

OLASS Learning Summary Record User Guide and Support notes

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Background

- 1 The OLASS Learning Summary Record template has been developed to assist the movement of Individual Learning Plan information around the OLASS system as a temporary solution until the National ILP Data system is implemented.
- 2 It is designed to record the 'core' ILP elements required to capture adequate details for teaching and learning, whilst recognising that providers will need to develop additional information, enrolment forms, feedback sheets, attendance records etc.
- 3 There are 2 Individual Learner Record (ILR) data fields in the Learning Summary record. In addition to these ILR fields, providers are required to submit ILR returns to the LSC from the data collected from the enrolment forms. You are also requested to use Field A46 on the ILR return to the LSC (OLASS Pilot = 34) so that the information can be used for subsequent surveys and data collection.
- 4 We recognise that the level of infrastructure and equipment is variable across the criminal justice system - this simple template has been designed so that it does not have to run on high specification machines. The template has been developed in Microsoft Excel 2003. Please contact OLASS2@lsc.gov.uk or Sue Butler, OLASS Data Project Change Manager, sue.butler@lsc.gov.uk, Tel 0247682 3351 If you are experiencing problems.
- 5 The preferred transfer of information would be for this spreadsheet to be sent as an attachment via email as soon as it is known that the learner has moved. We recognise, however that in many cases this will not be possible and that the document may need to be sent as a paper copy. This will either be with other documents that accompany an offender when they move or to be posted later when they are settled in the new establishment.

Using the template

- 6 We have tried to make the document as easy as possible to complete.
- 7 The 2 starred shaded fields are mandatory fields required for the ILR return, it is important that these are completed in a standard and consistent way so that the information can be extracted and manipulated in a meaningful way.
- 8 Fields 2–16 and 25–28 have specific field types and sizes to enable the data to be transferred to a database etc. if required. The rest are free text fields
- 9 There are optional drop down menus for fields 14,15 & 16 - the information in those drop down menus is also available on Sheet 2 of the spreadsheet and as an appendix to this support document for users completing the record as a paper version. There is also the opportunity to add free text for these fields if preferred.
- 10 The comments alongside the fields on the electronic version are listed below for users completing this as a paper copy:

Field 1 Learning Summary Record

This form is intended to be a summary of the most important information which should accompany the learner when/if they are transferred to another area of the offender learning system

Fields 2 Surname/Family Name

Field length = 20

Type = Alphabetic

Field 3 First/Given Names

Field length = 40

Type = Alphabetic

Field 4 Name of Current Establishment/NPS Area Office

This will include Probation/Community/Prison/Youth Offending Institution

Field length = 30

Type = Alphanumeric

Field 5 * Postcode of Current establishment /NPS Area office

This is a recognised field for the ILR

Field length = 8

Type = Alphanumeric

Field 6 Prison Number or Alternative Identifier

The prison number stays with the offender throughout their sentence and enables information to be identified if/when the learner is transferred.

Where this is not available alternative identifiers may be used but this may mean information is not transferable

Field length = 15

Type = Alphanumeric

Field 7 * Date of Birth

Recognised ILR Field

Field length = 8

Type = Alphabetic

Field 8 How long will you be at this establishment/Under supervision of the National Probation Service

Please complete if known as it will assist planning of learning goals

Field length = 12

Type = Alphanumeric

Field 9 Earliest Date Release (EDR)/ Date of expiry of community sentence

Please complete if known. Please complete date ddmmyyy. This is helpful to inform the learning plan

Field length = 8

Type = Date

Field 10 Transfer Date

Please complete if known to assist the learning provider in the new establishment. Please complete date ddmmyyy

Field length = 8

Type = Date

Field 11 Name of Current Learning Provider

Name will be helpful for future learning provider if/when learner is transferred

Field length = 30

Type = Alphanumeric

Field 12 Name of previous establishment/ NPS Area Office, if known

Name of the last known establishment may assist in retrieval of information if/when the learner moves

Field length = 30

Type = Alphanumeric

Field 13 Name of previous Learning Provider, if known

Name of last known learning provider may assist in retrieval of information if/when the learner moves

Field length = 30

Type = Alphanumeric

Field 14 Health or Disability needs

Users may choose from the drop down menu or from the lists on Sheet 2 of the spreadsheet or the lists in Annex 1 of this document. They will give the ILR data field description and number. There is also space for free text to be completed in addition or instead of the lists

Field 15 Additional Support requirements

Users may choose from the drop down menu or from the lists on Sheet 2 of the spreadsheet or the lists in Annex 1 of this document. They will give the ILR data field description and number. There is also space for free text to be completed in addition or instead of the lists

Field 16 Employment history

Users may choose from the drop down menu or from the lists on Sheet 2 of the spreadsheet or the lists in Annex 1 of this document. There is also space for free text to be completed in addition or instead of the lists. Known dates of recent employment would be helpful

Field 17 Learning experience likes and dislikes and preferred learning style

Opportunity for learner to express their likes/dislikes - use of e-learning etc. to assist assessment of learning needs

Field 18 Skills held or gained in previous employment or education

Practical skills - wordprocessing, car mechanics, hairdressing, brick laying etc. if known

Field 19/20 Details of Qualifications gained Level 1 or below

Please list any full qualifications known and which school or college attended together with dates and any evidence if available

Field 21/22 Details of Qualifications gained at Level 2 or above

Please list any full qualifications known and which school or college attended together with dates and any evidence if available

Field 23/24 Details of any part qualifications

Please list any qualifications started but not completed including those which the learner still wants to complete and which school or college attended together with dates and any evidence if available

Field 25 What initial assessment method was used

This will assist the learning provider if the learner moves

Field length = 30

Type = Alphanumeric

Field 26 Initial Assessment Date

Please enter date ddmmyyyy

Field length = 8

Type = date

Field 27 ESOL requirement

Please comment on assessments given and support requirements put in place

Field 28 Probation Initial Screening Date and score

Please input where known and relevant

Please enter date ddmmyyyy

Field length = 8

Type = date

Field 29 Initial Assessment results

The details of the initial assessment are the most important element to go with the learner when they move around the system to ensure that they do not have to repeat their initial assessment

Field 30 Long term goals/ambitions

The details of the initial assessment are the most important element to go with the learner when they move around the system

Field 31 Short term targets to achieve

These are the immediate learning or personal goals the learner wants to achieve during the current sentence – it may be updating their CV etc.

Field 32 Learning activity/courses

Please list the courses or learning outcomes being undertaken in the current establishment. These need to be agreed with the learner, approval given by the relevant prison/probation/community authority that the course is appropriate for the learner. Please include the achievement date if this is known

Field 33 Learner declaration

This is ensure that the learner understands and agrees that this information may be transferred within the offender learning system

Field 34 Contact details

An entry here would be helpful for referring back to this provider when/if the learner moves on, preferred contact – email or telephone.

Review

The template is included for use in reviews if required

**OLASS Learning Summary Record User Guide
Annex 1**

Drop down menu lists for Fields 14,15 & 16.

List 1 Disability	List 2 Additional Support Needs	List 3 Employment
01 visual impairment	01 moderate learning difficulty	01 employed
02 hearing impairment	02 severe learning difficulty	02 Not employed
03 disability affecting mobility	10 dyslexia	Self employed
04 other physical disability	11 dyscalculia	98 not known/not provided
05 other medical condition for example (epilepsy, asthma, diabetes)	19 other specific learning difficulty	
06 emotional behavioural difficulties	90 multiple learning difficulties	
07 mental health	97 other	
08 temporary disability after illness or accident	98 no learning difficulty	
09 profound complex disabilities	99 not known/not provided	
97 other		
98 no disability		
99 not know/not provided		