

Course Registration Form Guidance *(page 1 of 2)*

This document provides some guidance to tutors and other members of staff on how to complete the Course Registration form.

Provider Name

Your organisation name. You may want to pre-populate this before printing since it'll be the same each time.

Project Code

Issued with your contract, this is essential in helping us identify your learning and funding against your contract when we process data.

Course Title

Please ensure that we can tell what the subject is from the course title.

Learning Aim Reference

You only need to fill this out if the course is accredited, where the learner receives a certificate upon completion (e.g. Unit, Award, Diploma etc.). The learning aim reference will have been approved through us beforehand and will be available in your contract.

Course Dates

The Course End Date is the date of the last session that you plan to deliver. The Achievement Date needs to take into account possible contingencies that might extend the end date such as poor weather, holidays, or the time it takes for an awarding body to issue a certificate.

Tutor Telephone Number

Please supply a number that allows us to reach the venue/tutor, not just a general office number.

Guided Learning Hours (GLH)

This needs to be the number of taught hours you intend to deliver the course in, not the standard awarding body GLH. This is required for calculating attendance rates.

Course Classification

Whether your course is Accredited (Regulated), Accredited (Non-regulated), or Community Learning will be specified in your contract. For Regulated courses, there are some specific cases where learning aims relate to an industry-specific or vocational course (e.g. Fork Lift Truck qualifications or Food Safety courses). Some English and Maths courses are eligible for funding for learners aged 19+ who do not have a GCSE grade 4 – 9 (A* - C grade).

See overleaf for Learner Funding guidance



Course Registration Form Guidance *(page 2 of 2)*

Learner Funding Levels

Please list all learners who are starting the course along with their dates of birth and their level of funding (full funding, co-funding, or full funding under the low wage trial).

Ascertaining the appropriate funding level for each learner

Referring to the guidance in **[red and square brackets]** on a completed **Learner Registration and Eligibility form** will help you select the correct level of funding for each learner.

Select industry-specific and vocational courses (e.g. Fork Lift Truck qualifications or Food Safety courses) are limited to full funding only on the condition that the learner is Unemployed and in receipt of JSA, ESA or Universal Credit (no co-funded option). The team can provide further guidance where needed.

Inaccurate or incomplete Learner Registration forms may result in delays to your payments due to the added time required to process data.

