

Learning Provider Portal Quick Guide

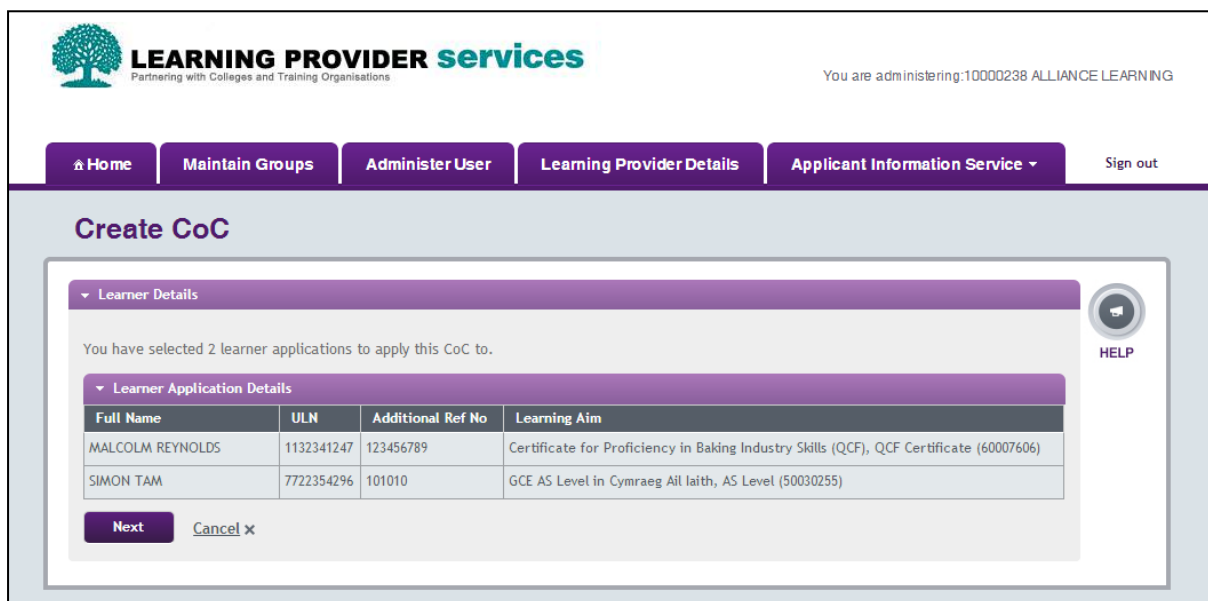
View Learner Details while submitting a Change of Circumstance

Please refer to section 13 of the User Guide for full and detailed instructions on Change of Circumstances.

Users are able to view the details of their learners within the Create CoC screen whilst in the process of submitting a CoC.

The Create CoC Learner Details screen shows the following Learner Application Details:

- Full Name
- ULN
- Additional Reference Number
- Learning Aim



The screenshot shows the 'Create CoC' interface. At the top, there is a navigation bar with links: Home, Maintain Groups, Administer User, Learning Provider Details, Applicant Information Service, and Sign out. The main content area is titled 'Create CoC' and contains a section for 'Learner Details'. Below this, a message states 'You have selected 2 learner applications to apply this CoC to.' A table titled 'Learner Application Details' displays the following information:

Full Name	ULN	Additional Ref No	Learning Aim
MALCOLM REYNOLDS	1132341247	123456789	Certificate for Proficiency in Baking Industry Skills (QCF), QCF Certificate (60007606)
SIMON TAM	7722354296	101010	GCE AS Level in Cymraeg Ail Iaith, AS Level (50030255)

At the bottom of the table, there are 'Next' and 'Cancel x' buttons. A 'HELP' icon is visible on the right side of the screen.

If you do not need the Learner Application Details to display, then you can click on the 'Learner Applications Details' tab to minimise the display.

LEARNING PROVIDER services
Partnering with Colleges and Training Organisations

You are administering:10000238 ALLIANCE LEARNING

Home Maintain Groups Administer User Learning Provider Details Applicant Information Service Sign out

Create CoC

▼ Learner Details

You have selected 2 learner applications to apply this CoC to.

▼ Learner Application Details

Full Name	ULN	Additional Ref No	Learning Aim
MALCOLM REYNOLDS	1132341247	123456789	Certificate for Proficiency in Baking Industry Skills (QCF), QCF Certificate (60007606)
SIMON TAM	7722354296	101010	GCE AS Level in Cymraeg Ail Iaith, AS Level (50030255)

Next Cancel x

HELP

The screen will then display as follows;

LEARNING PROVIDER services
Partnering with Colleges and Training Organisations

You are administering:10000238 ALLIANCE LEARNING

Home Maintain Groups Administer User Learning Provider Details Applicant Information Service Sign out

Create CoC

▼ Learner Details

You have selected 2 learner applications to apply this CoC to.

▶ View Learner Application Details

Next Cancel x

HELP

If required, the Learner Application Details screen can be accessed at any point whilst progressing through the CoC by selecting the 'Learner Details' tab.



Home

Maintain Groups

Administer User

Learning Provider Details

Applicant Information Service

Sign out

Create CoC

Learner Details

Change of Circumstance

Change of Circumstance Details

Change Fee Charged

Fee Charged

Effective Date

19 08 2014

Next

Back



Home

Maintain Groups

Administer User

Learning Provider Details

Applicant Information Service

Sign out

Create CoC

Learner Details

You have selected 2 learner applications to apply this CoC to.

Learner Application Details

Full Name	ULN	Additional Ref No	Learning Aim
MALCOLM REYNOLDS	1132341247	123456789	Certificate for Proficiency in Baking Industry Skills (QCF), QCF Certificate (60007606)
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Change of Circumstance

Change of Circumstance Details

