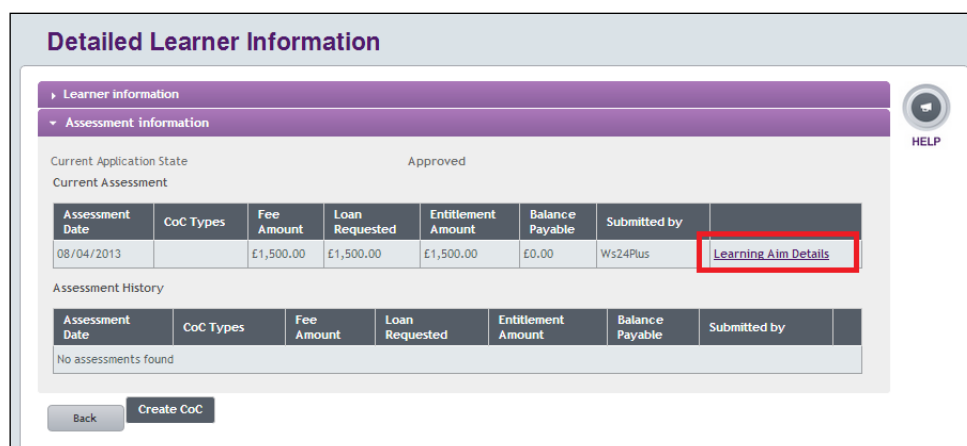


# Learning Provider Portal Quick Guide

## Add Course Trainer and Course Location Codes

LP Administrator users can assign references to each learner's application using the Course Trainer and Course Location Codes. These are optional fields that can be used to provide more information about a learner's application, such as campus.

The codes can be added for individual learners; via the Assessment Information section of the Detailed Learner Information screen, under the Current Assessment area, and by selecting the current Learning Aim Details link which will open a pop up.



**Detailed Learner Information**

▶ Learner information

▼ Assessment information

Current Application State: Approved

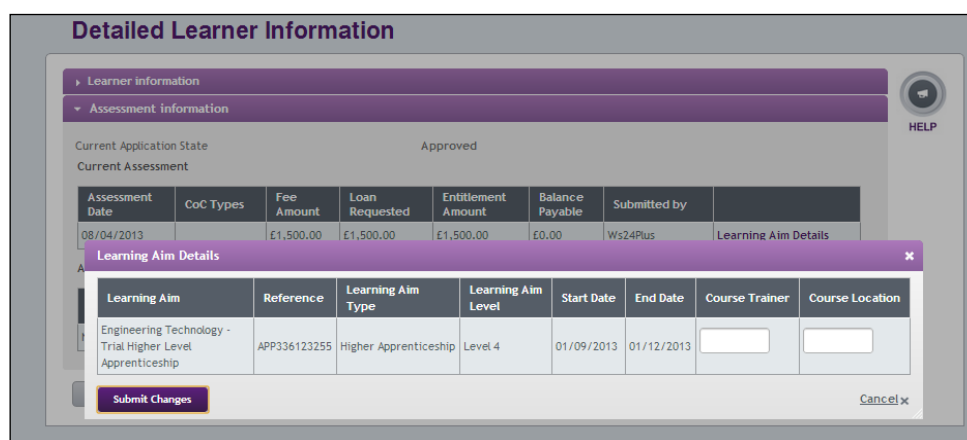
Current Assessment

Assessment Date	CoC Types	Fee Amount	Loan Requested	Entitlement Amount	Balance Payable	Submitted by	
08/04/2013		£1,500.00	£1,500.00	£1,500.00	£0.00	Ws24Plus	<a href="#">Learning Aim Details</a>

Assessment History

Assessment Date	CoC Types	Fee Amount	Loan Requested	Entitlement Amount	Balance Payable	Submitted by	
No assessments found							

Back Create CoC



**Detailed Learner Information**

▶ Learner information

▼ Assessment information

Current Application State: Approved

Current Assessment

Assessment Date	CoC Types	Fee Amount	Loan Requested	Entitlement Amount	Balance Payable	Submitted by	
08/04/2013		£1,500.00	£1,500.00	£1,500.00	£0.00	Ws24Plus	<a href="#">Learning Aim Details</a>

**Learning Aim Details**

Learning Aim	Reference	Learning Aim Type	Learning Aim Level	Start Date	End Date	Course Trainer	Course Location
Engineering Technology - Trial Higher Level Apprenticeship	APP336123255	Higher Apprenticeship	Level 4	01/09/2013	01/12/2013	<input type="text"/>	<input type="text"/>

Submit Changes Cancel

The codes can be alphanumeric and a max of 8 characters in length.

Select Submit Changes to save the Codes.

Please refer to section 12.3 of the User Guide for more information.