This guide provides an overview of the key steps involved in using the Interim Learning Provider Portal (LPP) to register and record attendance for all Learners on 2008/09 EMA courses.

There are seven sections in this Guide:

1. Checklist of Interim LPP functions
2. Logging into the Interim LPP
3. Maintaining Study Patterns
4. Maintaining Locations
5. Maintaining Groups
6. Registering Learners
7. Recording Attendance for Learners

General Guidance

This guidance is for the Interim LPP system and is applicable for all 2008/09 EMA Learners. To make payments to 2007/08 EMA Learners, 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.

Please follow the guidance instructions provided in this document very carefully to ensure all Learner information is entered correctly and the relevant Learner information and attendance records are submitted to the Learner Support Service (LSS).

You will need a Username and Password to access the Interim LPP. Usernames and Passwords will be sent to all existing EMASYS super-users via email. You can set up access to the Interim LPP for additional users by calling the Learning Provider Helpline on 0845 600 7979.

As we update the LPP, please be aware that 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.

If you need further assistance to use the Interim LPP or have any questions regarding the process, please call our Learning Provider helpline on 0845 600 7979 and one of our dedicated support team will be happy to help.
The checklist below provides a summary of all the functions available on the Interim LPP. Any functions that are not available as part of the Interim LPP, will be available in the next version of the Interim LPP which will be available in September 2008.

<table>
<thead>
<tr>
<th>Function</th>
<th>Via Interim LPP version 1</th>
<th>Via Help line</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register Learner</td>
<td>✔️</td>
<td>☓</td>
<td>Please refer to Section 6 (pg 10 -13)</td>
</tr>
<tr>
<td>Record and amend weekly attendance and/or flexible bonus indicators</td>
<td>✔️</td>
<td>☓</td>
<td>Please refer to Section 7 (pg 14 -17)</td>
</tr>
<tr>
<td>Maintain Locations</td>
<td>✔️</td>
<td>☓</td>
<td>Please refer to Section 4 (pg 8)</td>
</tr>
<tr>
<td>Maintain Groups</td>
<td>✔️</td>
<td>☓</td>
<td>Please refer to Section 5 (pg 9)</td>
</tr>
<tr>
<td>Maintain Study Patterns</td>
<td>✔️</td>
<td>☓</td>
<td>Please refer to Section 3 (pg 5-7)</td>
</tr>
<tr>
<td>Third Party Interfaces (3PIs)</td>
<td>☓</td>
<td>☓</td>
<td>This functionality will be available on the next version of the Interim LPP</td>
</tr>
<tr>
<td>Record end of learning</td>
<td>☓</td>
<td>☓</td>
<td>This functionality will be available on the next version of the Interim LPP</td>
</tr>
<tr>
<td>Forgotten Username and/or Password</td>
<td>✔️</td>
<td>✔️</td>
<td>Please refer to Section 2 (pg 3)</td>
</tr>
<tr>
<td>Maintain ‘My Account’</td>
<td>✔️</td>
<td>✔️</td>
<td>Please refer to Section 2 (pg 4)</td>
</tr>
</tbody>
</table>
2. Logging into the Interim LPP

To Login to the Interim LPP, existing EMASYS super users should receive two emails, one containing your Username and a link to the Interim LPP and the other containing your Password. Existing EMASYS super users should receive both emails during the week beginning Monday 18th August. If you have not received these emails, please call the Learning Provider Helpline on 0845 600 7979.

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. The Interim LPP will be available from 9.00am on Monday 18th August. To access the system, please go to https://providerportal.lsclearnersupport.co.uk

Please follow the instructions below to login to the Interim LPP.

1. Please enter your Username as it appears in the Login email or copy the username from within the Login email and paste into the Username field.

2. Please enter your Password as it appears in the Login email or copy the Password from within the Login email and paste into the Password field. Upon successful Login to the Interim LPP, you can change your Password to one that is more memorable. Please see Step 2 overleaf for more details.

3. Once you have entered your Username and Password as they appear in your Login emails, please click on the ‘Login’ button and you will enter the Interim LPP.

4. If you forget your Username or Password for the Interim LPP, click on the ‘Forgotten Password’ or ‘Forgotten Username’ link and follow the instructions provided to receive a new Password and a copy of your existing Username.

If you forget both your Username and your Password for the Interim LPP, please contact the Learning Provider Helpline on 0845 600 7979 and one of our dedicated support team will re-send your existing Username and a new Password.
2. Logging into the interim LPP

Upon successful Login, you will gain access to the Interim LPP and be presented with the screen below.

There are five tabs running along the top of the screen which represent the key functionality of the Interim LPP: Register Learners; Record Attendance; Maintain Location, Maintain Group and Maintain Study Patterns. Please click on the relevant tab to access these functions.

To amend any of your personal details, click on the ‘My Account’ link on the left of the screen. As indicated in the screen below you can use this function to change your password and change your email address.

If you want to Logout of the Interim LPP, please click on the ‘Logout’ link on the left hand side of the screen. If you have entered any Learner information during a session on the Interim LPP, please ensure you have pressed ‘Submit’ for all the relevant Learner information before Logging out to avoid losing any Learner information.
3. Maintaining Study Patterns for Learners

Upon successful Login to the Interim LPP, please click on the fifth tab along the top of the screen labelled ‘Maintain Study Patterns’. If you do not operate the standard default term dates, you must create Study Patterns for your Learning Institution before you can begin to register Learners on EMA FE courses. To create Study Patterns please follow Steps 1-6 below.

1. If you want to create Study Patterns, click on the ‘Add’ button. A series of blank fields will be displayed under a header ‘To add/edit study patterns and terms’.

2. In the blank ‘Name’ field, please enter an appropriate name for your study pattern. You can enter anything that will be recognisable to you and your institution.

3. You can enter a description for your study pattern for your own reference. This field is not mandatory and therefore you can leave it blank if necessary.

4. If you want to use this study pattern when registering learners on EMA FE courses as described in Step 5b on page 13 of this guide, you must check the ‘Enabled?’ box. This will ensure the Study Pattern you have created appears as a drop down menu in the register learner section.

5. This will ensure the Study Pattern you have created appears as a drop down menu in the register learner section.
Default term dates for study patterns are pre-loaded onto the Interim LPP. Please select these when entering Start and End dates for your regular Study Patterns:

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>01/09/08</td>
<td>13/10/08</td>
</tr>
<tr>
<td>Term 2</td>
<td>03/11/08</td>
<td>15/12/08</td>
</tr>
<tr>
<td>Term 3</td>
<td>05/01/09</td>
<td>09/02/09</td>
</tr>
<tr>
<td>Term 4</td>
<td>23/02/09</td>
<td>30/03/09</td>
</tr>
<tr>
<td>Term 5</td>
<td>20/04/09</td>
<td>18/05/09</td>
</tr>
<tr>
<td>Term 6</td>
<td>01/06/09</td>
<td>20/07/09</td>
</tr>
</tbody>
</table>

To enter the Start and End Dates for each Term study pattern, please select the relevant dates from the drop down menus provided (see Default study pattern dates in the table above). **Please note, the number of weeks of study must be 10 or more.** If the dates entered correspond to less than 10 weeks, when you try to submit the study pattern details as in Step 6 below, a message will display indicating the invalid Term dates. You will need to re-enter valid term dates that confirm eligibility.
3. Maintaining Study Patterns for Learners

To save your Study Pattern details, you must remember to press the ‘Submit’ button on the bottom left hand side of the screen. Upon successful submission, the Add/Edit study pattern section will no longer be displayed and your new study pattern should appear in a study pattern summary table at the top of the screen. If you do not press Submit after entering your Study Pattern details, all of the information entered will be lost and you will need to begin the process again from Step 1 of this section.

You can now edit any of the Study Pattern details by simply deleting existing information and re-entering new details. You must remember to click ‘Submit’ when you have finished editing your study pattern to ensure the details are saved. Upon successful submission, the revised study pattern details will be displayed in the study pattern summary table at the top of the screen.
4. Maintaining Locations for Learners

If you are not already logged into the Interim LPP, please Log into using the guidance notes in Section 2. Upon successful Login, please click on the third tab along the top of the screen labelled ‘Maintain Location’ and follow the instructions below.

If you want to add Locations for your Learners, simply enter the relevant name e.g. something easily recognisable to you, in the blank field provided.

To ensure this new Location is recorded on the Interim LPP, simply click on the ‘Add’ button. You should then see the new Location included in the Location table below.

To edit existing Locations that you have set up, simply click on the ‘Edit’ button on the relevant row.

Once you have amended your Location name in the text field provided, you must remember to click the ‘Update’ button that appears in place of the Edit button.

Upon completion of adding new Locations or editing existing Locations, you must remember to press the ‘Submit’ button in the bottom left of the screen. After clicking ‘Submit’ a message should appear to confirm that your changes have been submitted successfully.
5. Maintaining Groups for Learners

If you are not already logged into the Interim LPP, please Log into using the guidance notes in Section 2. Upon successful Login, please click on the fourth tab along the top of the screen labelled ‘Maintain Group’ and follow the instructions below.

1. If you want to add Groups for your Learners, simply enter the relevant name e.g. something easily recognisable to you, in the blank field provided.

2. To ensure this new Group is recorded on the Interim LPP, simply click on the ‘Add’ button. You should then see the new Group included in the Group table below.

3. To edit existing Groups that you have set up, simply click on the ‘Edit’ button on the relevant row.

4. Once you have amended your Group name in the text field provided, you must remember to click the ‘Update’ button.

5. Upon completion of adding new Groups or editing existing Groups, you must remember to press the ‘Submit’ button in the bottom left of the screen. After clicking ‘Submit’ a message should appear to confirm that your changes have been submitted successfully.
To Register all of your 2008/09 EMA Learners, please click on the ‘Register Learner’ tab on the top left of the Interim LPP screen and follow the instructions provided below. Please note, you must first create the appropriate Study Patterns, Locations and Groups before registering your EMA Learners. Please refer to sections 3, 4 and 5 of this guide to perform these functions.

Under the personal details header, you will see a LURN (Learner Unique Reference Number) blank text box. There are three valid LURN’s you can enter:

1. Enter the **Notice of Entitlement number (NoE)**, the 12 digit number that is recorded on the NoE letter. Remember to press ‘Tab’ on your keyboard.

2. Enter a **Manual Number (MN)**. This is 8 characters beginning with MN. If you enter a MN number and the Learner has a NoE number, when you press ‘Tab’ on your keyboard you will be prompted to enter the NoE number that is displayed on screen.

3. Enter an **Entitlement Letter number (EL number)**. The system will prompt you to contact the learner to get their NoE or their MN number. If these are not available, it will allow you to progress by translating the EL number into an MN number. Please note, Contract part 1 and 2 are still required.

Please remember to press ‘Tab’ on your keyboard after entering the relevant LURN. This will automatically populate the Learners Surname, Forename, Date of Birth and Postcode. Please check these Learner details to ensure the system has matched the LURN provided to the correct Learner. If no Learner details are displayed, please check you have entered the correct LURN and pressed ‘Tab’ on your keyboard.
6. Registering Learners

Using the dropdown menu, please select the relevant Group for this Learner. To create your Learner Groups please refer to Section 5 of these Guidance notes.

Using the dropdown menu, please select the relevant Programme. You can select from EMA E2E, PLA, FE or EMA FE short course.

Please note: for the EMA E2E option, there is a message displaying in the drop down menu that a Provider Declaration is required (See screen overleaf). Please ensure you have this declaration before registering a learner on EMA E2E entitlement.
6. Registering Learners for EMA E2E, PLA or FE short courses

Depending on the Programme selected, the data fields displayed below will differ. If you select EMA E2E, PLA or EMA FE short courses, you will be presented with Start and End Date fields and a Bonus Pattern field. See screen below. If you select EMA FE courses, please see the screen overleaf.

Using the dropdown menu, select the relevant ‘Start Date’ and ‘End Date’. Please ensure the End Date is a minimum of 10 weeks after the Start Date. If you enter any period of less than 10 weeks, when you try to Submit this data you will receive a message informing you of the 10 week minimum rule and will need to re-enter a valid End Date.

Using the dropdown menu under ‘Bonus Pattern’ please select the relevant Bonus Pattern from the options provided: Weekly, Fortnightly, Monthly, 3-Monthly and 6-Monthly.

Once you have selected all the Learner’s Course details you must click the ‘Submit’ button on the bottom left of the screen. Upon successful submission, a message will be displayed ‘Learner registered successfully’ and all the Learner and Course details fields above will become blank. If you do not press ‘Submit’ after entering your Learner details, all of your information will be lost and you will need to begin the process again from Step 1.
6. Registering Learners for EMA FE courses

If you select an EMA FE course, you will be presented with the screen below.

Using the dropdown menu please select the relevant Study Pattern from the options you have created. To create your Study Patterns please refer to Section 3 of these Guidance notes.

Once you have selected all the learner’s course details you must click the ‘Submit’ button on the bottom left of the screen. Upon successful submission, a message will be displayed ‘Learner registered successfully’ and all the Learner and Course details fields above will become blank. If you do not press Submit after entering your Learner’s details, all of your information will be lost and you will need to begin the process again from Step 1.

Once you have submitted your first Learner’s personal and course details, all the previously populated fields will become blank and you can begin to enter another Learner’s details. To do this please repeat steps 1-7.

If any of the Learner or course data you enter is invalid, when you click the ‘Submit’ button, you will be presented with a message in red text describing the reason the data has not been successfully submitted. If a message in red is displayed, you will need to re-enter the correct data and press Submit again.
7. Recording Attendance for Learners

If you are not already logged into the Interim LPP, please Login using the guidance notes in Section 2. Upon successful Login, please click on the second tab along the top of the screen ‘Record Attendance’ and follow the instructions below.

You must select the appropriate ‘Week Commencing’ date that you wish to record Learner attendance for.

To refine your Learner Attendance Recording search, you can select a Scheme and Programme or you can select ‘All’ to display a list of all Learners on all courses during the week commencing date selected. By clicking on the ‘Select’ button as described in step 6 of these instructions, all Learners on the Programme Scheme and Week Commencing date selected will be displayed in a table below.

To refine your Learner Attendance Recording search, you can select a particular Location or you can select ‘All’ to display a list of all Learners at that Location attending Learning during the week commencing date selected. By clicking on the ‘Select’ button as described in step 6 of these instructions, all Learners under the Location and Week Commencing date selected will be displayed in a table below.
7. Recording Attendance for Learners

To refine your Learner Attendance Recording search, you can select a particular Group, or you can select ‘All’ to display a list of all Groups of Learners attending Learning during the week selected. By clicking on the ‘Select’ button as described in Step 6 of these instructions, all Learners under the Group and Week Commencing date selected will be displayed in a table below.

To refine your Learner Attendance Recording search by selecting a particular Learner or you can select ‘All’ to display a list of all of your Learners. If you have selected various other Learner search criteria such as Date and/or Location and/or Group, the names displayed in this box will correspond to the Dates and/or Locations and/or Groups selected. By clicking on the ‘Select’ button as described in Step 6, all relevant Learners for the Week selected will be displayed in a table below.

To display a list of all the Learners you wish to record attendance for - according to the search criteria selected during steps 1-5 – you must click on the ‘Select’ button on the right of the screen. A list of all relevant Learners should be displayed in a table.

If you have previously submitted Learner attendance records for a specific learner/group of learners, you can select the ‘Show previously submitted’ check box. If you then click on ‘Select’, the Learner attendance table will display the Learner Attendance history for all the Learners according to the search criteria selected. For all those weeks you have recorded attendance/bonus payment against, the ability to select an option for Attendance/Bonus payment will be greyed out and the Attendance Payment Reference (‘Att Pay Ref’)/Bonus Payment Reference (‘Bonus Pay Ref’) will display if it has been paid.

If you require further guidance on selecting Learners to record Attendance and Bonus Patterns, please click on the ‘Show/hide help’ box and guidance text will be displayed.
7. Recording Attendance for Learners

Upon selecting your relevant Learner details, you can now record attendance and bonus' against each Learner displayed in the Learner Attendance table.

To record whether a Learner has attended their course for the week selected, please select either ‘Yes’ or ‘No’ from the drop down field. If you are unsure whether the Learner has attended, simply select the blank field. This blank field can then be updated to either a ‘Yes’ or ‘No’ as and when you can make the attendance decision.

To record whether a Learner should receive a Bonus Payment for the week selected, please select either ‘Yes’ or ‘No’ from the dropdown field. If you are unsure or are not yet aware of whether the Learner should receive a Bonus Payment, simply select the blank field. This blank field can then be updated to either a ‘Yes’ or ‘No’ as and when you can make the Bonus Payment decision.

Once you have updated your Learner attendance/Bonus payment indicators, all of the updated rows should turn green as displayed in the screen above. Any attendance/Bonus payment indicators that have already been set and display as ‘Paid’ in either the ‘Att Pay Ref’ or ‘Bonus Pay Ref’ columns will be greyed out.
7. Recording Attendance for Learners

Upon selecting ‘Yes’, ‘No’ or blank for Learner Attendance and Bonus Payment, you will notice that the whole row will change to green and the ‘Att Pay Ref’ and ‘Bonus Pay Ref’ will display ‘Unpaid’. A message will also appear in the bottom left of the screen, reminding you to press the ‘Submit’ button in order to save data. Please note, you should only press Submit when you have recorded attendance against all the learners displayed in the table (including if the table extends over two pages) or when you wish to end your session. **You do not need to press submit after recording Attendance/Bonus payments for every Learner.**

You can record attendance/bonus payments as a bulk process. To do this, go to the bottom left of the screen above the submit button. You can select to either ‘Set attendance all to ‘Yes’ or ‘No’ or set bonus to all ‘Yes’ or ‘No’. The Attendance/Bonus decisions will be changed for the list you are viewing and you can edit the exceptions individually and change decisions to a ‘Yes’ or ‘No’ where appropriate. You should check all decisions are correct before you click ‘Submit’.

Once you have updated all your Learner attendance/Bonus payment indicators – either as a step by step or a bulk process as described in Step 11 above, all of the updated rows should turn green. Any attendance/Bonus payment indicators that have already been set and display as ‘Paid’ in either the ‘Att Pay Ref’ or ‘Bonus Pay Ref’ columns will be greyed out.

In order to save your Learner Attendance/Bonus Payment records you must remember to click on the ‘Submit’ button on the bottom left of the screen. Upon successful submission, a message will be displayed indicating successful submission and each Learner Attendance row you have just updated will disappear. If you have checked the box ‘Show previously submitted’, only those rows displaying Attendance/Bonus Payments that have already been set to ‘Yes’ or ‘No’ will remain displayed. **If you do not press Submit after entering your Learner attendance records, all of your information will be lost** and you will need to begin the process again from Step 1 of this section.