Interim Learning Provider Portal (LPP) – Frequently Asked Questions

What is the Interim LPP?
The Interim Learning Provider Portal, or Interim LPP, is an online system used to register Learners and make payment decisions for Learners on 2008/09 EMA courses.

Who needs to use it?
You will need to use the Interim LPP if you want to register and make payments to Learners on 2008/09 EMA courses from the week beginning 18th August.

To make payments to 2007/08 EMA Learners, including those with a 2007/08 Notice of Entitlement, you should continue to use EMASYS until Friday 29th August 2008. After this date EMASYS will be switched off.

To register and record attendance for Learners on ALG courses, please use existing systems.

Do we still need to use the Spreadsheet solution for EMA?
The Interim LPP will replace the spreadsheets you may have been using to record attendance for EMA Learners. Any data entered on the spreadsheet solution will be moved onto the Interim LPP.

What does the Interim LPP do?
The Interim LPP enables Learning Providers to register Learners and make payment decisions for EMA Learners on 2008/09 courses.

The Interim LPP also allows you to set up locations and groups and register Learners for FE courses starting in September. It doesn’t have the full LPP functionality, for example it doesn’t support Third Party Interfaces. However, any information you enter on the Interim LPP (e.g. groups, locations, Learners, payment decisions etc) will be stored and you will not need to be re-enter.

In the coming weeks we will update the Interim LPP to add the functionality to support Third Party Interfaces.

How does the Interim LPP work?
The Interim LPP will replace the spreadsheets that many Learning Providers have been using. It will be accessed online from any computer connected to the internet.

A username and password will be required to access the Interim LPP. Usernames and passwords will be sent to all existing EMASYS super-users during the week beginning 18 August. Please note that your existing EMASYS Usernames and Passwords will not work in the Interim LPP.

Access will automatically be set up for EMASYS superusers, if you want to set up additional users to access the Interim LPP, please contact the Learning Provider Helpline on 0845 600 7979 and they will do this for you.

To help you use the Interim LPP to register Learners and record attendance, we have created a simple guidance document which is available on our website at www.lsc.gov.uk/providers/moneytolearn/lss/comms-training-materials.

**Can the Interim LPP be used to set up Learners for next year?**

The Interim LPP can be used to register Learners on 2008/09 EMA courses. This includes Learners on 2008/09 EMA FE courses.

Any Learner data you enter on the Interim LPP for 2008/09 EMA courses will automatically be transferred to the next version of the Interim LPP.

To make payments to ALG learners, please continue to use existing systems.

**Can we set up locations and groups in the Interim LPP?**

The Interim LPP can be used to set up groups and locations.

The functionality to migrate location and group data from EMASYS is unavailable. We will transfer these later in the year. In the meantime you will need to input locations and groups for Learners onto the Interim LPP. However, any data you enter on the Interim LPP (e.g. groups, locations, learners, payment decisions etc) will be stored by us and you will not need to re-enter it when the system is updated.

**Why do we have to use an Interim LPP?**

Moving data from the previous systems to the new LPP takes time and has a number of associated IT complexities. To make sure we transition all the data and build a robust and comprehensive online system we are adopting this phased approach to moving to the final LPP.

The Interim LPP you will be using is similar to the final LPP. Although, at this stage it does not include all the additional features and functionality of the full LPP. Additional functionality will be added in stages to ensure a smooth and effective transition to the final LPP.

**What is coming next?**
The Interim LPP is an early version of the full LPP. We will be updating the Interim LPP in September. This update will include adding functionality such as the ability to use third party interfaces.

As we update the LPP, the Learner data you enter on the Interim LPP for 2008/09 Learners on EMA courses will automatically be transferred to the next version of the Interim LPP in September.

We will update you on the transition to the next version of the Interim LPP in our August e-bulletin.

**How do I find out more?**

To find out more about the Interim LPP or about the transition to the full LPP, please call the Learning Provider helpline on **0845 600 7979**.