

# Unique Learner Number Guidance Manual for Schools





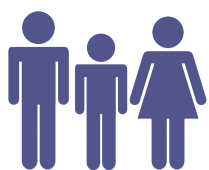
# Unique Learner Number Guidance Manual for Schools

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## Information for Parents and Pupils



The Unique Learner Number (ULN) is a number to be used in education throughout your life. It is used in Northern Ireland, England and Wales for learners aged 14 and over in schools, colleges and training.

This important number will make sure that all learning achievements are stored in one place – an electronic record of all qualifications and learning called a Personal Learning Record (PLR).

All learners aged 14+ will be allocated a ULN. This number will be used electronically for examinations and to support progress to further education, training and higher education.

## Is there anything I need?

Your ULN belongs to you and gives you access to the information contained in a Personal Learning Record. This is a secure system with identity protection built in.

Your school will receive a ULN for each learner and use it for examinations processes; you should keep a record of this number safe so that you can use it for applications such as UCAS or moving into further education and training. Careers providers and employers may also want to know your ULN to see evidence of your learning achievements.

Your ULN may be printed on examinations results slips and certificates. It is a ten digit number and must not be confused with the 4 or 5 digit Candidate Number you use during examinations.

## How will the ULN be used?

The ULN will be used to match your information from different awarding organisations into one electronic record. This will include qualifications you may be doing outside of school, such as sports coaching/music qualifications or extra qualifications taken at evening college. Any future qualifications that you take will also be added to this record.

The ULN and Learning Record will make sharing information about your learning easier and quicker. This will allow you to share information electronically in similar ways to other information about your life, and streamline and support applications you will make to further and higher education, training and/or employment.



## Autumn Term Timetable for Processing ULNs

*Each year ULNs will have to be generated for all new Year 11 learners. The process below advises you of the various stages you must do in order to ensure that all Year 11 learners in your school have a ULN generated for them during the autumn term.*

***ULNs are allocated using the DENI Census data that schools annually submit to DE before the Hallowe'en half term break. There are a number of tasks that schools must carry out before and after DENI Census.***

### Before Census Actions

#### 1. Super User Details

If the Super User in your school will change this academic year, there are two things you will need to do:

- a) **Complete the [Change of Super User](#)** form available at:  
[www.gov.uk](http://www.gov.uk)

This form must be signed by the principal in your school and returned directly to the Learning Records Service. This ensures that the new Super User receives appropriate access rights to the LRS portal.

- b) **Email CCEA Regulation** – In order to ensure that the new Super User receives any relevant communication throughout the year, please update CCEA Regulation ([ccearegulation@ccea.org.uk](mailto:ccearegulation@ccea.org.uk)) with the name and email address of the new Super User.

#### 2. Check that the UKPRN is inputted into SIMS

The UKPRN is your school's Learning Provider Reference Number. All schools in Northern Ireland have this number. If you need to check your school's number, you can check the database via: [www.ukrlp.co.uk/](http://www.ukrlp.co.uk/)

In SIMS, the UKPRN is referred to as the ULN Centre Registration No. To check if it is recorded in SIMS, please follow the guidance below:

- Select **Focus | School | School Details**.
- In Panel 1, ensure the school's registration number is recorded in the **ULN Centre Registration No.** field.





**School Details - C2k Integrated College**

Save Undo Print

1 Establishment 2 Address 3 Contact Details 4 Sites 5 Documents

**1 Establishment**

|                             |                        |   |              |
|-----------------------------|------------------------|---|--------------|
| School Name                 | C2k Integrated College |   | Main Contact |
| DENI Number                 | 3234567                |   |              |
| Head Teacher                | Ms Paris Special       |   |              |
| Curriculum Years            | 8                      | 15  |              |
| Pupil Genders               | Coeducational          |   |              |
| NC Year Start Date (dd/mm)  | 2                      | 7   |              |
| School Medium               | English Medium         |   |              |
| ULN Centre Registration No. |                        |   |              |

### 3. Privacy Notices

Please follow regulation [guidance](#) published by CCEA.

## After Census Actions

With the information collected from SIMS during Census, an application will be sent by C2k to the LRS in order to generate ULNs for your Year 11, 12, 13, 14 and 15 learners. ULNs are delivered to schools as CTF files via AnyComms+. There are two things you will have to do to ensure all Year 11 learners have a ULN:

1. Import the CTF file into SIMS.
2. Deal with any learner that does not have a ULN (either as an Exception or a missing ULN not pulled through into SIMS).

Guidance on these two processes is available on the CCEA Regulation website.

It is anticipated that this process should be closed by the end of autumn term and ULNs used for all examination entries.

**Please note:** For new Year 12–14 learners in your school, you should check if they have a ULN already through the LRS portal. Guidance on how this can be done is found in the 'Learners without a ULN' information booklet.

# How to import ULN(s) into SIMS

## Importing Common Transfer Files containing ULN numbers



### ***Important Information to Note***

***Please consult with the person in your school with responsibility for SIMS and check with them the following set up for the importing of CTF files.***

***Before importing a pupil record, the school's DE number and the DE number of the importing organisation (in our case ULNDataatransfer) must be recorded in SIMS.net, following the menu route Schools / other schools.***



***These steps only need to be carried out the first time a ULN-related CTF is imported into SIMS.***


## Checking your own school details

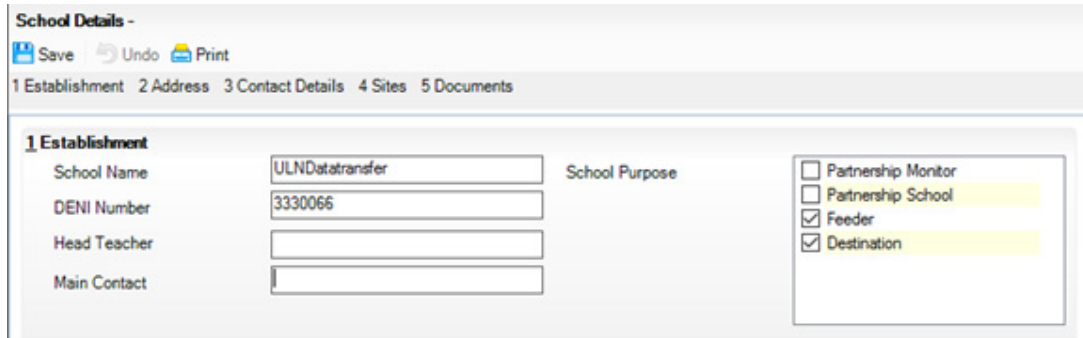
- Select **Tools | Other Schools** to display the Find School screen.
- Click  **Search**
- Double click on own school record to open the details page. Check that the DE Number is recorded. If the DE Number is missing or incorrect, please contact the C2k Service Desk.
- Click  **Close**

## Checking/Editing ULNDataatransfer (organisation) DE number

A ULNDataatransfer record must exist in SIMS as a source (feeder) organisation, so it can be used to import CTF files into SIMS. EA (C2k) will insert this record in all schools' SIMS system. If any changes are required, the following steps show how to enter the new record in SIMS.

- Select **Tools | Other Schools** to display the Find School screen.
- Click  **Search**
- If the ULNDataatransfer record is displayed, double click on the appropriate record to open the details page. Check the details ensuring that the correct DE number (3330066) is entered and that Feeder and Destination boxes are ticked.
- Click  **Save** if any changes are made.
- If the record **ULNDataatransfer** is not found, a new record should be created.

- Click  **New**
- Enter in School Name as **ULNDataTransfer**, DE Number (**3330066**) and tick **Feeder** and **Destination** boxes. The DE number must not contain spaces, hyphens etc.



**School Details -**

Save Undo Print

1 Establishment 2 Address 3 Contact Details 4 Sites 5 Documents

**1 Establishment**

School Name: ULNDataTransfer

DENI Number: 3330066

Head Teacher:

Main Contact:



School Purpose

☐ Partnership Monitor


☐ Partnership School

☒ Feeder

☒ Destination

- Click  **Save**
- Click  **Close**

## Receiving the CTF using AnyComms+

- Log into **MY-SCHOOL** and launch **My Apps**.
- Type **AnyComms+** into the search field and click  to launch the software.
- Enter unique **username** and **password**.
- Tick **CTF** under the **File Downloads** option. The log will display the name of the file downloaded.
- Click **Begin Transfer**. The files will be downloaded and stored in the **S:\SIMS\CTFImport** folder.

All downloads should be carried out by the **AnyComm+** application in MY-SCHOOL.



## Importing ULNs into SIMS.net



In SIMS.net

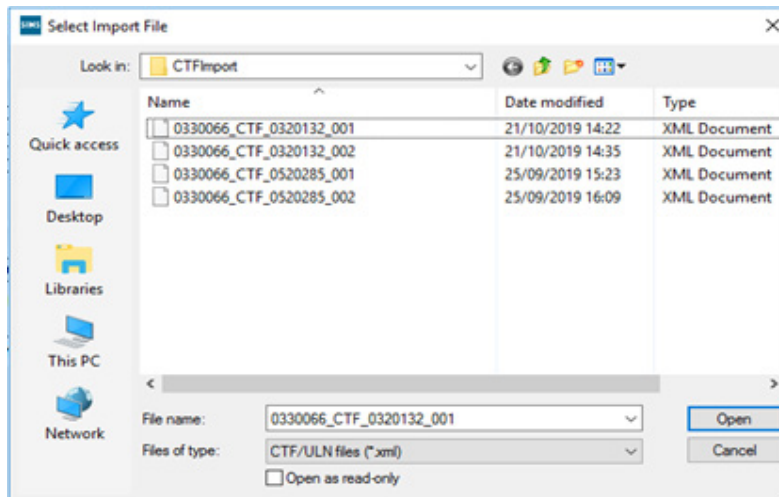
- Select **Routines | Data In | CTF | Import CTF**.
- Five options are presented on screen as shown below:

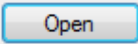
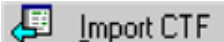
Select the CTF import type..

- Click **Add ULNs for Existing Pupils Only** and click  to display the **Import CTF** page.

ULN will only be imported for on-roll pupils.

1. Click  in the **Import Selection** panel to open the **Select Import File** dialog box.
2. Click the **View Menu** .
3. Select **Details** to display the Date Modified. This is the date on which CTF(s) were imported and ensures the correct file is selected for import to SIMS.net.



4. Highlight the required CTF and click 
5. Notice the incoming CTF file will have the number 0330066 in the filename.
6. Click 

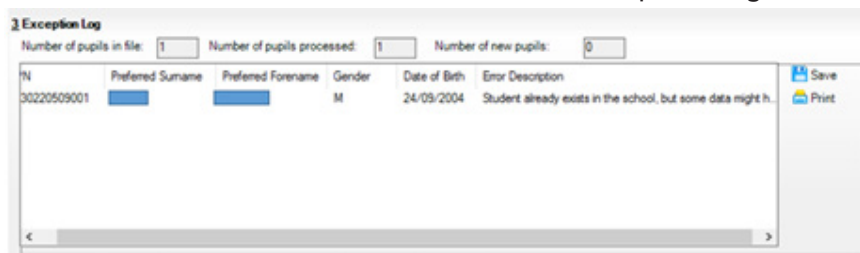
Since several ULN-related CTF files may have been downloaded, steps 1 to 4 must be repeated for each file to be imported.

Any data anomalies identified during the import will be displayed in the **Exception Log** panel at the bottom of the screen together with the pupil UPN (Unique Pupil Number), Legal Surname, Legal Forename, Gender, Date of Birth and an Error Description detailing the nature of the problem.

Do not confuse the Exception Log in SIMS with the processing of Exceptions through the LRS Portal.

### Information for the use of the SIMS Exception Log

- The **Exception Log** may be printed or saved. The Exception Log can be used as a reference document when logging a call with the C2k service desk, relating to problems with CTF imports.
- If you encounter any errors, please contact the C2k service desk.
- When importing ULN-related CTF files, only the ULN will be imported. Therefore it is normal to see the error shown below in the Exception Log.



After all files have been imported, a ULN checking report should be run to check the allocation of ULN to learners. See **ULN Checking Report** for further details.

## ULN Checking Report

In order to check in your school what learners have been allocated a ULN, a report (ULN Checking Report) has been installed in SIMS in your school. This report can be run from the SIMS.net home page by selecting **Reports | Run report | Focus | Students | ULN Checking Report**.

In the new report learners from Years 11, 12, 13, 14 and 15 can be individually selected, depending on the need. Changes to the output of the report can be configured every time the report is run, in a screen similar to the one displayed below.

**SIMS Enter parameter values for report**

Supply Effective date: 28/11/2017

☐ Bypass effective date (Use Today)

Student Status:   ☐ Show All

☐ Accept All (bypass filter condition)

☒ On Roll  
☒ Leaver  
☐ Pre-admission  
☐ Leaver (Deceased)

Year group:   ☐ Show All

☐ Accept All (bypass filter condition)

☐ Year 9  
☒ Year 11  
☒ Year 12  
☒ Year 13  
☒ Year 14

The new report will be output as an Excel spreadsheet with the learner details.

## Processing ULNs - 'Learners without a ULN'

### Introduction

Following the import of the CTF files and the generation of the SIMS ULN Report, there can be cases when a learner does not have a ULN in SIMS. This can be for a number of reasons:

1. Their application was not processed because it was considered an 'Exception'.
2. The learner has a ULN, but this was not pulled through into SIMS when you imported the CTF file. (For this case please contact the **C2k service desk 0870 601 1666**.)
3. There was no ULN generated for the learner – for example, if a new learner starts in your school after the Census has been collected.

In order to deal with these issues, you have to log into the LRS portal – this is accessible via: <https://lrs.education.gov.uk>.

For further information on how to resolve reasons 1 and 3, please contact the **LRS service desk** on **0345 6022589**.

When you registered as the Super User you received a **username** and **password**. If you have forgotten these or if your password has expired, click on the 'I have forgotten my password' link to reset them.

Please note that your password will expire if your account has not been used for 40 days.

### Useful Contacts

- For support with SIMS, contact **C2k Service desk – 0870 601 1666**
- For support with LRS Portal, contact **LRS Helpdesk – 0345 602 2589** or [lrssupport@sfa.bis.gov.uk](mailto:lrssupport@sfa.bis.gov.uk)
- For general advice, contact **CCEA Regulation – 028 9026 1200** or [ccearegulation@ccea.org.uk](mailto:ccearegulation@ccea.org.uk)



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