

Unique Learner Number & Learning Records Service Policy

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1. Introduction

This policy outlines how learner data will be protected to comply with the Data Protection Act 2018 in relation to ULN (Unique Learner Numbers).

Learner data includes – learner name, home address and contact details, learner date of birth and as such is classified as personal data under the 1998 Data Protection Act.

ULN & LRS Policy

2. The Data Protection Act 2018 & GDPR

Data Protection Principles

When processing personal data about its learners or prospective learners, WELL Associates will ensure that it meets the eight Data Protection Principles as set out by the Data Protection Commissioner as follows:

These are that the data will be:

- Processed fairly and lawfully
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in line with data subject rights
- Secure
- Not transferred to countries that don't protect personal data adequately

3. Unique Learner Number (ULN)

A unique identifier

The 10-digit ULN has been designed to ensure that no additional meaning can be inferred from its structure e.g. geographical location, level of learning.

WELL Associates will provide ULN's for all learners on the CMI accredited programmes (for registration and certification purposes – see Registration and Certification policy).

Securing Personal Learning Records

Learners will need to use their number each time they want to see or confirm the details held about them on their Personal Learning Record.

ULN & LRS Policy

Information within the Personal Learning Records is secure and cannot be shared with other organisations (including statutory bodies), without the prior consent of the learner.

WELL Associates will gain individual's permission in relation to personal data as part of the induction process (see Induction Policy for further details)

4. Learning Provider Register

- The UK Register of Learning Providers (UKRLP) is now referred to as the Learning Provider Register.
- It is an internet portal which provides core identity data on education and training organisations in England, Northern Ireland, Scotland and Wales.
- Pupils, students, learners, employers, providers, awarding bodies, inspectorates, government agencies and government departments all have access to this information.
- The register was launched in August 2005 and contains information on over 22,000 learning providers.
- The UKRLP website can currently be accessed at <https://www.ukrlp.co.uk/>
- WELL Associates are registered with the Learning Provider Register and their registration number is **10031326**

5. Learning Records Service (formerly MIAP)

This is an internet-based Learner Register which enables education providers to generate a Unique Learner Number (ULN) for anyone over the age of 14 in UK education and training.

The service was introduced in September 2007 through early adoption pilots and is now available across the education sector (schools, sixth form colleges, FE and HE) in England, Wales and Northern Ireland. The ULN is a randomly generated 10-digit number.

It will allow learners to build a lifelong record of their learning participation and achievements, which they can access and choose to share.

WELL Associates will inform you of your ULN **within 10-days** of commencing your CMI qualification.

6. Learner Data

A key aim of the Personal Learning Record is to improve the flow of learning related information about pupils and learners from schools to colleges and other education providers and ultimately employers, leading to more effective information sharing and better decision making.

The Personal Learning Record is also designed to help pupils, students, trainees and learners make their own informed decisions about their own future and career aspirations.

Learners are always in control of their own Personal Learning Record.

You will set your own password for this record once WELL Associates have provided you with your ULN

7. Further Guidance

Learning Records Service:

<https://www.gov.uk/government/collections/learning-records-service-lrs>

Learner fact sheet available at:

<https://www.gov.uk/guidance/how-to-access-your-personal-learning-record>

UK Register of Training Providers

<http://www.ukrlp.co.uk>

Information Commissioner for data protection:

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