## 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**Withdrawn** = a learner who has not attended the class for 4 continuous weeks unless there is clear auditable evidence of their intention to return.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courses of six sessions or less duration a learner who attends for less than 60% of the course will be deemed to have withdrawn.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:	

phone **0115 977 2185** 

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post Inspire HQ, Glaisdale Parkway, Nottingham NG8 4GP

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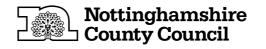
Form **04** 

# Register

## **Inspire Learning**

Version 4.9

Name of Contract Holder:				
Provider:				
Venue and Venue Postcod	le:			
Please tick appropriate fundi	_			
Provision Personal and Co SAR Area Community Le	ommunity Development Lea	rning F rete LLDD FEML	amily Learning WFL	Other
Course	ealth and Wellbeing			
Tick				
		Is the course, Adu	ult & Child? or Adult only?	
Course Title:				
Tutor:				
Course Start Date:		DAY	TIME	
Planned Finish Date:				
Sector Subject Area:	Total (	GLHs:		
Provider Course Reference	<b>)</b> :			
Information Advice a	nd Guidance (I.A	\.G.)		
	·	<u>,                                      </u>		
Level provided (Please ti	ck <b>ALL</b> that apply)			
Level 1	Level 2	Le	vel 3	
(information about progression	(Group I.A.G.		1 support provided)	
courses available and <b>Futures</b> details provided)	session delivere	ed)		
I.A.G. delivered by (Pleas	se tick <b>ALL</b> that appl	у)		
Tutor Other member of	of staff from provider	Inspire Learning sta	ff Futures staff	
Other please specify				
,				









Register Provider course ref:				Α	В														D	Е	F	G	Н		
Registers are a key part of our quality improvement procedures and should be filled in accurately. Please ensure			Du Di	Receipt No./ Eventbrite Ref.	etails													er of	awal	ng (>) be	ation	Achievement			
SUR	RNAME	FORENAME		LEARNER CONTACT	DETAILS	Family Learning	Receip	Fee Details													Number Hours	Withdrawal Date	Learning support provided	Destination	Achiev
1																									
2																									
3																									
4																									
5																									
6																									
7																									
8																									
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16																									
17																									
18																									
19																									
20																									
TUT	ORS																								
Register - Marking Criteria L Late Total number pre		esent	t														Column H:								
I (or amount paid) Present		E	Left Early	Tutor's initials																Lea	Learner's Achievements				
• Absent		W	Withdrawn	Total cash collection	cted																Against each learner enter the relevant numb				
Α	A Authorised T Transfer Cash received by		by															or r	1 if the learner achieved all, or most (i.e. 75% or more) of his/her course learning outcomes.						
Column A: Column D:		Column G: Learner's Destination							:	<b>EMP5</b> Self-employed for less than 16 hours per								2 if the learner achieved some of his/her							
For Family Learning only place an A in the box Enter the total number of hours attended by each learner. for Adults or a C in the box for a Child.		Against each learner enter the destination code:								week								course learning outcomes.							
Column B:		Column E:  Enter the actual date of withdrawal for learners who				EDU1 Traineeship EDU2 Apprenticeship EDU4 Other EE* (Full-time) *- including Community							NPE1 Not in paid employment, looking for work and available to start work  NPE2 Not in paid employment, not looking for								3 if the learner has not achieved any of his/her course learning outcomes.				

## 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.

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.

**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

NPE2 Not in paid employment, not looking for (including retired)

**OTH1** Other outcome - not listed **OTH3** Unable to contact learner

**OTH4** Not known

work and/or not available to start work

4 if exam taken/assessment completed but result not yet known.

5 if learning activities are complete but still waiting to take the exam.