

ULN (Unique Learner Number) Registration Form



Please complete form in block letters

please photocopy as necessary

Please note that all fields are mandatory – failure to complete all fields will delay qualification registration.

All information supplied must match data submitted on the Verification Identity Documentation. Initials, abbreviations or nicknames are not accepted.

First Name _____ Middle Name _____

Preferred Name _____

Family Name _____ Any Other Previous Name _____

Family Name at age 16 _____

School at Age 16 _____

Optional

Do you already have a ULN?

Enter your 10-digit number here:

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Home Address: _____

Postcode: _____ N.I. No. _____

Personal Email Address: _____

Home telephone number or Mobile. No. _____

For ARC to obtain a ULN on your behalf, it is critical that the learner provides proof of identity prior to registration. ARC submits this information to the Learner Registration Service and a ULN is generated, this number will be submitted to the learner in due course. For further information on ULN's, please visit our website: arcuk.org.uk

Verification Identity – **please provide two copies of relevant documents which need to be attached to this form:**

>Driving Licence

>Passport

(If these documents are not available please contact us to discuss alternatives)

Privacy Notice: The information you supply will be used by ARC and the Chief Executive of Skills Funding to verify an existing Unique Learner Number (ULN) and to update your Personal Learning Record, or to create one where it doesn't currently exist. Further details of how your information is processed and shared can be viewed on the ARC website.

By signing this form, you are confirming that you have seen and read the Privacy Notice and, stating below, your wishes on data sharing. You need to understand the reasons why data sharing is relevant to your ULN Registration and lifelong learning record.

Data Share ☐ Yes ☐ No

Learner Signature _____ Date _____

*Workplace Manager Name _____ Signature _____

* Managers, please note: By signing this form you are confirming that you are validating the identity of this learner from the documentation submitted with this form.