



Learning Provider Portal Quick Guide

Learning Provider Profile

Please refer to section five of the User Guide for full and detailed instructions on the Learning Provider Profile.

How to change bank details

To view the profile for your learning provider, click on Learning Provider Details tab from the Portal Home page.

This will provide you with a view of the information received from the ESFA for your organisation. If you have the LP User Administrator role, bank details will be displayed in this section.

Learning Provider Details

Learning Provider

Profile

Learning Provider Name: Rossfortesting
Learning Provider Address: 100 Bothwell St
Town: Glasgow
PostCode: G2 7JD
UKPRN: 65454654
Learning Provider Type: Independent school or college

Bank Details

| Bank Account Name | Sort Code | Account Number | Roll Number |
|----------------------|-----------|----------------|-------------|
| Name of Bank Account | ****00 | *****6345 | |

Contract Manager

| Name | Telephone Number | Email Address |
|------|------------------|------------------------|
| J C | +441412433382 | gaurav_arora@slc.co.uk |

Contacts

SLC cannot change any of the details within the Profile section of the Learning Provider Details screen.

If the bank details are incorrect, please submit a completed BAN 1 Form to the ESFA at DfE.StandingData@education.gov.uk. The form can be accessed at <https://www.gov.uk/government/publications/efa-suppliers-bank-details-form>.

The ESFA will then share these details with SLC via the next monthly update file (on the second Tuesday of the month).

Please Note – As the ESFA provide SLC with bank account details, the account details on the Portal will always be the match the account that your ESFA payments are paid into, these must be the same.

Once the Learning Provider Profile has been successfully amended, an email will be sent to contacts with the Primary or Secondary Business Contact role.