

Checklist for Information Given by Learning Providers

Arrangements with a learning provider can have a number of aspects relating to the delivery of the learning (time, place, minimum numbers etc), contact and feedback (who should be the contacts, how often etc) and information gathering and sharing (learner achievement data etc). These arrangements are best codified in some type of Service Level Agreement.

Circumstances for each ULF project vary considerably. However, below lists some of the information you might want the Learning Provider to make available so the Project Worker may report to the Steering Group:

- **Learner information** – names and addresses enables the project (or unionlearn) to conduct follow up evaluations
- **Achievement** – information about the subject or topic, the Level, Grade etc. allows you to see the results of the project
- **Starting Points and Progression** – as well as the immediate results, it is useful to know if and how learners are progressing from one course or module to another. This can be progression to a higher level course, or sideways to a course at the same level: in short, you can map progress

Colleges and other providers have sophisticated Learner Information Systems. However these systems are not always geared up to provide the information that a ULF project would need, and at the times a ULF project may need it. Often this would involve 'tagging' or 'flagging' the learner's record when they are registered so it can be retrieved easily.

Always talk to the Learning Provider/College early about your information needs. This will mean that the College IT/Registration system can be set up to provide the information your project needs before learners begin to be registered.

Sometimes Colleges claim that the information that the project needs cannot be released because of Data Protection Legislation. As the information is being collected for the Union Learning Fund, and ultimately the Government, the Data protection Legislation should not be a barrier.

If Learning Providers/Colleges use the Data Protection Act to avoid providing you with the information you need, discuss this with your ULF Key Contact.