



**LEARNING PROVIDER services**  
Partnering with Colleges and Training Organisations



**Student**  
Loans Company

# Learning Provider Portal eLearning Catalogue

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## Section 1 | Introduction

The purpose of this document is to provide context around the Learning Provider Portal eLearning modules. This is a live document, and will be updated as and when new eLearning modules are released.

The eLearning modules are designed to provide you with an interactive simulation of the Learning Provider Portal, using real scenarios to demonstrate the functionality of the system.

If you require further information or assistance regarding any of the services that are covered in this document please visit <http://www.lpservices.slc.co.uk/> or email [lpservices@slc.co.uk](mailto:lpservices@slc.co.uk)

## Section 2 | What can I expect from eLearning modules?

The eLearning modules are designed to guide you through the Learning Provider Portal functionality. The modules are interactive and provide you with useful explanations for when and how you will use different system functions.

### Simulations

The simulations in a module are designed to allow you to enter information or interact with the system in a safe training environment. The system will prompt you to enter the information required and instruct you on how to move around the screen.

The simulation will guide you through the functions of the Learning Provider Portal and move between pages as you complete actions successfully.

### Player Control

When each module is viewed a Player Control window appears giving information and instructions as shown below:



The Player Control window contains a description of the information displayed on screen, and instructions detailing which actions you must perform in order to progress through the module.

The blue bar at the bottom of the Player Control window indicates how much you have completed so far.

Within the Player Control there are links at the bottom which include Back and Next. There is also an 'X' button, this can be pressed at any time to exit the module.

## Back

The Back button takes you back to the previous page. This button is enabled depending upon the module you are completing. If it is disabled it will be greyed out.

## Next

The Next button takes you to the next page. However, this is only enabled if you are not requested to complete a task on the screen. If it is not enabled it will be greyed out.

## Section 3 | Accessing the module

Select the module you want to launch from Section 4 'eLearning Modules'. In the relevant section there will be a 'Click to Launch' link. The module will launch and you will be asked to click on the **Show me** link to start. A sample of a launch screen is shown below:



Follow the instructions on screen to complete the module. You can exit from the module if you are not able to complete it all in one go by clicking on the X button, this is displayed either at the bottom right hand of the screen or at the top of the Player Control box. Please note the module will not save your progress.

## Section 4 | eLearning modules

### Section 4.1 | Module 1 - Sign in, View Organisation Details, Administer Users and Contacts

**Course Name:** Learning Provider Portal – Sign In, View Organisation Details, Administer Users and Contacts

**Course Objectives:**

- Sign into the Learning Provider Portal
- View your organisation details
- Create, view and maintain key contact details for your organisation
- Create, view and maintain users within your organisation

**Course Duration** - 20 minutes

[Click to launch module 1...](#)

If you cannot access the link above, copy and paste this url into your web browser:  
[http://slc-apps.co.uk/learning-provider-services/module1\\_signinanduseradmin/launch.htm](http://slc-apps.co.uk/learning-provider-services/module1_signinanduseradmin/launch.htm)

### Section 4.2 | Module 2 – Applicant Information Service, Learner Information

**Course Name:** Learning Provider Portal – Applicant Information Service, Learner Information

**Course Objectives:**

- Access the Applicant Information Service
- Search and view details of learner applications
- Make data field updates to a learner's information
- Export Learner Information
- Export Assessment History for learners' applications

**Course Duration** - 20 minutes

[Click to launch module 2...](#)

If you cannot access the link above, copy and paste this url into your web browser:  
[http://slc-apps.co.uk/learning-provider-services/module2\\_applicantinformationservice/launch.htm](http://slc-apps.co.uk/learning-provider-services/module2_applicantinformationservice/launch.htm)

## Section 4.3 | Module 3 – Pre liability Change of Circumstances (CoCs), Create CoCs for Single Learners

**Course Name:** Learning Provider Portal – Pre liability Change of Circumstances (CoCs)  
Create CoCs for Single Learners

### Course Objectives:

- Create a Pre liability CoC (Change of Circumstance) from either the Detailed Learner Information screen or the CoC Home within the Applicant Information Service
- Create Pre liability CoC to apply a single change to one learner's application
- Create a Pre liability CoC to apply multiple changes to a learner's application

[Click to launch module 3...](#)

If you cannot access the link above, copy and paste this url into your web browser:  
[http://slc-apps.co.uk/learning-provider-services/module3\\_preliabilitycocs/launch.htm](http://slc-apps.co.uk/learning-provider-services/module3_preliabilitycocs/launch.htm)

## Section 4.4 | Module 4 - Pre liability Change of Circumstances (CoCs), Create CoCs for Multiple Learners

**Course Name:** Learning Provider Portal – Pre liability Change of Circumstances (CoCs)  
Create CoCs for Multiple Learners

### Course Objectives:

- Create a pre liability CoC to apply a single change to multiple learners' applications
- Create a pre liability CoC to apply multiple changes to multiple learners' applications

**Course Duration** - 20 minutes

[Click to launch module 4...](#)

If you cannot access the link above, copy and paste this url into your web browser:  
[http://slc-apps.co.uk/learning-provider-services/module4\\_preliabilitycocsmultiuser/launch.htm](http://slc-apps.co.uk/learning-provider-services/module4_preliabilitycocsmultiuser/launch.htm)

## Section 4.5 | Module 5 – Post liability Change of Circumstances (CoCs), Create CoCs for Single Learners

**Course Name:** Learning Provider Portal – Post liability Change of Circumstances (CoCs)  
Create CoCs for Single Learners

### Course Objectives:

- Create a Post liability CoC (Change of Circumstance) from either the Detailed Learner Information screen or the CoC Home within the Applicant Information Service
- Create Post liability CoC to apply a single change to one learner's application
- Create a Post liability CoC to apply multiple changes to a learner's application

[Click to launch module 5...](#)

If you cannot access the link above, copy and paste this url into your web browser:  
[http://slc-apps.co.uk/learning-provider-services/module5\\_postliabilitycocs/launch.htm](http://slc-apps.co.uk/learning-provider-services/module5_postliabilitycocs/launch.htm)

## Section 4.6 | Module 6 - Post liability Change of Circumstances (CoCs), Create CoCs for Multiple Learners

**Course Name:** Learning Provider Portal – Post liability Change of Circumstances (CoCs)  
Create CoCs for Multiple Learners

### Course Objectives:

- Create a post liability CoC to apply a single change to multiple learners' applications

**Course Duration** - 15 minutes

[Click to launch module 6...](#)

If you cannot access the link above, copy and paste this url into your web browser:  
[http://slc-apps.co.uk/learning-provider-services/module6\\_postliabilitycocsmultiuser/launch.htm](http://slc-apps.co.uk/learning-provider-services/module6_postliabilitycocsmultiuser/launch.htm)



## Section 4.7 | Module 7 - Change of Circumstances (CoCs), Bulk Import and View Import Results

**Course Name:** Learning Provider Portal – Pre liability Change of Circumstances (CoCs)  
Bulk Import and View Import Results

**Course Objectives:**

- Submit a Bulk Import CoC file
- View the results of a Bulk Import file of CoCs

**Course Duration** - 15 minutes

[Click to launch module 7...](#)

If you cannot access the link above, copy and paste this url into your web browser:  
[http://slc-apps.co.uk/learning-provider-services/module7\\_cocsbulkimport/launch.htm](http://slc-apps.co.uk/learning-provider-services/module7_cocsbulkimport/launch.htm)

## Section 4.8 | Module 8 - Change of Circumstances (CoCs), View Submitted CoCs & CoC Reporting

**Course Name:** Learning Provider Portal – Pre liability Change of Circumstances (CoCs)  
View Submitted CoCs & CoC Reporting

**Course Objectives:**

- Search and view a previously submitted CoC
- Create an export file of previously submitted CoCs
- Create and view a CoC Submissions Report

**Course Duration** - 20 minutes

[Click to launch module 8...](#)

If you cannot access the link above, copy and paste this url into your web browser:  
[http://slc-apps.co.uk/learning-provider-services/module8\\_cocsviewsubmitted/launch.htm](http://slc-apps.co.uk/learning-provider-services/module8_cocsviewsubmitted/launch.htm)

## Section 4.9 | Module 9 - Financials

**Course Name:** Learning Provider Portal – Financials

**Course Objectives:**

- Display a Loan Position Report
- Export a Loan Position Report
- View a Remittance Report
- Export a Remittance Report

**Course Duration** - 20 minutes

**[Click to launch module 9...](#)**

If you cannot access the link above, copy and paste this url into your web browser:  
[http://slc-apps.co.uk/learning-provider-services/module9\\_financials/launch.htm](http://slc-apps.co.uk/learning-provider-services/module9_financials/launch.htm)

## Section 4.10 | Module 10 – Attendance Confirmations

**Course Name:** Learning Provider Portal – Attendance Confirmations

**Course Objectives:**

- Submit attendance confirmations from both the Attendance Worklist and the Detailed Learner Information screen of the Learning Provider Portal
- Export an Attendance Worklist
- Submit a bulk import of attendance confirmations
- View the results of a bulk import file of attendance

**Course Duration** - 35 minutes

**[Click to launch module 10...](#)**

If you cannot access the link above, copy and paste this url into your web browser:  
[http://slc-apps.co.uk/learning-provider-services/module10\\_attendanceconfirmations/launch.htm](http://slc-apps.co.uk/learning-provider-services/module10_attendanceconfirmations/launch.htm)

## Section 4.11 | Module 11 – User Access Controls

**Course Name:** Learning Provider Portal – User Access Controls

**Course Objectives:**

- Create new learning provider groups
- Edit learning provider groups
- Add new users or remove users already assigned to that group
- Manage learners within a learning provider group

**Course Duration** - 20 minutes

**[Click to launch module 11...](#)**

If you cannot access the link above, copy and paste this url into your web browser:  
[http://slc-apps.co.uk/learning-provider-services/module11\\_UserAccessControls/launch.htm](http://slc-apps.co.uk/learning-provider-services/module11_UserAccessControls/launch.htm)