

# New Learner user profile sections and new report

We have added an optional new section to the learner user profile, to allow the results of EPA to be recorded. The 'Qualification outcome' drop down has the options

- None
- Fail
- Pass
- Merit
- Distinction

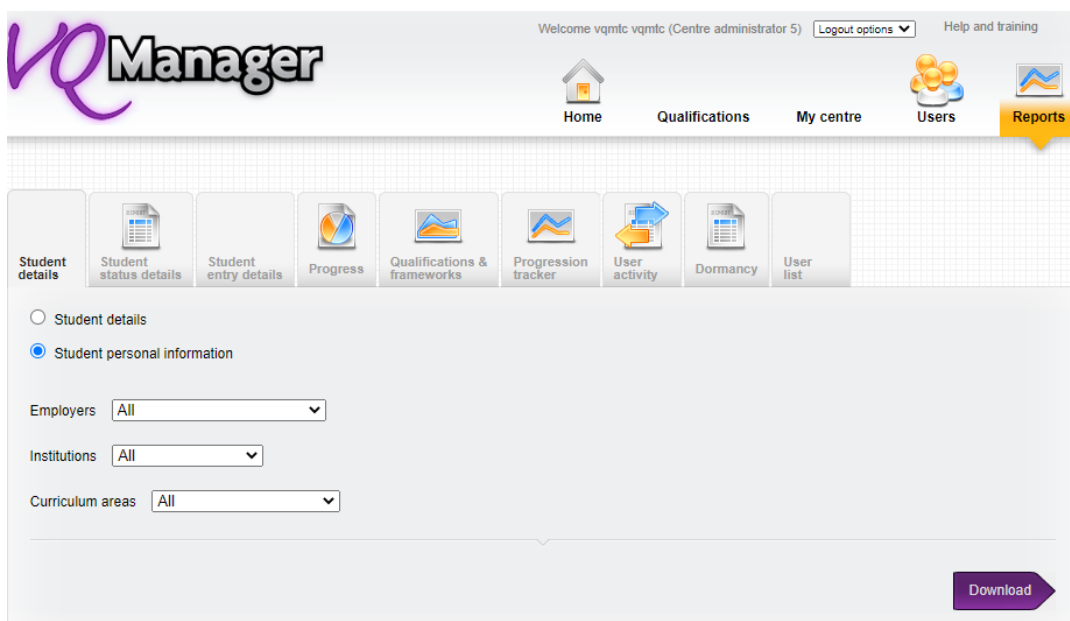
The 'Resit/Retake required' drop down defaults to No, and has the option to switch to Yes.

The image shows a form titled 'Apprenticeship EPA' with two dropdown menus. The first is 'Qualification outcome' with 'Not specified' selected. The second is 'Resit/Retake required?' with 'No' selected. Below this, two larger screenshots show the dropdown menus expanded. The 'Qualification outcome' menu lists 'Not specified', 'Fail', 'Pass', 'Merit', and 'Distinction'. The 'Resit/Retake required?' menu lists 'No', 'No', and 'Yes'.

**This development is available upon request. If switched on, these fields will pull through into a new report which is the next item on this list.**

## New report - Learner Personal Information

We have created a new report showing all of the learners' Personal Details, and it is located in **Reports > Student details > Student personal information**



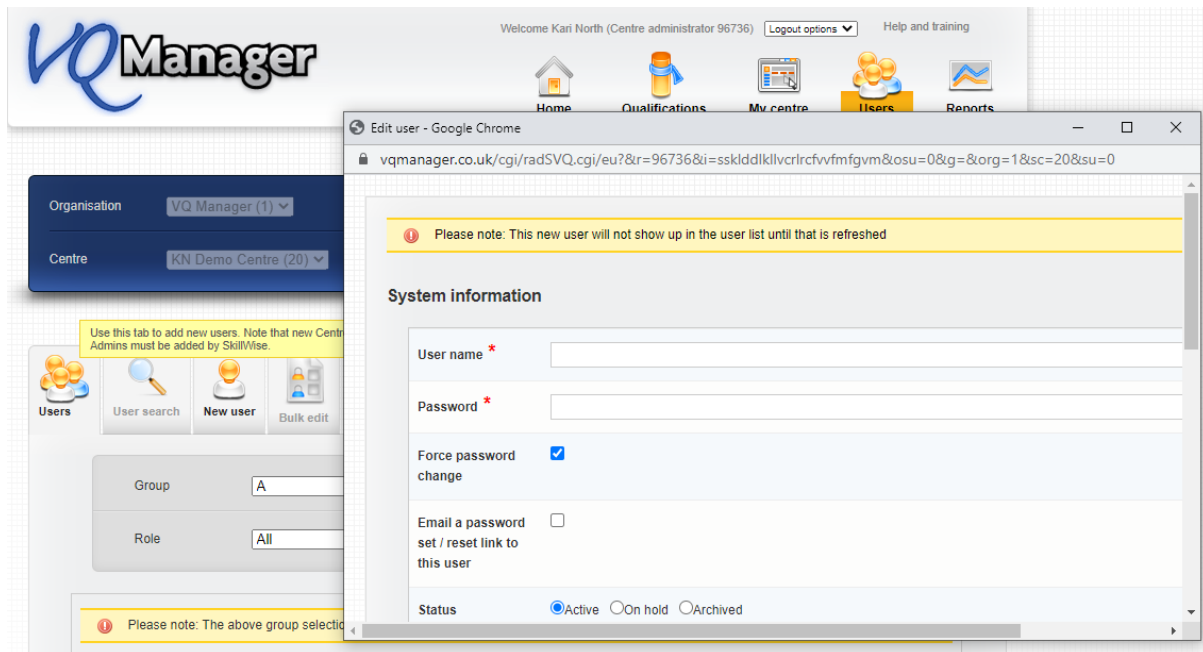
This is available as a download only, and available to Centre Admins.

The report contains all the fields in the Personal Information section of the learner profile; and the Extra ILR fields, where these are activated for the centre. The report will include only active learners.

The report is able to be filtered by Employer, Curriculum area and the second Custom Filter.

It differs from the existing Personal Details report in that it includes all of the Personal Information fields, but not the information about qualifications.

The fields the report draws from is located here – **Users > New User > Edit User:**



Below is a list of all the fields and some new fields we have added are listed in **bold**.

### Default Personal information section - always visible

Title

Forename \* L10

Surname/ family name \* L09

Date of birth L11

**Age** – automatically calculates from date of birth

National insurance number L26

Unique learner/user number L45

Reference number

Gender L13

Home postcode L17

Address line 1 L18

Address line 2 L19

Address line 3 L20

Address line 4 L21

**Time at address**

Current postcode L22

Email

Default telephone number L23

Home telephone number

Mobile telephone number

Employer name

**Employer address** – automatically populates from data entered in the Employer tab

**Employer telephone number** - automatically populates from data entered in the Employer tab

Institution

Curriculum area

Ethnicity L12

Special learning requirements L14

Special learning requirement details

Country of domicile L24

Funding stream

Funding model A10

Completion status A34

On hold date

On hold reason

Date results submitted to awarding body

Date certificate received

Date sent certificate to learner

Awarding Body - Learner Enrolment Number

Date Registered (Awarding Body)

**Destination upon exit** - drop-down, see end of doc for new options

**The below section has been moved from the 'extra ILR' group into your default group so you should now always see the below automatically:**

#### **Additional “student information” section**

**Job title**

**Employment status** - drop-down, see end of doc for new options

**Hours worked per week** - if you are recording OTJ hours in the portfolio, this is set up separately below

Manager/supervisor name

**Manager/supervisor position**

Framework code A26

**Country of birth**

**Proof of identity** - drop-down, see end of doc for new options

**Proof of identity details, e.g. passport number**

**Below are the two additional sections available to you, EPA fields and ILR fields.**

**Please speak with us if you don't have these currently switched on and would like them made visible so that you can report on them.**

**And if “Use extra EPA fields” is checked... (see Added new Learner profile section and fields for EPA)**

Qualification outcome

Resit/Retake required?

**And if “Use extra ILR fields” is checked....**

Centre Number  
Awarding Body  
Qualification Title  
Award Number  
GLH  
Assessor  
Internal Quality Assurer  
Vocational Co-ordinator  
Awarding Body Consultant  
Start Date (Induction)  
Registration Expiry Date (Awarding Body)  
Qualification completed  
Source of Funding A11  
Funding amount  
Programme Type A15  
Fee details  
Organisation invoiced?  
Course code  
Training end date (expected)  
Actual end date  
Certificate end date  
Outcome  
Number of modules achieved  
Number of modules required  
Destination codes  
Date of last attendance

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The three new drop-downs mentioned above have the following options available:

**Employment status:**

Permanent contract  
Fixed-term contract  
Zero hours contract  
Self-employed  
Unemployed

**Proof of ID:**

Valid passport  
Birth certificate  
Photo driving licence  
National ID card  
Residence permit  
Other

**Destination upon exit:**

Employment – full time  
Employment – part time  
Self-employment  
Further study  
Voluntary work  
Unknown  
Other