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Withdrawn = a learner who has not attended the class for 4 continuous weeks unless there is clear auditable evidence of their intention to return.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courses of six sessions or less duration a learner who attends for less than 60% of the course will be deemed to have withdrawn.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

email learning@inspireculture.org.uk internet www.inspireculture.org.uk post Inspire HQ, Glaisdale Parkway,

ost Inspire HQ, Glaisdale Parkway, Nottingham NG8 4GP

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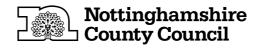
Form **04**

Register

Inspire Learning

Version 4.8

Name of Contract Holder:													
Provider:													
Venue and Venue Postcode:													
Please tick appropriate funding theme box below.													
Provision Personal and Community Development Learning SAR Area Community Learning Discrete I	Family Learning Other LDD FEML WFL												
Course Theme Employability Health and Wellbeing													
Tick													
	Is the course, Adult & Child? or Adult only?												
Course Title:													
Tutor:													
Course Start Date:	AY TIME												
Planned Finish Date:													
Sector Subject Area: Total GLH	s:												
Provider Course Reference:													
Information Advice and Guidance (I.A.G.													
Level provided (Please tick ALL that apply)													
Level 1 Level 2	Level 3												
(information about progression (Group I.A.G.	(1 : 1 support provided)												
courses available and Futures session delivered)	(1. 1 support provided)												
details 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:				Α	В	С						DATE							D	Е	F	G	Н		
Registers are a key part of our quality improvement procedures and should be filled in accurately. Please ensure			Du Da	Receipt No./ Eventbrite Ref.	etails													er of	awal		ıation	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																									
9																									
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18																									
19																									
20																									
TUT	ORS																								
Register - Marking Criteria L Late Total number pre		esent	t														Column H:								
I (or amount paid) Present		esent	E	Left Early	Tutor's initials															Lea	Learner's Achievements				
• Absent		W	Withdrawn	Total cash collection	cted																Against each learner enter the relevant number:				
Α	A Authorised T Transfer Cash received b		ру															or r	1 if the learner achieved all, or most (i.e. 75% or more) of his/her course learning outcomes.						
Column A:	Column A: Column D:		Column G: Learner's Destination							:	EMP5 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.		Aga	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 FE* (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.