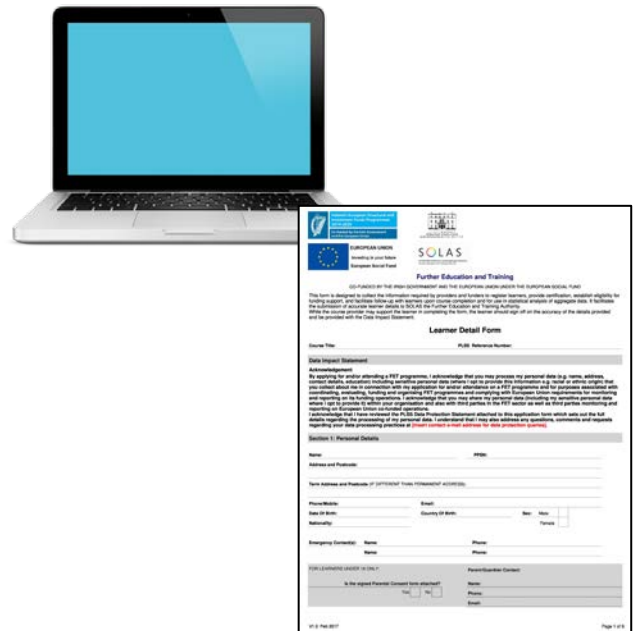


SOLAS

An tSeirbhís Oideachais Leanúnaigh agus Scileanna
Further Education and Training Authority

Information on the PLSS Database and the Learner Detail Form



This is an Easy to Read guide.

**This guide was made by ACE
Communication with the help of
experts by experience.**



Section 1

The PLSS Database



SOLAS and FET Colleges and Centres use a computer system called PLSS to manage information about learners and courses.



FET stands for further education and training.



The PLSS Database helps FET Colleges, Centres and SOLAS collect information about learners.



The PLSS Database gathers the information FET Colleges and Centres need to sign you up to courses.



The PLSS Database collects information on what happens to you at the end of your FET course.

For example, this could be getting a certificate, a job or moving onto another course.



Your information on the PLSS Database may be used to contact you for feedback on your course.



It will also be used by SOLAS to do research on the outcomes of courses.

Section 2

What is the Learner Detail Form



The image shows a document titled 'Learner Detail Form' from SOLAS (Further Education and Training). It includes logos for the European Union and SOLAS. The form contains sections for 'Personal Details', 'Address and Postcode', 'Phone/Mobile', 'Email', 'Emergency Contact', and 'Parent/Carer Contact'. There are checkboxes for 'Is the parent/Carer Contact form attached?' and 'Do you consent to the use of your data for research purposes?'. The document is dated 01/12/2017 and is page 1 of 1.

To get the information you are asked to fill out a Learner Detail Form.



You are asked to fill out the Learner Detail Form if you want to do a further education and training course.



The information on the Learner Detail Form is put into the PLSS Database.



The Learner Detail Form asks for a lot of information.
It might take you some time to fill in the form.



You may ask someone to help you fill out the Learner Detail Form.



You should check that all the information on the form is correct .
If you are happy that the information is correct, then you need to sign Page 6 of the Learner Detail Form.

Section 3

The Data Protection Statement



The information collected in the PLSS will be kept safely and in line with the law.

Programme and Learner Support System Data Protection Statement

In connection with your application for, and subsequent programme of study on, further education and training (FET) programme funded through SOLAS, it will be necessary to process personal data (which may be held on paper, electronically, or otherwise) about you and third parties such as your next of kin. It is important that all personal data is treated in an appropriate and lawful manner, in accordance with applicable data protection laws. The purpose of this notice is to make you aware of how such personal data will be handled in this context. You agree to make third parties whose personal data or information you disclose aware of the terms of this Data Protection Statement.

What is PLSS?
The Programme Learner Support System (PLSS) is a joint project between SOLAS (the National Further Education and Training Authority) and Education and Training Boards Ireland (ETB).
PLSS is a suite of software applications that are designed to provide an integrated approach to the collection and processing of personal data of users of PLSS and FET programmes funded through SOLAS, and the outputs, outcomes and performance of such programmes. FET programme providers include those entities listed in Appendix 1.

Who collects your data?
When you apply to attend a FET programme funded through SOLAS, personal data and information that you provide will be held by one or more of the following entities (each a 'data controller' further details of which are available in Appendix 2):
SOLAS - Your FET programme provider such as your Education Training Board (ETB) - ETB - Higher Education Authority - Department of Education and Skills - Quality and Qualifications Ireland - Department of Social Protection - Revenue Commissioners

Each data controller is committed to ensuring that the personal data of its learners are handled in accordance with the principles set out in the Data Protection Act 1988 and 2003 (the "DPA"). If you have any queries about how your data are processed please contact [Insert details](#).

The Data Protection Statement sets out your rights on how personal data will be used, stored and collected.



Personal data is information about you like your name, address, telephone number and school history.



Your information will only be shared with people who need to know it.



You should check that you understand the information in the Data Protection Statement.

You may ask someone to explain it to you.

The Data Protection Statement Your Rights



The Data Protection Statement says that:



You have the right to know what information is being collected.
You have the right to know why the information is being collected.



You have the right to ask for a copy of the information.



You have the right to ask questions about how your information is being collected.



You have the right to know how long the data will be held.



You have the right to correct data that is wrong.

Section 4

What information is collected?

Information is collected on:



Your personal details – name, address, date of birth, phone number, email



Your gender – if you are a man or woman



Your nationality – the country you are from



Your PPS Number



Emergency contact details, for example someone from your family



Personal information – for example about your cultural background, information about any disability you may have, your family situation

What information is collected?

Information is collected on:



Your education – any education and training courses you may have done



Your employment – if you have a job



Any social welfare payments you get, for example disability allowance



The course and award you are doing



Any extra supports you might need to do a course.

Section 5

Why is the information needed?



To contact you about your application, and keep in touch with you



To manage your application and check that you are suitable for a course



To keep your learner record



To help courses run well



To give you advice and support

Why is the information needed?



To find out if the course led to changes for you around further education or employment



To look at what happened at the end of the course



To get money from the EU.