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Withdrawn = a learner who has not attended the class for 4 continuous weeks unless there is clear auditable evidence of their intention to return.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courses of six sessions or less duration a learner who attends for less than 60% of the course will be deemed to have withdrawn.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

Form 04

Register

Inspire Learning

Version 4.7

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
SAR Area	Community Learning		Discrete LLDD	FEML	WFL	
Course Theme	Employability	Health and Wellbeing				
Tick						

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 _____

Nottinghamshire County Council delivered by Inspire Culture | Learning | Libraries European Union European Social Fund Education & Skills Funding Agency

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.

	SURNAME	FORENAME	LEARNER CONTACT DETAILS	A Family Learning	B Receipt No./ Eventbrite Ref.	C Fee Details	DATE	D Number of Hours	E Withdrawal Date	F Learning support provided (✓)	G Destination	H Achievement
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
TUTORS												

Register – Marking Criteria

/ (or amount paid)	Present	**L**	Late
O	Absent	**E**	Left Early
A	Authorised	**W**	Withdrawn
		T	Transfer

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:
4 Part time employment
10 Full time employment
11 Unemployed
53 Self employed
54 Entered Further Education
55 Entered Higher Education
59 Found voluntary work
75 Full-Time Education or Training (Not FE Or HE)
76 Economically inactive (of working age, not employed, not self employed, not actively seeking work and not in full time education)
77 Not in Education, Employment or Training
95 Continuing existing programme of learning
97 Other
98 Destination Unknown

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.

P.T.O