

# Skills Funding Agency

## Personal Learning Record Useful Information for Learners and Parents

### Information for Learners

Since 2007/08, learners aged 14 and above have been allocated a Unique Learner Number (ULN). The ULN is used by the education sector to share personal learning records and ensure that the correct information is recorded in the correct learning record. You will need to have a ULN to view your PLR.

The Personal Learning Record (PLR) offers access to a learner's official online record. It is a compilation of learning and achievement records such as awards, certificates and qualifications that have already been collected by UK education bodies. The verified learning and qualifications undertaken can be from school, college or work.

Read the Privacy Notice and what it means to you, so you understand how your data will be used.

You can find your ULN (10 digit code) published on certificates or result slips. Otherwise, contact your current or most recent learning provider.

### Frequently Asked Questions

#### What's my Unique Learner Number (ULN)?

The ULN is a unique 10-digit number, and most learners aged 14+ have one. It is designed to work with your PLR, helping to give you proof of your learning and achievements from the age of 16 onwards.

The Chief Executive of Skills Funding creates and holds the Unique Learner Numbers to enable effective management of information by the Chief Executive to fulfil his/her statutory obligations. This has been overseen and agreed with the Information Commissioner's Office. To this extent, the processing does not require an individual's consent under the Data Protection Act 1998, as the information is processed in accordance with Schedule 2, 5 (b) and, where it is sensitive personal data that might be held, in accordance with Schedule 3, 7(1) (b).

The ULN is mandatory for all Learners aged 14 or over or in or will be in receipt of a diploma qualification. ULNs are also mandatory for learners in England funded by the Skills Funding Agency.

#### How do I obtain my ULN?

If you are aged 14–19, your school, college or learning provider can give you your ULN reference. Since March 2013, Awarding Organisations have started to print individuals ULN references on their certificates.

### **What does the Personal Learning Record (PLR) mean to me?**

Your PLR is your permanent, authoritative online record of your qualifications and achievements. The PLR records general and vocational qualifications such as but not limited to QCF, A levels, GCSEs, BTEC, Diplomas and Functional Skills. The PLR means you should no longer have to show copies of different certificates to learning providers and employers. You can provide this information as a report generated from your PLR.

### **How is the PLR populated?**

From 2013 Awarding Organisations have directly started to upload achievement data to the PLR. Previously data on the PLR has primarily been supplied by The Department for Education and The Skills Funding Agency but this is not always timely.

Qualification size details in the QCF (Award, Certificate or Diploma) are not currently shown within the PLR. These will be a future PLR enhancement.

### **How do I access my PLR?**

Individual learners – if you are 16 or over, you can access your own PLR through the National Careers Service by opening a Lifelong Learning Account (LLA)

The National Careers Service provides information, advice and guidance tools to help you make decisions on learning, training and work opportunities. The service offers confidential and impartial advice, supported by qualified careers advisers.

For more information visit the National Careers Service website.

### **Who else can see my PLR?**

The Education Act 1996 lists the “prescribed persons”, which organisations are legally authorised to have access to educational data. Find out more by reading the Code of Practice for Sharing Personal Information.

Read the Privacy Notice so you can understand how your data is used. Your ULN is the key to your PLR. You control your PLR and decide whether to share it.

### **Opt out of sharing PLR data. What do I do?**

If you do not wish to share your participation and achievement data, you can opt-out of by contacting the LRS Service Desk on **0345 602 2589**. You will be required to provide some personal details to confirm your identify, which may include your Unique Learner Number (ULN), if known.

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December 2014 v2.0 [www](http://www.skillsfundingagency.co.uk).