

# Learning Provider Portal Quick Guide

## Attendance Confirmation

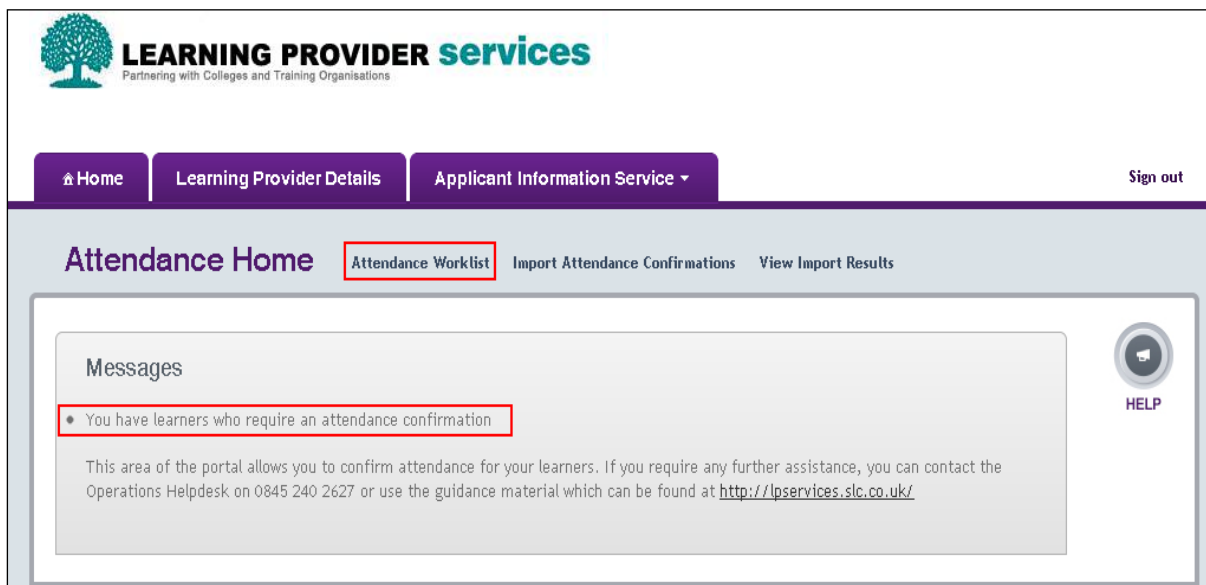
Please refer to section 15 of the User Guide for full and detailed instructions on Attendance Confirmation.

## The Attendance Worklist

The Attendance Worklist can be accessed via the Applicant Information Service menu. The Attendance Home link will take the user into the attendance functions.

A message will be displayed on the Attendance Home screen if the Provider has any outstanding learners awaiting an attendance confirmation.

By selecting the Attendance Worklist link, a user can search and view records, confirm attendance for both individual and multiple learners and export an xml file of the worklist.



The screenshot displays the Learning Provider Portal interface. At the top left is the Learning Provider Services logo. The navigation bar includes 'Home', 'Learning Provider Details', and 'Applicant Information Service'. On the right of the navigation bar is a 'Sign out' link. The main content area is titled 'Attendance Home' and contains several links: 'Attendance Worklist' (highlighted with a red box), 'Import Attendance Confirmations', and 'View Import Results'. Below the links is a 'Messages' section with a red box around the message: 'You have learners who require an attendance confirmation'. Below the message is a paragraph of text: 'This area of the portal allows you to confirm attendance for your learners. If you require any further assistance, you can contact the Operations Helpdesk on 0845 240 2627 or use the guidance material which can be found at <http://lpservices.slc.co.uk/>'. A 'HELP' button is located on the right side of the messages section.

If SLC require an attendance confirmation for a learner, the learner will automatically be added to the worklist. Therefore there is no need for the Provider to manually keep track of when confirmations are required.

The search screen will allow the user to search for all outstanding attendance confirmations or a subset.

After selecting the appropriate search criteria, the user should either click the View Results or Export Results button. If the user has selected the View Results button, they will be presented with the results of their search.

The records will be displayed in one of three colours –

- Grey– learners for which no attendance status has yet been entered
- Blue – learners who have had an attendance status assigned to them, however the record has been saved rather than submitted
- Orange – learners where more than one attendance confirmation is outstanding

Saved
  More than one outstanding Attendance
 Apply to All

You are applying a change to 0 results

Full Name	ULN	Fee Amount	Entitlement Amount	Balance Payable	Attendance Confirmation Date	Apply Change
<a href="#">TEST PAYSCHEDULE</a>	9423693864	£1,000.00	£1,000.00	£0.00	01/04/2013	<input type="text" value="Not in Attendance"/>
<a href="#">ATTWORKLIST TWO</a>	8053329666	£500.00	£500.00	£0.00	15/07/2013	<input type="text" value="In Attendance"/>
<a href="#">PRZEMEK WALKTHROUGH JULY ONE</a>	1044456859	£500.00	£500.00	£100.00	15/07/2013	<input type="text" value="In Attendance"/>

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[Clear Changes x](#)

The Export Results allows users to export the data in an xml file to their own systems.