the learner has seen during this enrolment process |  |  |

**Lifelong Learning Wales Record (LLWR) Privacy notice Part One (Short Version)**

It is mandatory that the LLWR Privacy Notice is seen by each learner during the enrolment process and for those learners that are currently in learning.

# Introduction

The learning programme you are about to enrol on is funded either directly by the Welsh Government (WG) or part funded via the European Social Fund (ESF) approved operations (through the Welsh Government).

Your participation in the programme is dependent on you providing personal data. The legal basis we rely on to process your personal data is article 6(1)(e) of the General Data Protection Regulation. This allows us to meet our legal duties and administer and monitor the funding we provide. Where you provide special category information, such as ethnicity, this will be processed with your consent.

A full list of special category data can be found in [Part Two/Full Version](#_Lifelong_Learning_Wales_1) of the privacy notice

The Welsh Government will be the data controller for the personal information you provide.

If your programme is ESF funded, you will be asked by your learning provider to supply additional evidence such as a passport, recent payslip or qualification certificate. A copy of this evidence will be

kept by your learning provider for ESF audit purposes, and a sample of learner evidence across providers will be sent to the Welsh Government.

**What will the Welsh Government use your information for?**

The Welsh Government uses your data for funding, planning and policy development as well as monitoring learner outcomes (such as achievement of qualifications, learner progress and destinations).

Additionally, your data will be used in official statistics and research about post-16 learning, including how health and individual circumstances affect the educational outcomes of learners in Wales. Our official statistics reports give an overall picture of learners in Wales, what they study, their achievements and their destinations after they leave learning. They include, for example, information on patterns in learners’ gender, ages, and the qualifications, subjects and levels they are studying. Individual learners cannot be identified in these publications.

Research organisations will also use post-16 learner data to evaluate Welsh education policies and programmes. As part of these evaluations, they may also conduct optional learner surveys, which will assess the impact of a programme on the individual learner as well as contribute to future Welsh Government policy development; for example, establishing how much apprentices are paid, which then contributes to developing a national minimum wage policy.

In order for the Welsh Government to evaluate the impact of its programmes on certain groups of learners, we will link your data with other educational records we hold, such as the Pupil Level Annual Schools Census, Welsh Examinations Database and Higher Education Statistics Authority. We use this linked data to help us understand the progress and outcomes of learners in Wales, to inform our research, performance measures and statistical publications. We may also share this linked data with researchers and with our partners, including Estyn and Qualifications Wales, to help them carry out their own data analysis to inform inspections and reviews. Individual learners cannot be identified in the linked data we share with our partners.

For a more detailed list of how your data is used, please refer to Part Two/Full Version of this privacy notice or [click here](#_Lifelong_Learning_Wales_1).

**Who the Welsh Government shares your data with and why**

Please [click here](https://gov.wales/lifelong-learning-wales-record-privacy-notice) or go to <https://gov.wales/lifelong-learning-wales-record-privacy-notice>

for the Part Two/Full Version of the privacy notice for a complete explanation of who we share your data with and why.

# Your rights and choices under the General Data Protection Regulation (GDPR) include:

* access to the personal data the Welsh Government holds on you
* requiring the Welsh Government to rectify inaccuracies in that data
* objecting to processing on grounds relating to your particular situation (in some circumstances)
* restricting processing (in some circumstances)
* having your data erased (in certain circumstances)
* lodging a complaint with the Information Commissioner’s office (ICO) who is the independent regulator for data protection

**How long will the Welsh Government keep your data for?**

|  |  |  |
| --- | --- | --- |
| **Data Type** | **Data Retention Period** | **Data uses** |
| Further Education and Adult Learning | Your data will be deleted after 10 years | This enables the Welsh Government to analyse learner data and create reports over a period of time. These reports will be used to help inform policy decisions or to forecast future funding. Where learning is ESF funded data is kept so that it can be checked and audited. The timescales for keeping data are decided by the European Union. |
| Work Based Learning | Your data will be deleted 10 years after the end of the contract period |
| Your data will be kept for a longer period for statistical and research purposes. | | |

# Contacts

For further information about the information which the Welsh Government holds and its use, or if you wish to exercise your rights under the GDPR, please write to us using the details below:

Data Protection Officer

Welsh Government

Cathays Park

Cardiff

CF10 3NQ

Email**:** [dataprotectionofficer@gov.wales](mailto:dataprotectionofficer@gov.wales)

To contact the Information Commissioner’s Office, please see details below:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

029 2067 8400 (Wales helpline) or 0303 123 1113 (UK helpline)

Website:<https://ico.org.uk/>

# Notifications of changes

# This Privacy notice was last updated in May 2021 and we keep it under regular review to make sure it is up to date and accurate. We will always notify you of changes to the use of your data via this Privacy notice and your provider. All of the Welsh Government’s processing will comply with data protection legislation.

If you prefer not to supply your special category data at any time, you must contact your learning provider who will update your record.

<https://gov.wales/lifelong-learning-wales-record-privacy-notice>

# Lifelong Learning Wales Record (LLWR) Privacy notice Part Two (Full Version)

It is mandatory that the LLWR Privacy Notice is seen by each learner during the enrolment process and for those learners that are currently in learning

**What personal information about you is collected and used by the Welsh Government?**

Personal data is collected by providers about you and sent to the Welsh Government for the LLWR, the data collection system for Further Education, Work Based Learning and Adult Learning. As defined in the General Data Protection Regulation, your personal data is your:

* Unique learner identifier (created by the Welsh Government)
* Learner Identifier number (created by your learning provider)
* Surname
* Forename(s)
* Address
* Postcode
* Telephone number
* National Insurance Number
* Gender
* Surname at 16
* Date of birth
* National identity
* The last school you attended
* The year you left school
* A unique learner number (created by the Learning Records Service)
* Whether you are a migrant worker
* Learning Difficulty or Disability indicator
* Postcode (at start of learning programme)

The Welsh Government also processes special category data on learners’:

* Ethnicity
* Disability type
* Health condition

Providing this data is optional.

Please see [Annexe A](#_Annexe_A) for a list of the non-personal data fields Welsh Government collect

**How will your data by used by the Welsh Government internally?**

* In evaluations of programmes and projects, to inform decision on future policies for post 16 learning.
* To measure the outcomes of post-16 learning, including learners’ achievement of qualifications, progress and destinations.
* To allocate and monitor funding of post-16 learning, including learning which is jointly funded by European Social Fund approved operations.
* By Welsh Government auditors, who check data on a monthly basis to ensure that work based learning providers are delivering what’s outlined in their contract or funding agreement with the Welsh Government.
* To promote equality and diversity on post-16 learning across Wales, to help ensure that we comply with the Equality Act 2010.
* To produce anonymous official statistics on post-16 learning in Wales

**How will your data be used by third parties?**

* The Welsh Government links your data internally and with external government bodies such as the **Department for Work and Pensions,** to evaluate the impact of learning programmes such as apprenticeships
* By **research companies commissioned by the Welsh Government** to undertake evaluations of programmes such as Apprenticeships and Traineeships. This may include contacting learners past and present to take part in surveys, although you will always have the option to take part or not in the survey if contacted.
* By the **Office for National Statistics (ONS)**, to publish aggregate statistics related to the economy, population and society at UK, Wales, and local levels. These statistics will be published in a manner that ensures it is not possible to identify individuals. The ONS will also use the data to undertake research, or to make de-identified data available to approved researchers (as defined in the Digital Economy Act), through their secure research environment. These research projects may involve linking data to other data sources to help understand the interaction between the education system and other issues such as health, well-being or the economy. Again the research will be undertaken in a manner that includes checks being carried out to make sure that identities are not revealed by the results of the analysis.
* By **NHS Wales Informatics Service (NWIS)**, who will work with a Secure Research Environment, to link your data with other anonymised information about you which is available to the Welsh Government, the NHS and other public organisation, making sure that identities are not revealed by the results of the analysis.
* By **Swansea University,** a Secure Research Environment where research can be done using anonymised information and where checks are carried out to make sure that identities are not revealed by the results of the analysis. Your name, address and postcode will remain separate from your data at all times and will not be available in the Secure Research Environment. The information is used for statistical and research purposes only. An example of the key research questions that are answered by this work is how health and individual circumstances affect the educational attainment of learners in Wales.
* By **Qualifications Wales** to undertake analysis of learner numbers at qualification and sector levels, to help inform sector reviews of qualifications. <https://www.qualificationswales.org/english/>.
* By **Estyn**. Learner number data is analysed and used by Estyn inspectors as part of their inspections of learning undertaken in further education institutions, work-based learning providers, and adult learning providers. <https://www.estyn.gov.wales/language>
* By the **UK Government Department for Education,** to link learner records to employment, earnings and benefits records held by the Department for Work and Pensions, in order to identify and analyse the destinations of learners into further learning and/or employment once they have left learning.

Welsh Government will analyse this linked data internally and will also share it with public bodies such as Estyn, Qualifications Wales and HEFCW or third party research organisations such as universities or independent social and economic research companies. When linked data is shared it will be used to assess the effectiveness of policy in the area of education and training – for example looking at how many people with particular qualifications go on to get specific jobs, comparing outcomes for people who go to different education or training providers or seeing whether particular schemes have achieved what they were supposed to achieve.

<https://www.gov.uk/government/organisations/department-for-work-pensions/about/personal-information-charter>

* By **IFF Research** who undertake research surveys to provide an up to date picture of the pay of the apprentice population in the Wales and across Great Britain and to assist with the development and monitoring of apprenticeship and national minimum wage policy. <http://www.iffresearch.com/>.
* By **KPMG, PwC, BTP Associates Ltd, Mazars** and **RSM UK**, auditors of further education funding who ensure the Welsh Government can assess whether data returned by institutions are a reliable basis for making funding decisions. <https://home.kpmg/uk/en/home.html><https://www.pwc.com><http://btpassoc.co.uk><https://www.mazars.co.uk><https://www.rsmuk.com/>
* By **Careers Wales** to meet its objective of providing support to specific groups of individuals who are at a high risk of becoming disengaged from education, employment and training.

To achieve this, LLWR data will be used to match to existing active Careers Wales client records.

This means that some of the non-personal information provided to Careers Wales will be available to Careers Wales on a day-to-day basis. This will include course information, start date etc; Details of how Careers will use your information can be found in their privacy notice. [Privacy notice | Careers Wales (gov.wales)](https://careerswales.gov.wales/about-us/privacy-notice)

\* The processing of personal data in such a way that the data can no longer be attributed to a specific learner without the use of additional information.

The following third party contractors carry out data matching and analysis on behalf of the Welsh Government:

* **London Economics Ltd** matches together the same learners that appear in separate educational datasets (the Pupil Level Annual Schools Census, Welsh Examinations Database, Post-16 Collection and Higher Education Statistics Authority data) which in turn is used by Welsh Government to understand learners’ progress through the education system, and their destinations once they leave learning. [https://lond1conomics.co.uk/](https://londoneconomics.co.uk/)
* **FFT Education Ltd** - LLWR and Welsh Examinations Database data is linked and used to calculate value added measures, as part of Welsh Government’s post-16 performance measures. <https://fft.org.uk>

The sharing of learner data with third party contractors is always governed by strict requirements of confidentiality and security, and contractors carrying out research and evaluations on our behalf have to comply with the Government Social Research Code.

# Data Sharing Agreements

The Welsh Government has a formal data sharing agreement in place whenever we share your data with a third party. Part of the agreement means the third party will have to sign a confidentiality agreement in relation to your data to show that they operate satisfactory information security procedures, that they will only use your information in prescribed ways and that they will destroy their copies of your data when it is no longer needed.

# Security Arrangements for your data held by the Welsh Government

The data the Welsh Government collects about you will be stored in an access controlled secure database, which is regularly tested for safety and integrity.

**Summary of changes to the LLWR Privacy Notice** **between version 4.0 and 5.0**

**Annex A added changes:** Actual Asynchronous hours

Expected Asynchronous hours

Actual Synchronous hours

Expected Synchronous hours

# Annexe A

|  |  |
| --- | --- |
| **Non personal data** | **Notes** |
| Accreditation of prior experiential learning indicator | Recognises the skills and knowledge that the learner has already achieved towards a qualification. |
| Actual Asynchronous hours |  |
| Actual Synchronous Hours |  |
| Actual work or centre based hours | Records how much time the learner has spent learning at an employer or at a college or other learning centre |
| Amended work or centre based guided contact hours |
| Assessable learning | Whether learning is assessable, allowing identification of learning activities which should have linked awards (qualifications) |
| Attainment indicator |  |
| Award credit level/value |  |
| Award entry identifier | Identifier for each award entry for this learning programme |
| Award learning aim reference | Identifier for learning activity drawn from Qualifications Wales or a Welsh Government defined generic code |
| Caring Responsibility | Records whether ESF-funded learners have caring responsibilities |
| Completion status |  |
| Country of Domicile |  |
| Credit level/value of learning activity |  |
| Date commenced and terminated learning activity/programme |  |
| Destination within three months of leaving |  |
| Employer name/postcode |  |
| Employment status at start of programme/before learning |  |
| Expected Asynchronous hours |  |
| Estimated Work /Centre Based Hours | Records an estimate of how much time the learner is likely to spend learning at an employer or at a college or other learning centre |
| Expected end date of learning activity |  |
| Expected Synchronous hours |  |
| Hours worked per week |  |
| Household Status | Records whether ESF-funded learners are from jobless households |
| Immediate Destination | Destination of learner within four weeks of leaving the programme |
| Learner Provision Funding |  |
| Learning aim reference | Identifier for learning activity drawn from Qualifications Wales or a Welsh Government defined generic code |
| Learning Programme Code/activity reference used by provider |  |
| Learning Programme Expected End Date |  |
| Learning programme identifier |  |
| Learning Reference used by provider |  |
| Length of employment with same employer |  |
| Level of highest qualification achieved prior to learning programme |  |
| Learning Difficulty or Disability indicator |  |
| Major source of fees |  |
| Method of delivery | Records whether learning is delivered in classrooms, in the workplace or in other ways |
| Postcode (at start of learning programme) |  |
| Programme Start Date |  |
| Proportion of learning activity delivered through the medium of Welsh |  |
| Provider delivering learning |  |
| Reason for termination of learning programme |  |
| Result and date of result |  |
| Sector framework codes |  |
| Size of employer/Small to Medium Enterprise (SME) code |  |
| Subcontractor delivering programme |  |
| Subject of learning/title of award/learning activity |  |
| Total fees paid for learning programme |  |
| Type of highest Welsh qualification achieved prior to learning programme |  |
| Type of learning programme/activity/award |  |
| Type of Welsh medium learning |  |
| Unitary authority code |  |
| Welsh speaker indicator |  |
| Work or centre based guided contact hours | Records how much time the learner is likely to spend learning at an employer or at a college or other learning centre |