

Please list all enrolments on the register

Withdrawn = a learner who has not attended the class for 4 continuous weeks unless there is clear auditable evidence of their intention to return. (date of withdrawal is the last date of actual attendance. A withdrawal form must be completed and sent to Inspire Learning for each withdrawal and noted on the register)

For courses of six sessions or less duration a learner who attends for less than 60% of the course will be deemed to have withdrawn.

Tutor/Admin Communication:

Tutor's Signature:

Date:

Print Name:

Name of Contract Holder:

Provider:

Venue and Venue Postcode:

Please tick appropriate funding theme box below.

Provision	Personal and Community Development Learning			Family Learning		Other
	Community Learning		Discrete LLDD	FEML	WFL	
SAR Area						
Course Theme	Employability	Health and Wellbeing				
Tick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is the course, Adult & Child? or Adult only?

Course Title:

Tutor:

Course Start Date: DAY TIME

Planned Finish Date:

Sector Subject Area: Total GLHs:

Provider Course Reference:

Information Advice and Guidance (I.A.G.)

Level provided (Please tick ALL that apply)

Level 1 (information about progression courses available and Futures details provided)

Level 2 (Group I.A.G. session delivered)

Level 3 (1 : 1 support provided)

I.A.G. delivered by (Please tick ALL that apply)

Tutor Other member of staff from provider Inspire Learning staff Futures staff

Other please specify

Register

Provider course ref:

Registers are a key part of our quality improvement procedures and should be filled in accurately. Please ensure columns D, E, F, G and H are completed before returning to Inspire Learning. Contact Inspire Learning if you need help.

				A	B	C	DATE															D	E	F	G	H				
				Family Learning	Receipt No./ Eventbrite Ref.	Fee Details																				Number of Hours	Withdrawal Date	Learning support provided (✓)	Destination	Achievement
SURNAME	FORENAME	LEARNER CONTACT DETAILS																												
1																														
2																														
3																														
4																														
5																														
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TUTORS

Register – Marking Criteria

L	Late	Column H: Learner's Achievements Against each learner enter the relevant number: 1 if the learner achieved all, or most (i.e. 75% or more) of his/her course learning outcomes. 2 if the learner achieved some of his/her course learning outcomes. 3 if the learner has not achieved any of his/her course learning outcomes. 4 if exam taken/assessment completed but result not yet known. 5 if learning activities are complete but still waiting to take the exam.
/ (or amount paid)	Present	
O	Absent	
A	Authorised	

Total number present
Tutor's initials
Total cash collected
Cash received by

Column A:
For Family Learning only place an A in the box for Adults or a C in the box for a Child.

Column B:
Enter number on receipt issued to learner or Eventbrite reference if paid online.

Column C:
Enter total fee paid, weekly 'pay as you learn' fee or "free" if exempt. Plus admin fee where applicable.

Column D:
Enter the total number of hours attended by each learner.

Column E:
Enter the actual date of withdrawal for learners who withdraw from the course. This should be the last date they attended. (See back of register for definition).

Column F:
Tick if learner has received additional learning support.

Column G: Learner's Destination
Against each learner enter the destination code:

EDU1 Traineeship	
EDU2 Apprenticeship	
EDU4 Other FE* (Full-time)	*- including Community Learning provision
EDU5 Other FE* (Part-time)	
EDU6 HE	
EMP1 In paid employment for 16 hours or more per week	
EMP2 In paid employment for less than 16 hours per week	
EMP4 Self-employed for 16 hours or more per week	

EMP5 Self-employed for less than 16 hours per week	
NPE1 Not in paid employment, looking for work and available to start work	
NPE2 Not in paid employment, not looking for work and/or not available to start work (including retired)	
OTH1 Other outcome - not listed	
OTH3 Unable to contact learner	
OTH4 Not known	