

What is a ULN?

The unique learner number (ULN) is a personal 10-digit number, which is essential for learners taking a Diploma programme of study (but is not required if learners are not following a Diploma programme). This is used to link the Diploma component results together for Diploma certification. The ULN is obtained by the learner's home centre and must accompany a learner's entry for any qualification which they intend to count towards their Diploma, including Principal Learning, Foundation, Higher or Extended Project, Functional Skills, and Additional and Specialist Learning.



Obtaining ULNs for your Diploma learners

For the 2009/10 academic year, ULNs are being generated via two main routes:

- Pre-generated in the Learner Registration Service (LRS) using 'Key to Success' learner data from the National Pupil Database
- Centres request ULNs for their learners from the LRS.

At present, there is no automated link between the LRS and centres' management information systems (MIS) so it is vital that centres take additional care when recording ULNs for their learners from the LRS portal. We would recommend that you check the following to ensure you have the correct ULN:

- Check the last known post code attached to the ULN. It may not be completely up to date, but you should be able to determine the geographic location of the owner of that ULN.
- Include middle names for learners wherever possible, particularly for learners with common given name and family name combinations, e.g. James Smith.

If you start to use the wrong ULN, there is a risk that your learners' results could end up contributing to another learner's Diploma!

If ULNs for your learners have been generated via Key to Success data, we would recommend that you check the personal details against each ULN to ensure they match the details you expect to use for each learner and make any amendments if required. Do this before setting up learner accounts in the Diploma Aggregation Service (DAS) or submitting entries to awarding bodies.

It is possible that any new learners who have recently joined your centre may already have a ULN. Please check this with their previous centre or by using their details to check on the LRS.

The master record for learner data should always be the data stored on the LRS.

Supplying learner data and ULNs with entries

The ULN is a mandatory piece of information for any learner on a Diploma programme of study. If we do not receive a ULN for a learner, we won't be able to send their result to the DAS.

When you submit an entry to OCR (or any other component awarding body), it is vital that the learner details you use to make the entry exactly match the details stored on the LRS.

OCR (and a number of other awarding bodies) follows an exact matching principle across five fields of information when we verify the ULNs you send us against the LRS. The five fields are: ULN, Given Name, Family Name, Gender and Date of Birth.

For example:

	ULN	Given Name	Family Name	Gender	Date of Birth
LRS record:	1234567890	Katie	Smith	Female	01/01/1990
Entry details:	1234567890	Katy	Smith	Female	01/01/1990

In this scenario, OCR would not be able to confirm an exact match on the learner details and so would not pass any achievements across to the DAS.

Resolving ULN validation issues

If we experience any problems validating the ULNs that you send us, details for any affected learners will be displayed on a dedicated page within Interchange (early in 2010) and an email will be sent to your centre to let you know that there is a problem.

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OCR Customer Contact Centre

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