

Learning Provider Portal Quick Guide

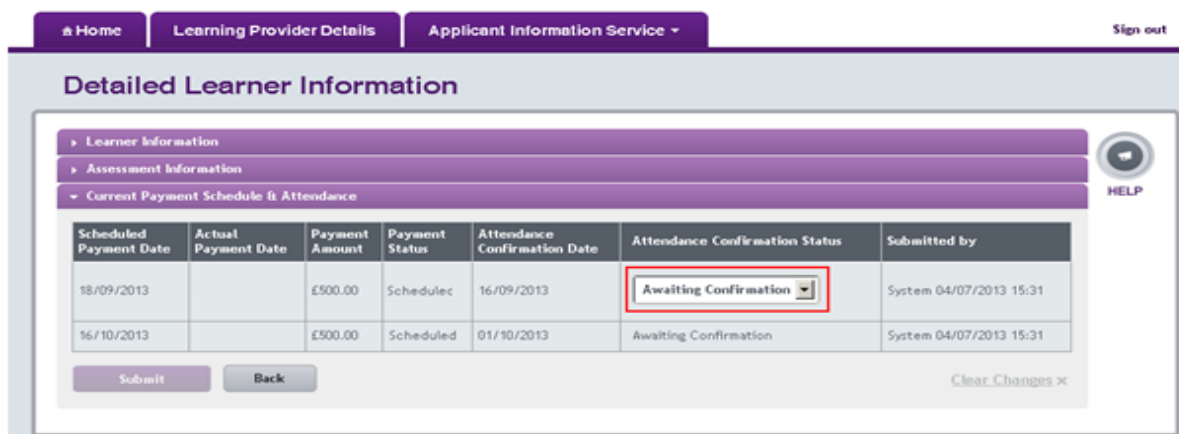
Attendance Confirmation

Please refer to section 15 of the User Guide for full and detailed instructions on Attendance Confirmation.

Detailed Learner Information Screen Confirmation

Attendance can be confirmed in the 'Current Payment Schedule and Attendance' section of the Detailed Learner Information screen. This can be accessed by either clicking on the learner's name on the Attendance Worklist, or by accessing the learner's record from the Learner Information screen.

After the learner's loan application has been approved, the full list of payment will be displayed, along with the attendance confirmation status of each. To confirm attendance, the user should select the appropriate attendance confirmation status from the drop down list. The drop down list will only become editable for future quarterly confirmations when confirmation is required.

The screenshot shows the 'Detailed Learner Information' screen. At the top, there are navigation tabs: 'Home', 'Learning Provider Details', and 'Applicant Information Service'. A 'Sign out' link is in the top right. Below the tabs, the screen title is 'Detailed Learner Information'. There are three expandable sections: 'Learner Information', 'Assessment Information', and 'Current Payment Schedule & Attendance'. The 'Current Payment Schedule & Attendance' section is expanded, showing a table with the following data:

Scheduled Payment Date	Actual Payment Date	Payment Amount	Payment Status	Attendance Confirmation Date	Attendance Confirmation Status	Submitted by
18/09/2013		£500.00	Schedulec	16/09/2013	Awaiting Confirmation	System 04/07/2013 15:31
16/10/2013		£500.00	Scheduled	01/10/2013	Awaiting Confirmation	System 04/07/2013 15:31

At the bottom of the table, there are 'Submit' and 'Back' buttons. A 'Clear Changes x' link is also present. A 'HELP' icon is visible on the right side of the screen.

On the months of assumed attendance, between the four confirmations of attendance points, the user will not be able to confirm a positive or negative attendance. The learner is assumed to be in attendance unless the Provider submits a withdrawal Change of Circumstance. If a withdrawal Change of Circumstance is submitted, all future payment instalments will be deleted from this screen.