

OVERVIEW

Learner can have multiple episodes to differentiate different periods of learning.

The Episode tab contains details and information about the selected episode for the learner. Therefore, the Date Registered with Centre, Unique Learning Number and National Insurance number fields have been re-located to the Learner Episode page, which can be found by clicking the learner's name in the navigation breadcrumb.

USER RESTRICTIONS

All Centre Managers and User Managers can access the "Episode" tab of a learner.
Assessors and IVs with the "Manage Learners" permission can access the "Episode" tab of a learner.

DETAILS

Episode Details

Section	Description
Episode Name	Defaults to the learner's username. Can be updated to help identify learner.
Episode Start Date	The date the episode starts. This affects actual and target progress.
Learner Status	Assign a status to the learner.
Learner Signature Required	Visible when "Allow assessors to sign on behalf of learners" centre setting is enabled. Tick the checkbox to allow the assessor to optionally sign plans, assessments, reviews and unit summaries on behalf of the learner.
Class	Change the class of the learner. Tick the checkbox to record a record of which classes the learner changes from. Requires the "Track class changes" centre setting to be enabled.
Placement	Change the placement of the learner.
Provider	Change the provider of the learner.
Reviews	Displays a Review icon on the learner's portfolio. Do this automatically for all new learners by enabling the "Automatically enable reviews for new learners" centre setting.
Special Requirements	Record any special requirements. Can be reported on.

Demographics

Use the provided fields to set or update the learner's ethnicity, gender, learning difficulties and disability.

Additional Courses

Click on the **Add New Additional Course** link to record prior achievements and records. The Additional Courses that appear in the drop-down list must be created by a Centre/User Manager via the “Look-up Tables” icon.

Funding

The funding section can be completely hidden by unticking the “Enable Funding” centre setting.

Option	Description
Learner is not funded	No funding recorded against the learner
Learner is externally funded	Total funding and start/end dates manually entered.
Learner is Levy funded	Will only appear when “Enable Levy Funding Management” centre setting is enabled. Assign a levy funded apprenticeship to see the monthly and final payment breakdown.

Assign an ILP

Assign an ILP to the learner. This can also be done on bulk by a Centre manager via the “ILP” icon.

Assign Forms

Assign Forms to the learner. This can also be done on bulk by a Centre manager via the “Forms” icon. Once a form has been assigned, you will be able to see the completion percentage.

Important

Remember to click “Save” at the bottom of the page to confirm all changes.