

How to use the LRS reports functionality

- When you are in the learner record
- Click on the “Reports” tab
- Deselect all qualifications by unticking the box (circled)

ULN: 1234567890
Sample Candidate

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Reports

Select the qualification(s) and/or unit(s) below for your report

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Award
date



Subject



- Select the qualifications that you need to display on the report

GOV.UK Learning Records Service Danielle Jamieson, FEDERATION FOR INDUSTRY SECTOR SKILLS & STANDARDS
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Welcome ULN:1234567890
Sample Candidate

Learner Management
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Reports

Select the qualification(s) and/or unit(s) below for your report

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<input type="checkbox"/>	Award date	Subject	Level	Grade
<input checked="" type="checkbox"/>	25 Aug 2016	AQA Level 1/Level 2 GCSE in English Language	Level1_2-None	B
<input type="checkbox"/>	25 Aug 2016	AQA Level 1/Level 2 GCSE in Spanish	Level1_2-None	B
<input type="checkbox"/>	25 Aug 2016	AQA Level 2 Certificate in Further Mathematics	Level 2	C
<input type="checkbox"/>	01 Jun 2016	Pearson Edexcel Level 1/2 GCSE In Biology	Level1_2-None	B
<input type="checkbox"/>	01 Jun 2016	Pearson Edexcel Level 1/2 GCSE In Chemistry	Level1_2-None	B
<input type="checkbox"/>	01 Jun 2016	Pearson Edexcel Level 1/2 GCSE In Physics	Level1_2-None	B
<input type="checkbox"/>	01 Jun 2016	Pearson Edexcel Level 1/Level 2 GCSE in Geography B	Level1_2-None	B
<input type="checkbox"/>	01 Jun 2016	Pearson Edexcel Level 1/Level 2 GCSE in Religious Studies	Level1_2-None	C
<input type="checkbox"/>	20 Aug 2015	AQA Level 1/Level 2 GCSE in English Literature	Level1_2-None	B
<input checked="" type="checkbox"/>	01 Jun 2015	Pearson Edexcel Level 1/Level 2 GCSE in Mathematics A	Level1_2-None	A

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[View my report](#)

- Click the “View my report” button.

- The PDF report will download – (check your downloads folder)

Personal Learning Record
Sample Candidate
10 March 2021
1234567890

Learning Events (0/3)

Provider	Awarding Body	Type	Aim Description	Start Date	End Date	Grade	Award Date
Nothing selected							

Achievements (2/20)

Provider	Awarding Body	Qualification Level	Title	Reference Number	Achieved Date	Achieved Grade	Total Credits	Language for Assessment
AQA	AQA Education	Level1_2-None	AQA Level 1/Level 2 GCSE in English Language	601/3160/3	25 Aug 2016	B	0	English
	Pearson Education Ltd	Level1_2-None	Pearson Edexcel Level 1/Level 2 GCSE in Mathematics A	500/7916/5	01 Jun 2015	A	0	English