LEARNER REGISTRATION FILE - INSTRUCTIONS

Version Number: **v.069.22.05**

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Document Details and Version History

Document Details	
Document name	Learner Registration File – Instructions
Purpose of document	To support Centres with making registrations for qualifications
Change applied to existing version	V069.22.05
Document owner	Customer Service

Version History			
New Version Number	**Date Amended**	**Section/Page Number Amended**	**Details of Amendment(s)**
Learner Registration File – Instructions V20.02	February 2020	Throughout	Updated for clarity and to reflect current practices
Learner Registration File – Instructions V20.05	May 2020	Column G - Disability	Updated to include Not provided option
Learner Registration File – Instructions V069.22.05	May 2022	Column V – Driving Licence Number Column W – Event Number Updated Screenshots Columns L,M and S wording updated.	Updated new practices

A Helping Hand

As part of our processes the Learner registration file is key to enable each Approved Centre to register learners on QMIS, and assign them to an event previously created if applicable.

These instructions will assist you in completing the CSV and show any possible errors that may occur.

If you have any questions that are not covered in this document or need any support, please contact us at:

customersupport@futurequals.com

Learner Registration File – Instructions

Column A – PIN
If a learner is already registered in QMIS you will use this column to enter the FutureQuals learner number. This will allow all learners registrations to be processed under one profile. If the learner has never been registered in QMIS this column needs to be left blank.

Column B – ULN (Unique Learner Number)
A Unique Learner Number (ULN) is a 10-digit reference number which is used to access the Personal Learning Record of anyone over the age of 14 involved in UK education or training. Each ULN is issued and held by the Learner Register.

If you have a learner that has previously been registered with FutureQuals you will not need to add their ULN as this is stored within Parnassus (QMIS) from their previous registration. However, if you are unsure please enter the ULN and, you will receive an error message at validation stage of the upload saying "ULN already exists in Parnassus" this therefore means you can delete that from the learners details and then revalidate the file for processing.

Column C – Event Number
Field to assign learners to an event but only applicable if event has been created.

Column D – First Name
First name must be the full legal name of the learner and in title case (nicknames are not accepted).

Column E – Last Name
Last name must be the legal name of the learner and in title case.

Column F – Gender
This can be registered by using Male, Female or Prefer not to say.

Column G – Date of Birth
To be uploaded as dd/mm/yyyy

Column H – Disability
Enter the relevant code number for each Learner.

1	Visual Impairment		7	Mental Illness
2	Hearing Impairment		8	Temporary Disability after Illness
3	Disability Affecting Mobility		9	Profound Complex Disability
4	Other Physical Disability		90	Multiple Disabilities
5	Asthma / Epilepsy / Diabetes		97	Other
6	Emotional Behaviour Difficulties		98	No Learning Disability
			99	Not Known/Information Not Provided

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Column I – Special Needs (Reasonable Adjustment)

Enter the relevant number or code for each Learner.

Code	Description	Code	Description
01	Hearing	019	Responses in British Sign Language (BSL)
02	Learning	020	Responses in Braille
03	Multiple	021	Reader
004	Extra Time up to 25%	022	Scribe
04	Visual	023	British Sign Language (BSL)/English interpreter
005	Extra Time in excess of 25%	024	Prompter
05	Mobility	025	Practical assistant
006	Supervised rest breaks	026	Transcriber
06	Physical	027	Additional tapes / CD
007	Change in the organisation assessment room	028	Supervised rest breaks
008	Separate accommodation within the centre	029	Amplification equipment
009	Taking the assessment at an alternative venue	030	Modified/enlarged font
010	Coloured overlays, low vision aids, tinted spectacles, CCTV and OCR scanners	031	Tactile diagrams
011	Bilingual translation dictionaries	032	Other reasonable adjustments not listed above
012	Assessment material in enlarged format	96	Yes / Prefer not to say
013	Assessment material in Braille	97	Other
014	Language modified assessment material	98	Not Known/Information Not Provided
015	Assessment material in British Sign Language (BSL)	99	No Disability
016	Assessment material on coloured paper	No	No
017	Use of ICT	Yes	Yes
018	Responses using electronic devises		

Column J – Learning Disabilities

Enter the relevant number for each Learner.

Code	Description	Code	Description
1	Learner considers him/herself to have a learning difficulty/disability/health problem	9	No information provided by learner
2	Learner does not consider him/herself to have a learning difficulty/disability/health problem		

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Column K – Specific Learning Difficulty

Enter the relevant number for each Learner.

1	Moderate learning difficulty	94	Specific Language impairment
2	Severe learning difficulty	95	Asperger's / Autism
10	Dyslexia	96	ADD / ADHD
11	Dyscalculia	97	Other
19	Other specific learning difficulties	98	No learning difficulty
90	Multiple learning disabilities	99	Not known / information not provided

Column L – Additional Learning Needs

Enter the relevant number for each Learner.

11	Additional learning needs	97	Learner has been assessed on entry as having no additional social needs
12	Additional social needs	98	Learner awaiting assessment
13	Additional learning and social needs	99	Not known / information not provided

Column M – Mobile Number

A contact number for the learner is required for the registration to be accepted (Not Mandatory).

Column N – Email Address

A contact email for the learner is required for the registration to be accepted (Not Mandatory).

Column O – Ethnic Code

Enter the relevant code number for each Learner.

1	Asian or Asian British – Indian	11	Mixed – White & Black Caribbean
2	Asian or Asian British - Pakistani	15	Mixed - Other
3	Asian or Asian British - Other	7	Chinese
4	Black or Black British - African	18	White - British
6	Black or Black British - Caribbean	20	White - Irish
14	Black or Black British - Other	22	White – Other
9	Mixed – White & Asian	17	Prefer Not To Say

Column P – Site Code

Enter your centre and site number. Enter as AC NUMBER.SITE NUMBER eg. 100.001
If you have more than 1 site registered the site could be 100.002 or 100.003 etc. You can check you centre and site numbers by logging into QMIS and viewing your centre details.

Column Q – Qualification Code

Please use our website www.futurequals.com or our Qualification List (https://www.futurequals.com/assets/QualificationList.pdf) to find the correct qualification code to register against your Learners.

Column R – Qualification Set Code

If you are registering learners on one of our qualification sets you will need to enter a Qual Set Code. To find the correct code please check the code in QMIS under Centre > Site > Qualification Sets. Please note that if you are registering against a set code you do not need to complete Column P, Qualification Code.

Column S - Registration Date

Enter the first day of learning for learners being registered.

Column T – Reg Group Code

This can be used to enter your own unique reference for registration, certification, reporting and used as a tracking reference throughout the process.

Column U- Purchase Order

Enter your Purchase Order Reference Number. This will be quoted on the invoice for registrations.

Column V – Pathway Code

If a learner is registered on a qualification with a pathway, the code can be entered into this field.
Column W – Driving Licence Number
Mandatory field for CERADL3.
Once you have uploaded the registration file to QMIS you may see some of the following icons.

Duplicate Learners

Yellow icon

The yellow icon represents a duplicate learner whose details have been found in QMIS. This icon may occur once the file has been input and uploaded to the centres 'Current File List'.

In this instance, the centre will need to follow one of the two options listed below and should investigate if the learner is already registered within their centre or if this is a learner that will need to be registered as a new learner.
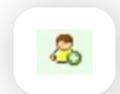
Option 1: Once you have clicked the yellow icon, you will see the following pop up:
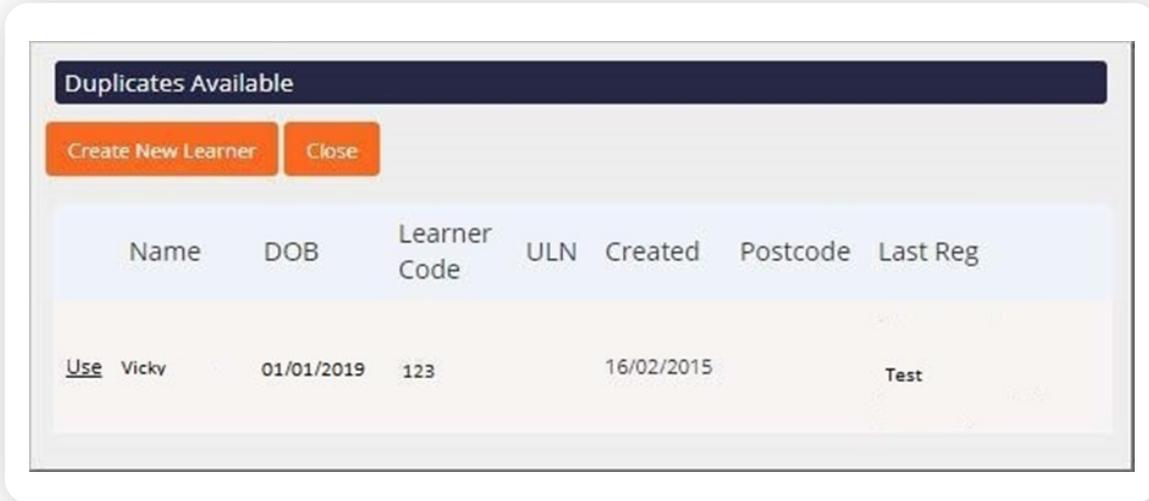
If the learner is already registered with the centre, but for a different qualification than the one you are now registering them for, click 'Use'. By clicking 'Use' you have checked that the learner has previously registered with the centre and is now being registered for a new qualification.
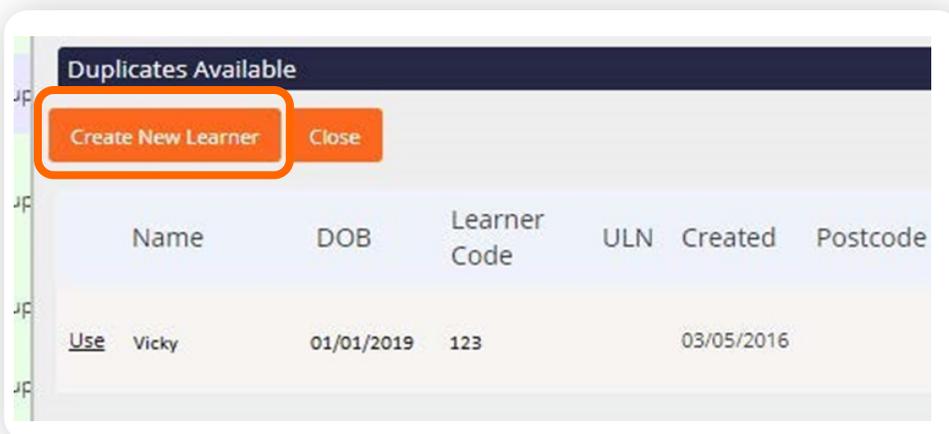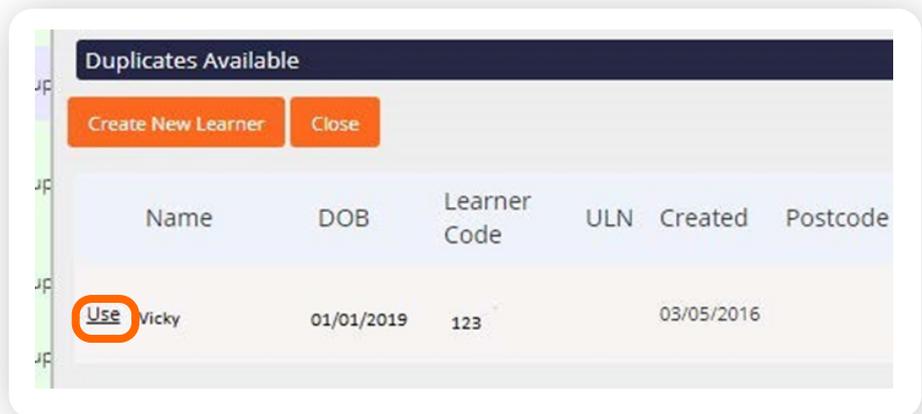

Option 2: If you have ascertained the learner is a completely new learner, and never been registered with the centre before, click the 'Create New Learner' button. The learner will be registered and issued with a completely new learner number.

The error report icon
This icon appears when there is an error that has been identified by QMIS with some of the information that has been input.
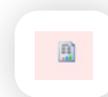
By clicking the Error Report Icon button, you will be provided with further information relating to the error.
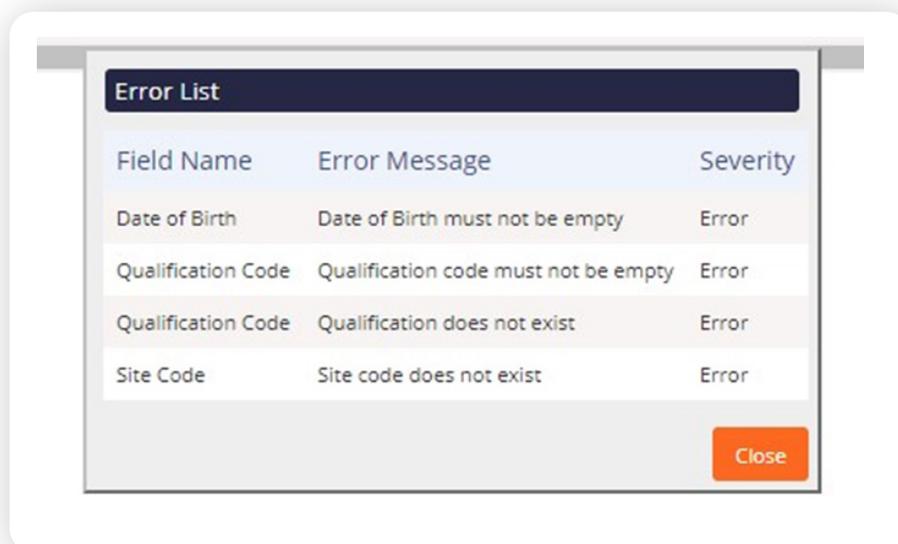
The errors that are displayed will need to be corrected within the registration field that has been uploaded.
We hope that this document makes the process of registering learners and identifying possible duplicate learners and errors in QMIS straight forward.

Please contact our customer support team at CustomerSupport@futurequals.com for any further support you may need with the registrations.