Education & Skills Funding Agency

LRB Organisation Registration Form

Pre-Requisite

1. UK Provider Reference Number (UKPRN)

A UKPRN identifier must be supplied before you can register with the Learning Records Service. The application cannot be processed until a UKPRN reference is provided.

If not registered, please visit their website to register – www.ukrlp.co.uk - before completing this application.

Requisites & Completing the Registration Form

2. Learning Provider Agreement

Your application cannot be processed without a signed copy of the **Learning Provider Agreement (LPA)** being returned with this form. This can be found at www.gov.uk/government/publications/lrs-registration-documents

The agreement must be signed by an appropriate level of authorisation. The following is a selection of job titles which are deemed to represent a person with appropriate authority – this is not exhaustive.

• Assistant Head • Assistant Principal • Centre Manager • Chief Executive or CEO • Company Secretary • Contracts Manager • Deputy Head	• Deputy Principal • Director • Finance or Funding Manager • General Manager • Head of (dept.) • Head (of school) • Managing Director	• MIS or Data or IT Manager • Operations Manager • Owner or Proprietor • Partner Principal • Registrar • Vice Principal

3. Signatures

Only hand written signatures are accepted. We do not accept digital/electronic signatures.

4. Super User Email Address

This email address MUST only be accessible by the user – we will reject any requests containing generic mailboxes (e.g. exams@).

5. Forms to return

The application cannot be processed until both forms are submitted:

- LRB Organisation Registration Form
- LRS Learning Provider Agreement (LPA) – pages 2 & 15

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Only to be completed by Learning/Training Providers

Complete this form to register to use the Learning Records Service' (LRS) services.
Please complete **ALL** fields marked with an * in Sections 1 & 2 and return the completed form by email to lrs.support@education.gov.uk

Section 1 – Organisation Details

Please provide the following details of your organisation – refer to explanatory notes underneath.

UK Provider Reference Number (UKPRN)			
Organisation Name *			
Address Line 1 *			
Address Line 2			
City/Town *			
Postcode *		Telephone Number *	
Website Address *			
Reason for Request to register* (Has your Awarding Organisation asked you to register, if so please provide Centre Number and name of Awarding Organisation. Education & Skills Funding Agency funding purposes? If you need ULNs for Diplomas or any other reason, please explain why.)			

Section 1 Notes:

1. **Organisation Name** – please supply your organisation name by which you are known. It must match your name on UKRLP. Please ensure that the full name is provided to ensure that Learning Records Service can identify your organisation.
2. **Address** – this must always be the Head Office address

Please choose which best describes your type of organisation *:

Charity	☐	IAG	☐	Other	☐
Connexions	☐	Local Authority	☐	If Other, please specify:	
Consortium	☐	MOD	☐		
Employer	☐				
FE Provider	☐	Private Training Provider	☐		
HE Provider	☐	School	☐		

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Section 2 – Super User Details

Please supply details of a nominated individual who will take responsibility of LRS user administration - refer to explanatory notes underneath. This is the creation and management of user's access rights within your organisation including those you sub-contract with - refer to the Organisation Agreement for more details.

Title (Mr, Mrs etc) *	
Given Name *	
Family Name *	
Contact Telephone Number *	
Contact Mobile Number	
User E-mail Address * This must be a valid organisation email address	

Section 2 Notes:

1. User Email Address - Please ensure that you assign a relevant and valid email address – we cannot accept email addresses with domains such as yahoo, btconnect, hotmail, etc. This email address MUST only be accessible by the user – we will reject any requests containing generic mailboxes (e.g. exams@).
1. Staff ID reference (optional). The Learning Records Service stores your own organisational staff reference or ID to aid your own identification and management of users.

Section 3 – LRS Verification of Request (official use only):

Authorised by :		Authorised Date:	
Additional Verification Notes:			