

Learning Records Service (LRS) Policy.

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Debbie Richards

NURTURE TRAINING AND DEVELOPMENT

## **Learning Records Service (LRS) Policy**

### **Policy**

The purpose of this document is to highlight Nurture Training and Development rationale, purpose, intension, and responsibility when collecting certain data of learner (s) at the point of enrolment on to qualifications with Nurture Training and Development that are funded by Workforce Development Fund (WDF).

Nurture Training and Development will collect specific information, that is detailed within this document, to input into the Learning Records Service (LRS).

Nurture Training and Development has a rationale, purpose, intension, and responsibility when accessing data within the Learning Records Service (LRS) Portal.

Nurture Training and Development is compliant to Data Protection Act 1998; General Data Protection Regulation 2018 governed by Information Commissioners Office (ICO) when collecting, managing, and sharing data for the purpose of identifying learner (s) within Learning Records Service (LRS).

Nurture Training and Development is also governed by the agreement of Education & Skills Funding Agency (ESFA) for collecting, managing, and sharing data.

Education & Skills Funding Agency (ESFA) also monitor training provider activity within the portal to ensure compliance to the agreement.

Nurture Training and Development must only conduct activity concerned with own learner cohorts.

Nurture Training and Development has been approved by Education & Skills Funding Agency (ESFA) to access the LRS Portal.

Education and Skills Funding Agency (ESFA) carried out robust compliance checks to ensure that Nurture Training and Development is in an integral and legal position to access, manage and share data in accordance with legal and regulatory requirements.

Nurture Training and Development completed a registration process and signed a contract agreement with the Education and Skills Funding Agency (ESFA) to use the portal agreeing to:

- if you've been authorised to access it after your organisation has completed the registration process
- to view the data of learners who are associated with your organisation, for example those who you're supporting or enrolling – viewing the data of anyone else, including friends, family and public figures, is a breach of data protection legislation
- for purposes set out in the user agreement

### **Permitted purposes highlighted within ESFA User Agreement section 9:**

#### **9 Permitted purposes**

9.1 You shall Access the Organisation Portal and PLR for only the Permitted Purposes set out below:

- to Access Achievement Data (prior, current/new, and destination) for enabling enrolment/entry/progression in education and training;
- to manage eligibility and entitlements, and claims to public funding;
- to support credit accumulation and transfer, to measure learner success;
- to provide information, advice and guidance for career progression, employment opportunities or the next step in learning and availability of public funding; and
- to meet legal and regulatory requirements in the provision of education and training.

**Nurture Training and Development can use the portal to:**

- find a learner by personal details or unique learner number (ULN)
- view a learner's qualifications and achievements on their personal learning record (PLR)
- submit batch files to find ULNs or register multiple learners at once
- register a new learner
- submit batch files to register multiple learners at once

**Nurture Training and Development Rationale for using LRS Portal:**

Selected qualifications delivered by Nurture Training and Development funded by Workforce Development Fund (WDF) requires a claim for funding to be made at the point of certification.

Workforce Development Fund WDF is funding from the Department of Health and Social Care (DHSC) disseminated by Skills for Care.

To claim funding from Workforce Development Fund (WDF) Skills for Care require a copy of learner achievement (certificate) and the learners Unique Learner Number (ULN).

Nurture Training and Development requires access to the Portal to gain access to each learner enrolled Unique Learner Number (ULN).

The Unique Learner Number (ULN) provided by Learning Records Service (LRS) can only be accessed by user permission of (Nurture Training and Development) granted by Education and Skills Funding Agency (ESFA).

**Information Nurture Training and Development will ask learners for:**

- Given name, family name
- Gender
- Date of Birth
- Proof of Identification
- Postcode

This information is inputted into the Learning Records Service (LRS) Portal, to identify the correct learner, with the purpose of retrieving Unique Learner Number ULN.

Once the information is retrieved, this is sent to Skills for Care along with learner (s) certificate so that Workforce Development Fund (WDF) funding can be claimed, and the certificate can be issued to the learner (s).

Certificates will not be issued to any learner (s) or organisation in which learner (s) are employed until the full process is followed and funding has been received by Nurture Training and Development.

**Nurture Training and Development Responsibility:**

To remain compliant to the terms of contracts and agreements by all parties named within this document.

**This policy is reviewed on a regular basis.**