How do I use the Learner Registration Service (LRS) reports on the Walled Garden?

City & Guilds automatically verifies candidate unique learner number information with the Learner Registration Service (LRS) where we have a record of given name, family name, gender, date of birth and a valid ULN. The document takes you through the process of viewing, checking and correcting candidates information to ensure the LRS records match that of City & Guilds which is required to enable the passing of results by City & Guilds to the Diploma Aggregation Service.

1. Go to



6. Select the LRS status you wish to search for from the drop down menu



The search fields will default to search for 'no match' but you can change that from the drop down menu

7. Select the date range of the search – this is a mandatory field. There are two ways to this:

| 8. Firstly you can use the option. | | | | | |
|--|--|--|--|--|--|
| This field will always default to 'Today'. To change the date range of the search select from the drop down menu. | | | | | |
| 9. The other way to select the date range is to use the 'From' and 'To' | | | | | |
| or From * 💿 16.04.2009 | | | | | |
| To 16.04.2009 | | | | | |
| fields. | | | | | |
| | | | | | |
| The date must always be entered in the format dd.mm.yyyy | | | | | |
| 10. If you are searching for a specific learner you can put in the either the enrolment number (ENR) or the unique learner number (ULN) into the relevant fields. | | | | | |
| 11. Once all necessary fields have been completed click Search | | | | | |
| 12. The results of the search will be displayed on the right hand side of the screen | | | | | |
| Learner Registration Service - Centre Summary | | | | | |
| Centre No. Customer No. Centre name 021881 1005640 TEST CENTRE IN DEVELOPMENT | | | | | |
| Your search results | | | | | |
| Date Link model Control for the second seco | | | | | |
| 02.03.1981 M ST20070629 1234567864 Pending Verification MVH5727 James brown | | | | | |
| -cfifef gebener: with a strange of the strange of t | | | | | |

13. Information about the different candidates is displayed inc the LRS status description

This column will reflect the status for a particular candidate. Here are the 4 possible statuses that will appear in the LRS report.

| Status Description | Status Explanation | Results Sent? | | |
|---|---|---|--|--|
| Exact Match | Represents a perfect match on all bio data against the ULN provided. You need take no action. | Yes | | |
| Possible Match | This means the LRS has a very close match (for example all fields match except first name – LRS record is "Tom" and City & Guilds record is "Thomas". You can amend either the City & Guilds record by using the Walled Garden candidate amendment form, or amend the LRS record. To amend the LRS record you need to contact LRS directly. Any results this candidate may have will still be sent to DAS with this Possible Match status as the LRS deems the match "close enough" . | Yes | | |
| found (no | match was made. Assuming the candidate | Amendment | | |
| match) | intends to record results in the QCF or for a Diploma, you must amend either the City & Guilds record by using the online candidate amendment form, or amend the LRS record. No results will be sent with a ULN at this status. | to candidate record required | | |
| Pending Verification | This means that since a change was made to candidate data or a ULN was first submitted, City & Guilds have not received a response from LRS and are awaiting one. This is an automated process and you should check back in 48 hours. | No. Amendment to candidate record required | | |
| 14. To see more detail for a specific candidate click the button | | | | |

| 15. Lear | ner information wi | Il then be displayed at | the bottor | n of the screen | |
|--|---|--|----------------------------|--|--|
| ness community and | | | | s and the second s | |
| ENR S | ummary LRS Status | | | Unique Learner Number 1234567856 | |
| City & Guilds Details | LLRS Respons | Response Status | | | |
| | Given Name | Catherine | | | |
| A | Last=Name | jones | | | |
| A | Date of Birth | 03.04:1982 | | | |
| ⊘ | Gender | M | | | |
| A | ULN | 1234567856 | | | |
| Amend Candidate You can use the Amend Candidate screen to change the data City & Guilds halds for the student. Once approved this change will re-validate our records with LRS. Print Note: Interface to LRS is overnight so changes made today may take up to 48 hours to update this report. | | | | | |
| 16. If you need Coho | u need to amend t I to access the car ort/Candidate Man | he candidate details h ididate amendment sc agement. | eld by City reen withir | & Guilds you า | |