



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 if this guide does not give the required advice.

Changing the Contract Manager

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

This will provide you with a view of the information received from the Education and Skills Funding Agency (ESFA) for your organisation, including details of your Contract Manager.



Learning Provider Details

Learning Provider

Profile

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

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 Contract Manager information is not correct, please update your details on the UK Register of Learning Providers website (www.ukrlp.co.uk). Then send an email to Loans.BUSINESSOPS@education.gov.uk, copying in your ESFA Territorial Team Contact, with the correct information. The details will then be pulled through by the ESFA and issued to SLC via the next monthly update file (on the second Tuesday of the month). Once the Learning Provider Profile has been successfully amended, an email will be sent to contacts with the Primary or Secondary Business Contact role.