



Learning Provider Portal Quick Guide

Learner Search and Learning Aim Search

LP Administrators and Advisors can search for single or multiple learners using the filters within the Learner Search and Learning Aim Search tabs – for a detailed description of each field, please refer to section 9 of the User Guide

Performing a search

The Learner Information screen will automatically default to the Learner Search tab, so if you want to perform a search based on learning aims, select the Learning Aim Search tab.

1. After entering your required combination of search parameters, depending on User Role access (please refer to section 2, Learning Provider User Roles), users can perform the following actions;
 - View Results
 - Export XML Results
 - Export CSV Results
 - Export Assessment History
 - Export XML Payment Schedule and Attendance
 - Export CSV Payment Schedule and Attendance
 - Clear Search

Learner Search

Learner Search | **Learning Aim Search**

Academic Year: 18/19

Additional Learning Reference Number: Search for blanks

Start Date From: dd | mm | yyyy

Start Date To: dd | mm | yyyy

Forename: (Use wildcards to find more matches e.g. Joh%)

NINO Verified?:

End Date From: dd | mm | yyyy

End Date To: dd | mm | yyyy

Surname: (Use wildcards to find more matches e.g. Sml%)

Last Assessment Date From: dd | mm | yyyy

Last Assessment Date To: dd | mm | yyyy

Date of Birth: dd | mm | yyyy

Unique Learner Number:

Search for blanks

Customer Reference Number:

CoC Applied?: Please Select

CoC Type Applied: View All

Group Name: Please Select

Number of Records to Display per Page: 25

Application States

Available	Selected
Applications in Progress	
Eligibility Incomplete	
Missing Evidence	
Approved	
Cancelled	
Held Pending Budget Approval	

Buttons: Add, Add All, Remove, Remove All

Buttons: View Results, Export XML Results, Export CSV Results, Export Assessment History, Clear Search, Export XML Payment Schedule & Attendance, Export CSV Payment Schedule & Attendance

View Results

To view the search results on screen click View Results

The search results will be displayed at the bottom of the screen. This shows information at a summary level. Please see Section 11 – View Detailed Learner Information.

LEARNING PROVIDER services
Partnership with Colleges and Training Organisations

You are administering: 10002327 ESSEX COUNTY COUNCIL

Home | Learning Provider Details | Applicant Information Service | Sign out

Learner Information

Learner search

Learner Information Results

Full Name	ULN	Additional Ref No	Learning Aim	Fee Amount	Entitlement Amount	Balance Payable	
MARY JONES	<input type="text"/>	<input type="text"/>	Type: A Level Reference: 50026070 GCE A Level in Infor...	£2,500.00	£2,500.00	£0.00	<input type="checkbox"/>
MARY JONES	<input type="text"/>	<input type="text"/>	Type: A Level Reference: 50026070 GCE A Level in Infor...	£2,500.00	£2,500.00	£0.00	<input type="checkbox"/>
MARY JONES	<input type="text"/>	<input type="text"/>	Type: A Level Reference: 50026070 GCE A Level in Infor...	£2,500.00	£2,500.00	£0.00	<input type="checkbox"/>
MARY JONES	<input type="text"/>	<input type="text"/>	Type: A Level Reference: 50026070 GCE A Level in Infor...	£2,500.00	£2,500.00	£0.00	<input type="checkbox"/>

Buttons: Create CoC, Export Results, Export Assessment History

HELP

The information displayed in the Learner Information Results is detailed in the following table;

Application Detail	Description
Full Name	Select the learner name hyperlink to view the Detailed Learner Information screen
ULN	Add or view ULN (mandatory reference)
Additional Ref No	Add or view Additional Ref No (optional reference)
Learning Aim	Learning aim type, reference and name
Fee Amount	The fee stated by the learner on their application
Entitlement Amount	The amount of loan a learner is eligible for. SLC use the fee amount, the maximum funding rate for the course and the learners requested loan amount to calculate how much loan a learner is eligible to. SLC will pay the lowest of the three amounts stated above and this amount will be shown in here
Balance Payable	If the fee stated on the application is more than the loan the learner has requested or is entitled to, the balance payable will show