



# LLE Student Information Service System Training

HEP Account Managers

The title "Attendance Worklist" is centered on the page in a large, bold, black, sans-serif font. To the left of the text is a vertical orange bar with a white grid pattern that tapers at the top and bottom. The background of the page features abstract geometric shapes in shades of green, blue, and orange, along with a white grid pattern that is partially obscured by these shapes.

# Attendance Worklist

# Attendance Worklist

Attendance means active and ongoing engagement with the activities and learning opportunities on or as part of a module or course. These include, but are not limited to, scheduled learning and teaching activities.

- SIS applies business rules to identify who needs confirming and displays them in the Attendance Worklist.
- Confirmations begin after the 14-day cooling-off period, then follow key payment points based on course length.
- You should confirm attendance as soon as possible, but only where there is clear evidence of ongoing engagement.
- If any details are incorrect, submit a CoC before confirming.
- Ensure the correct attendance code is selected, using guidance from the HEP Services website.
- Key message: attendance must be timely, accurate, and evidence-based, as it directly affects payments.



# Attendance Worklist

There are two ways to submit attendance confirmations in SIS

Attendance Worklist:

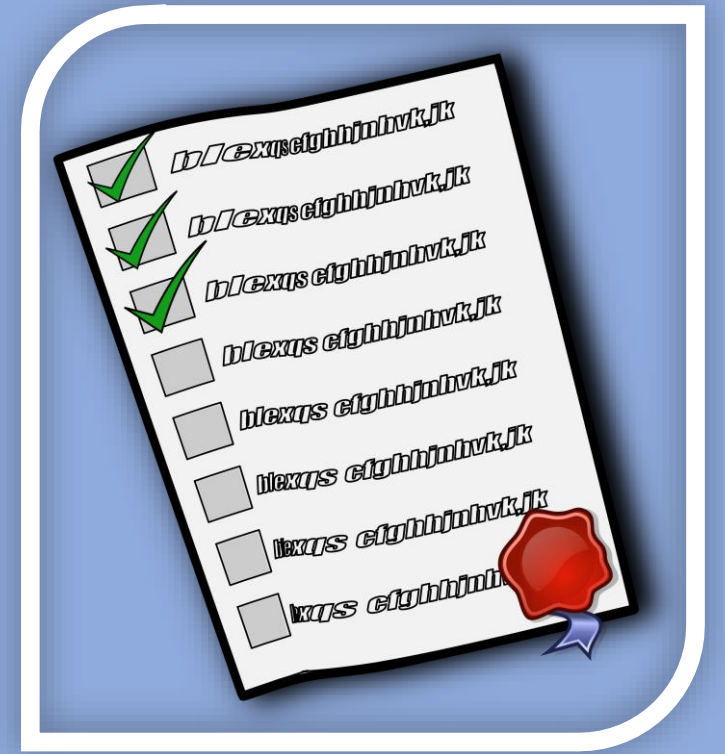
- Students appear automatically when they meet criteria
- Available for confirmation after cooling-off period (+ 14 days)
- Further appearances align with payment periods\*
- You can view, save, and submit attendance
- Import Attendance Confirmations:
- Export worklist data to your systems
- Update and import confirmations back into SIS
- Enables bulk processing

\*Subsequent attendances will appear on worklist 21 days prior to the next payment date.



# Attendance Worklist

- Confirm attendance after registration with awarding body
- Ensure 14 days attendance from course start date has passed
- Confirm only when students are attending and fee liable
- Submit confirmations as soon as possible after cooling-off periods
- Only confirm where there is active and ongoing engagement



# Attendance Worklist

Students' tuition fee loan payment will be split on the basis of module or course duration, see table below:

Course year duration in days*	Number of Instalments	Yearly TFL Instalment Split
<b>One 13-week quarter</b> (i.e. 136 days or less)	1	100%
<b>Two 13-week quarters</b> (i.e. 137 days to 227 days)	2	50% / 50%
<b>Three 13-week quarters</b> (i.e. 228 days to 318 days)	3	25% / 25% / 50%
<b>Four 13-week quarters</b> (i.e. 319 days or more)	4	25% / 25% / 25% 25%

This is paid to you when you confirm a positive attendance for periods 1, 2, 3 and 4, where applicable. We send these payments to you on a Wednesday and begin after a certain date has been reached in each term.

# Attendance Worklist

The table shows the first payment dates for each period. To receive payment on these dates, attendance must be submitted by close of business on the Thursday before. After that, any attendances confirmed by Thursday will be paid the following Wednesday.

Season (course year start)	Payment 1	Payment 2	Payment 3	Payment 4
<b>Autumn (1 August to 31 December)</b>	3 <sup>rd</sup> Wednesday in October	1 <sup>st</sup> Wednesday in February	1 <sup>st</sup> Wednesday in May	3 <sup>rd</sup> Wednesday in October
<b>Winter (1 January to 31 March)</b>	1 <sup>st</sup> Wednesday in February	1 <sup>st</sup> Wednesday in May	3 <sup>rd</sup> Wednesday in October	1 <sup>st</sup> Wednesday in February
<b>Spring (1 April to 30 June)</b>	1 <sup>st</sup> Wednesday in May	3 <sup>rd</sup> Wednesday in October	1 <sup>st</sup> Wednesday in February	1 <sup>st</sup> Wednesday in May
<b>Summer (1 July to 31 July)</b>	3 <sup>rd</sup> Wednesday in July	1 <sup>st</sup> Wednesday in February	1 <sup>st</sup> Wednesday in May	3 <sup>rd</sup> Wednesday in July

# Attendance Worklist

After clicking on the Attendance Worklist radio button, the following screen will be presented:

### Filters

Applications     Registration Worklist     Attendance Worklist     CoC Worklist

### Course

Course Name	<input type="text"/>	Study Mode	Select ▼
SLC Course Code	<input type="text"/>	Delivery Method	Select ▼
Campus	Select ▼	Qualification	Select ▼
Level of Funding	Undergraduate ▼	Course Fee Amount(£)	<input type="text"/>
Course Start Date (dd/mm/yyyy)	From <input type="text"/>	To <input type="text"/>	

### Application

CRN or SSN	<input type="text"/>	Date of Birth (dd/mm/yyyy)	<input type="text"/>
Surname	<input type="text"/>	Registration Status	Select ▼
Forename(s)	<input type="text"/>		
Liability Period	Select ▼	Number of Records to Display per Page	50 ▼

[Clear Search & Results](#)    [Display Results](#)    [Export Results](#)

# Attendance Worklist

## Detailed Attendance Results

Once you've entered your search criteria, select the **Display Results** button to search all student details in the system. The search will retrieve those that match your criteria.

The search results will appear in the bottom section of the page. They'll be ordered by surname.

Attendance Search Results											
CRN	Full Name†	Course Name	SLC Course Code	Course Year	TFL Amount (£)	STP Amount (£)	AC1	AC2	AC3	AC4	Create CoC
+ 47199873619	-KEV ASSESS REGISTRATION FIRSTNAME -KEV ASSESS REGISTRATION SURNAME	kev New veterinarySurgery COURSE	10000000444	1	1000.00	1250.00	X	A	Select ▼	Select ▼	Create

# Attendance Worklist

## Expanded Application Detail Section

	CRN	Full Name†	Course Name	SLC Course Code	Course Year	TFL Amount (£)	STP Amount (£)	AC1	AC2	AC3	AC4	Create CoC
+	47199873619	-KEV ASSESS REGISTRATION FIRSTNAME -KEV ASSESS REGISTRATION SURNAME	kev New veterinarySurgery COURSE	10000000444	1	1000.00	1250.00	X	A	Select ▼	Select ▼	Create

Selecting +/- (Expand/ Collapse) will allow viewing of the full application details in an expandable window/ screen underneath the selected Applications row.

This is known as the Expanded Application Detail Section. When expanded the student record will be displayed.

# Attendance Worklist

## Expanded Application Detail Section

<b>Academic Year:</b>	2025	<b>SSN:</b>	SFDU25229860G
<b>Contact Address:</b>	21 GLENOLDEN STREET MANCHESTER M11 4PT	<b>Date of Birth (dd/mm/yyyy):</b>	01/05/1991
<b>Campus:</b>	R NICOLA UNIVERSITY, MAIN CAMPUS	<b>Course/Module:</b>	Course
<b>Study Mode:</b>	PT	<b>Course Start Date(dd/mm/yyyy):</b>	01/09/2023
<b>Delivery Method:</b>	In Attendance	<b>Course End Date(dd/mm/yyyy):</b>	01/10/2023
<b>Qualification:</b>	Bachelor Degree	<b>Course Duration:</b>	4 Years 0 Months
<b>Level of Funding:</b>	Undergraduate	<b>Course Year:</b>	1
<b>Other Location:</b>		<b>Course Fee Amount (£):</b>	9250.00
<b>Tuition Fee Waiver Amount (£):</b>	1000.00	<b>Student to Pay Amount (£):</b>	1250.00
<b>Course Year Credits:</b>	360	<b>Tuition Fee Loan Amount (£):</b>	1000.00
<b>Taught Credits:</b>	320	<b>Taught Tuition Fee Loan Amount (£):</b>	8000.00
<b>Foundation Year Credits (£):</b>	30	<b>Foundation Year Tuition Fee Loan Amount (£):</b>	600.00
<b>Overseas Credits:</b>	30	<b>Overseas Tuition Fee Loan Amount (£):</b>	600.00
<b>Placement Credits:</b>	60	<b>Placement Tuition Fee Loan Amount (£):</b>	900.00
<b>Award Authority:</b>	England	<b>Domicile:</b>	England
<b>Cohort Year:</b>	2025	<b>Registration Status:</b>	Registration Confirmed
<b>Current Attendance Status:</b>		<b>Current Attendance Code:</b>	
<b>Application Status:</b>	Approved	<b>Last Updated Date:</b>	09/12/2025
<b>Bank Details Held:</b>	Y	<b>Valid NINO Held:</b>	N
<b>NHS Bursary Indicator:</b>	N	<b>Fee Waiver:</b>	Y
<b>Transferred Indicator:</b>		<b>Reassessed Indicator:</b>	
<b>Student Bursary Consent to Share:</b>	Y	<b>Sponsor Bursary Consent to Share:</b>	N

[History](#)

Clicking on the **history button** will display all of the transactions, Registration, Attendance and Change of Circumstances for the student you are viewing.

# History Breakdown

## Application History

### Application Summary

<b>Student Support Number</b>	SFDU09650359Z	<b>SLC Course Code</b>	5001507
<b>Customer Reference Number</b>	31555611043	<b>Course Name</b>	-kev LLE Course name----- -----01
<b>Student Name</b>	-KEV LLE FORENAME 0.24913156703563188D -KEV LLE SURNAME 0.1659247207965634		

### Registration History

Event	Registration Status	Updated by	Update Date and Time
New Application - Approved	ARC	LLE_APPLICATION_SERVICE	2026-03-31 09:42:21

### Attendance History

-kev LLE Course name-----01 SLC Course Code: 5001507 Course Year: 1

Event	Attendance Status	Updated by	Update Date and Time
New Application - Approved Bank Details Held:Y, TFL £ 1000.00, TFW £ 1000.00, STP £ 1250.00	AAC, AAC, AAC, AAC	LLE_APPLICATION_SERVICE	2026-03-31 09:42:21

### CoC History

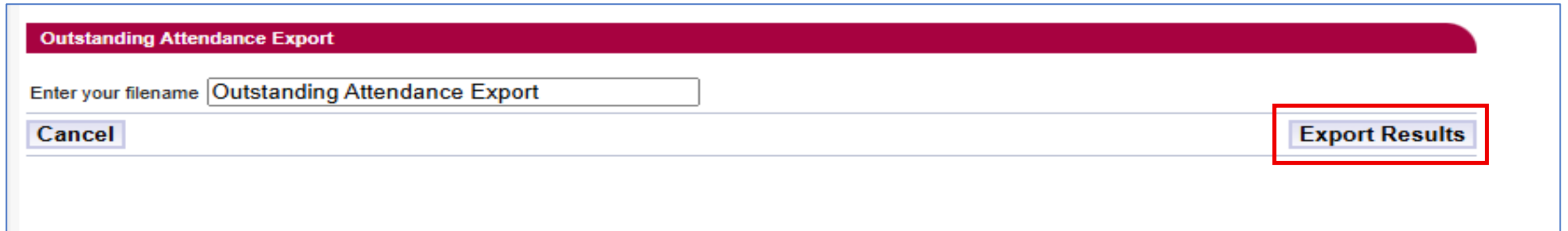
CoC Type	Current Status	Status Date and Time	Reason for Manual Assessment	CoC Created By	CoC Created Date and Time
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[Close History](#)

# Attendance Worklist

## Export Results

SIS users can export the results of a search. You can do this directly from the filter without viewing the results first, or after viewing the results on screen.



Outstanding Attendance Export

Enter your filename Outstanding Attendance Export

Cancel Export Results

Select the filename for the export and the location where you want to save it.

# Attendance Worklist

- Negative attendance codes (excluding D 'never attended') require a follow-up CoC
  - Service Standard timeliness and accuracy requirements remain
- CoC is automatically created on the worklist but must be submitted separately
- A code required to on the back of CoCs to indicate the assessment change is accepted. TF claw-backs are then triggered automatically\*
- D codes can be submitted 4-6 weeks from course start date
- Submit D codes earlier if the student will not return to higher education

**\*the A code is only triggered where the CoC results in the provider being due fees, all other times system will auto confirm.**

# Attendance (Modules)

## **Each module = separate application**

All actions (registration, attendance, withdrawal, suspension, etc.)

Application = module, therefore any change applies to the whole application.

## **Dropping or not taking a module**

An N code or D code will only cancel that specific module application, not others.



# Attendance (Modules)

## Attendance requirements

- Attendance must be confirmed for each module individually.
- There is a **14-calendar day lock**, with confirmation available on **day 15** (for all students).
- Late applications (after 14 days from start) **do not require the 14-day wait**.

## Multiple modules

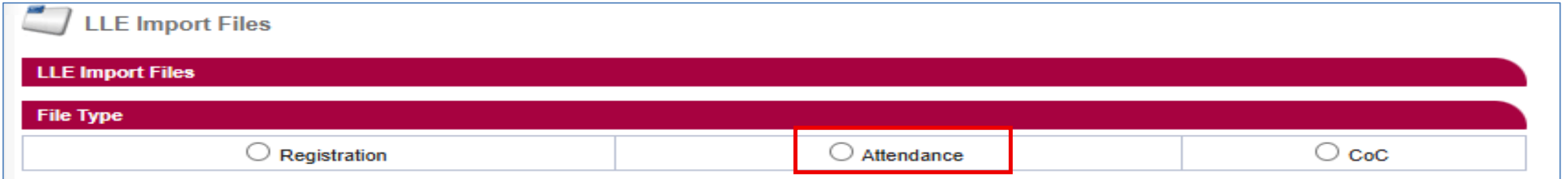
Each module has its own:

- Registration
- Attendance confirmation
- Fee assessment



# LLE Import Files - Attendance

Go to the **LLE Import Files** menu and select **LLE Import Files**. This will open the file type selection



The screenshot shows a web interface for 'LLE Import Files'. At the top, there is a folder icon and the text 'LLE Import Files'. Below this, there are two dark red horizontal bars. The first bar contains the text 'LLE Import Files'. The second bar contains the text 'File Type'. Below these bars, there is a white area with three radio button options: 'Registration', 'Attendance', and 'CoC'. The 'Attendance' option is highlighted with a red rectangular box.

There are 3 different import options available, to access one of the processes, select the radio button for:

- Registration
- Attendance
- CoC


If you are bulk uploading registration, attendance or change of circumstances, you must ensure the files meet the technical specifications for each process.

# LLE Import Files

## Attendance

After you've exported the attendance worklist report from SIS, you can update it with your attendance confirmations.

The file can then be imported back into SIS. This will confirm your students' attendance in bulk.

 LLE Import Files

**LLE Import Files**

**File Type**

<input type="radio"/> Registration	<input checked="" type="radio"/> Attendance	<input type="radio"/> CoC
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Academic Year :

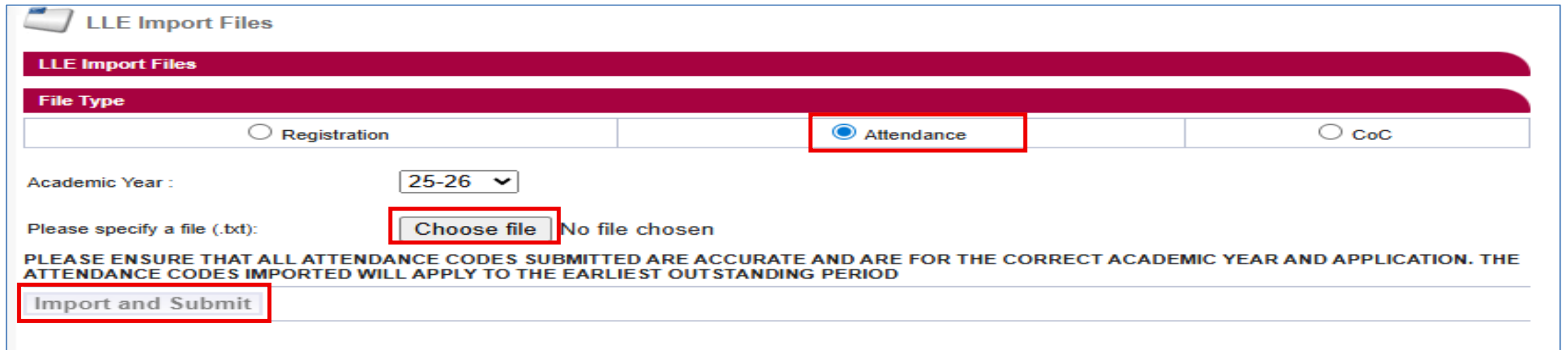
Please specify a file (.txt):  No file chosen

**PLEASE ENSURE THAT ALL ATTENDANCE CODES SUBMITTED ARE ACCURATE AND ARE FOR THE CORRECT ACADEMIC YEAR AND APPLICATION. THE ATTENDANCE CODES IMPORTED WILL APPLY TO THE EARLIEST OUTSTANDING PERIOD**

# LLE Import Files

## Attendance

1. Select the **Attendance** radio button and the relevant academic year.
2. Select the Choose file button and browse for the file you want to upload and select it.
3. Once you've selected the file, select the Import and Submit button to import the file into SIS. The system will carry out validation on the file and if any records fail, you'll get an error message.



**LLE Import Files**

**LLE Import Files**

**File Type**

Registration  **Attendance**  CoC

Academic Year : 25-26 ▼

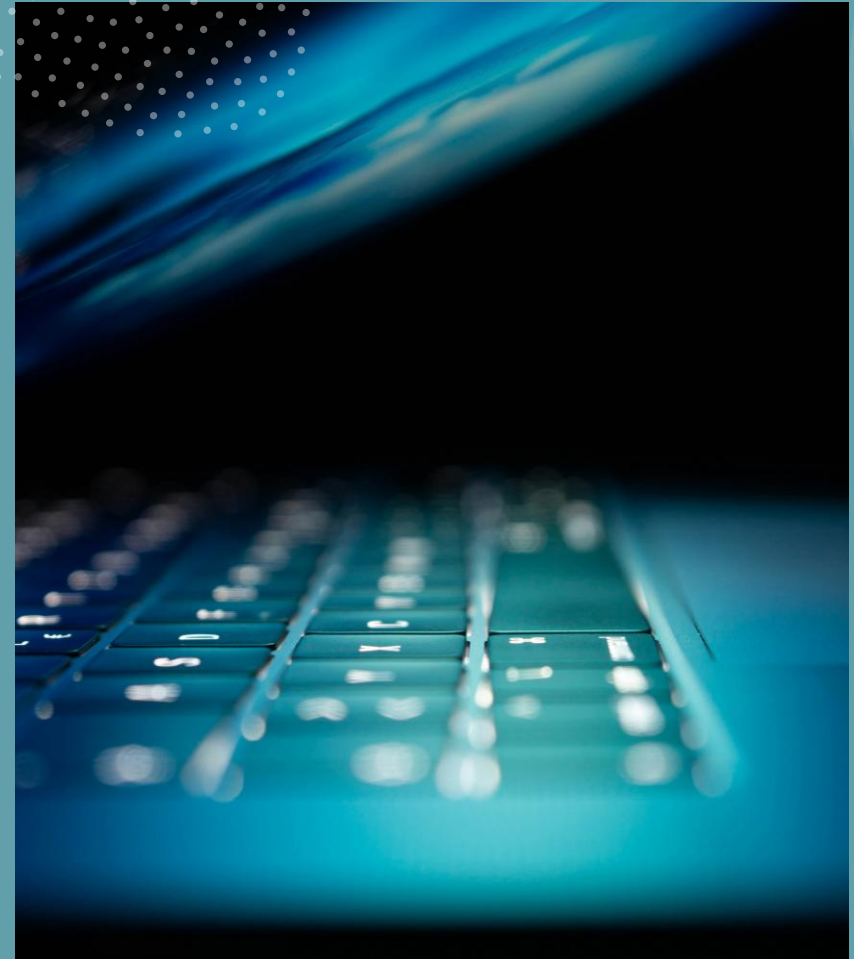
Please specify a file (.txt): **Choose file** No file chosen

**PLEASE ENSURE THAT ALL ATTENDANCE CODES SUBMITTED ARE ACCURATE AND ARE FOR THE CORRECT ACADEMIC YEAR AND APPLICATION. THE ATTENDANCE CODES IMPORTED WILL APPLY TO THE EARLIEST OUTSTANDING PERIOD**

**Import and Submit**

# Demo

We will now play a recording demonstrating the Attendance Worklist....





You are administering UNLE UNIVERSITY OF LEEDS

**SIS Home**

Student Information Home

Registration Home

Attendance Home

Combined Home

CoC Home

Financial Reports

**LLE Applications**

LLE File Reports

LLE Provider Transfers

LLE Manual Registrations

LLE CoCs

LLE Financial Reports

HE Gateway Home



## Student Information Service Home

Welcome to the Student Information Service

Partners Support Desk: 0300 100 0642 or HEP\_Services@slc.co.uk

The Partners Support Desk acts as the primary point of contact for Higher Education Providers with the Student Loans Company therefore they can be contacted for support with all aspects of HEP Services, including reporting any problems you may be experiencing with the Portal. If you are having difficulties with the system, please raise this by calling the number above to ensure it can be reviewed as quickly as possible. In circumstances where the Partners Support Desk are unable to resolve the problem for you, it will be raised with our ICT colleagues for investigation and you will be provided with a reference number once it is available, to keep track of the issue.

[Home](#) | [SIS Home](#)

[Back to Top](#) ↑



# Guidance

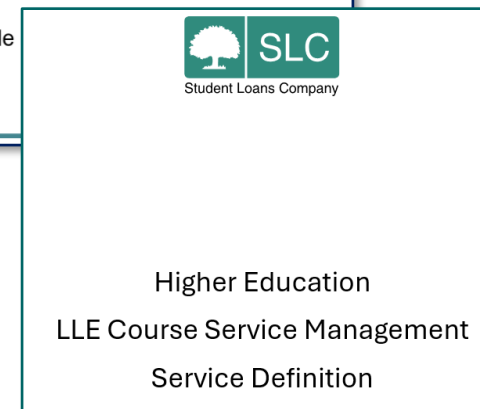
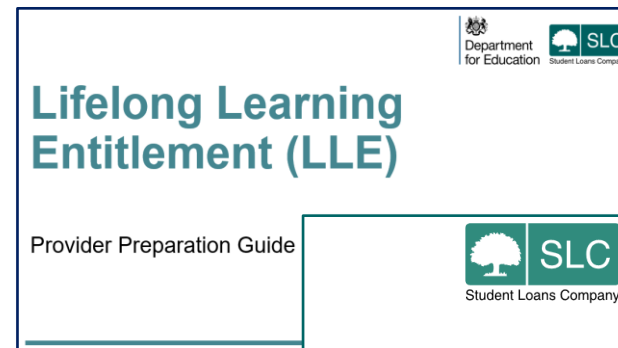
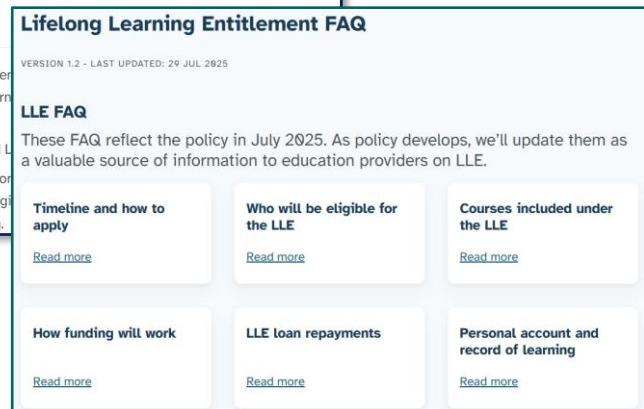
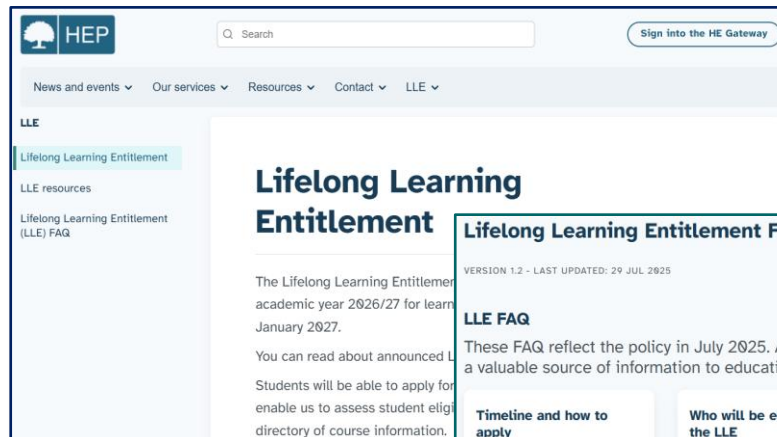


# LLE Practitioner Information and Resources

Dedicated pages have been added to our HEP Services website and will host the latest LLE policy information, delivery updates and resources:

- Current content features an LLE overview, a Provider Preparation Guide, the LLE Course Management & Registration, Attendance and CoC Service Definitions and a frequently asked questions (FAQ) section

[www.heinfo.slc.co.uk/lle/lifelong-learning-entitlement](http://www.heinfo.slc.co.uk/lle/lifelong-learning-entitlement)



# LLE Practitioner Information and Resources



- We're pleased to confirm that the video and presentation from our **LLE Funding Information Services Webinar** are now available on the SLC Events website:  
👉 <https://events-slc.co.uk>
- In addition, **all slide packs from our recent events** have now been uploaded. This includes materials from:
- Our seminar series
- Recent CMS training sessions

**Lifelong Learning Entitlement (LLE) FIS Webinar**  
September 2025

LLE FIS Webinar 2025 Presentation  
[PDF download](#)

LLE FIS Webinar 2025 Transcript  
[PDF download](#)

The Lifelong Learning Entitlement  
Funding, Eligibility and Entitlement Webinar  
September 2025

1:30:14

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