

**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**Withdrawn** = a learner who has not attended the class for 4 continuous weeks unless there is clear auditable evidence of their intention to return.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courses of six sessions or less duration a learner who attends for less than 60% of the course will be deemed to have withdrawn.**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 SAR Area	Personal and Community Development Learning			Family Learning		Other
	Community Learning		Discrete LLDD	FEML	WFL	
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																		
SURNAME	FORENAME	LEARNER CONTACT DETAILS																					
1																							
2																							
3																							
4																							
5																							
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18																							
19																							
20																							

TUTORS																							

<b>Register – Marking Criteria</b>		<b>L</b> Late	Total number present
/ (or amount paid)	Present	<b>E</b> Left Early	Tutor's initials
<b>O</b>	Absent	<b>W</b> Withdrawn	Total cash collected
<b>A</b>	Authorised	<b>T</b> Transfer	Cash received by


**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.

**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)
  - EDU5 Other FE\* (Part-time)
  - EDU6 HE
- \*- including Community Learning provision
- 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