



Course Register									
Please complete all relevant fields and return to Skills South Tyneside with course paperwork.									
Course Details									
Provider Name									
Schedule No.		Course Code							
Learning Aim Title									
Course Title									
LARS Qual/Aim Codes (accredited)		Or	Z Code (non-accredited)						
Delivery Method, (tick all that apply)	Online ☐		Remote ☐		Classroom ☐				
Venue (If classroom delivery)			Venue Post Code (If classroom delivery)						
If any element of delivery is face to face (classroom) you must enter the venue postcode. If no elements of delivery is face to face, (classroom) postcode used is: ZZ99 9ZZ									
Timetable Details									
Start Date				End Date					
Start Time				End Time					
Days the course is being delivered	Mon ☐	Tue ☐	Weds ☐	Thurs ☐	Fri ☐	Sat ☐	Sun ☐	Is delivery roll on roll off?	Yes ☐ No ☐
Tutor Details									
Tutor First Name				Tutor Last Name					
Classroom Support Name (if applicable)				IQA Name					

Key:

Code	Withdraw Reason	Code	Withdraw Reason	Code	Withdraw Reason	Code	Withdraw Reason
2	Transfer - another provider	29	Redundancy	43	Financial reasons	97	Other
3	Injury or illness	40	Transfer another aim	44	Other personal reasons	98	Unknown

Code	Destination	Code	Destination	Code	Destination
EMP 1	Full-Time Employment	EDU 1	Traineeship	VOL 1	Voluntary Work
EMP 2	Part-Time Employment	EDU 2	Apprenticeship	GAP 1	Gap Year (before HE)
EMP 4	Self- Employment (full time)	EDU 3	Supported Internship	OTH 1	Other Outcome (not listed)
EMP 5	Self- Employment (part time)	EDU 4	Other FE (full-time)	OTH 3	Unable to contact learner
NPE 1	Unemployed	EDU 5	Other FE (part-time incl. Community Learning)	OTH 4	Not Known
NPE 2	Economically Inactive (incl. retired)	EDU 6	Higher Education		

Key Codes: CL = Classroom Learning Attended RL= Remote Learning Attended OL= Online Learning Attended A = Authorised Absence U = Unauthorised Absence L = Lateness			Session Date:		Session Date:		Session Date:		Session Date:		Session Date:		Session Date:		Session Date:		Session Date:		Session Date:		Session Date:		Destination Code		Withdrawal Code		Actual GLH	
			Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours	Code	Hours						
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