

Please list all enrolments on the register

Withdrawn = a learner who has not attended the class for 4 continuous weeks unless there is clear auditable evidence of their intention to return. (date of withdrawal is the last date of actual attendance. A *withdrawal form* must be completed and sent to ACLS for each withdrawal and noted on the register)

For courses of six sessions or less duration a learner who attends for less than 60% of the course will be deemed to have withdrawn.

Tutor/Admin
Communication:

Tutor's Signature:

Date:

Print Name:



Nottinghamshire
County Council

Adult & Community Learning Service Register ACLS 04

ACLS 04

Name of Contract Holder:

Provider:

Venue
and Venue Postcode:

Funding Theme:

Course Title:

Tutor:

Course Start Date:

<input type="text"/>	DAY	<input type="text"/>	TIME	<input type="text"/>
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Has progression information been provided?

Yes

No

Planned Finish Date:

Sector Subject Area:

Total GLH:

Provider Reference No:



Contacting us

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**Skills
Funding
Agency**

Registers are a key part of our quality improvement procedures and should be filled in accurately. Please ensure columns D, E, F and G are completed before returning to ACLS. Contact ACLS if you need help.

Register

				A	B	C	DATE												D	E	F	G					
				Family Learning	Receipt No.	Fee Details																					
	SURNAME	FORENAME	LEARNER CONTACT DETAILS																								
1																											
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Register – Marking Criteria			L Late	Total number present																							
/ (or amount paid)	Present	E Left Early	Tutor's initials																								
O	Absent	W Withdrawn	Total cash collected																								
A	Authorised Absence	T Transfer	Cash received by																								

Column A:
For Family Learning only place an A in the box for Adults or a C in the box for a Child

Column B:
Enter number on receipt issued to learner.

Column C:
Enter total fee paid by learner, weekly 'pay as you learn' fee or if course is free to learner.

Column D:
Enter the total number of hours attended by each learner.

Column E:
Enter the actual date of withdrawal for learners who withdraw from the course. This should be the last date they attended. (See back of register for definition).

Column F:
Tick if learner has received additional learning support.

Column G:
Against each learner enter the relevant number:
1 if the learner achieved all, or most (i.e. 75% or more) of his/her course learning outcomes.
2 if the learner achieved some of his/her course learning outcomes.

3 if the learner has not achieved any of his/her course learning outcomes.
4 if exam taken/assessment completed but result not yet known.
5 if learning activities are complete but still waiting to take the exam.