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[Department
for Education](#)

Guidance

Lifelong learning entitlement (LLE) modules: standardised transcripts

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Applies to England

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Introduction

The lifelong learning entitlement (LLE) will transform the post-18 student finance system to create a single funding system. From September 2026, learners will be able to apply for LLE funding for the first time for courses and modules starting from

January 2027.

Transcripts are a common feature used across higher education. These will be more important when students complete modules and then “stack” or combine these to receive a qualification.

Legislation to support making the availability of a standardised transcript a requirement for funding designation will be laid before Parliament in summer 2026.

We want standardised transcripts to strengthen modular learning by improving the transparency and portability of an individual’s academic achievements. Our intention is that learners taking LLE-funded modules will be assessed and be able to access a standardised transcript upon completion of a module.

We are introducing standardised transcripts for modules to:

- provide a clear, consistent record of learner achievement
- support credit transfer across providers
- help learners track their progress towards qualifications over time

Learners eligible to receive a standardised transcript

Any learner who has completed an LLE-funded module must be able to access a standardised transcript at the end of their study.

Learners will be able to apply for LLE funding for modules from September 2026. For further information, refer to [Lifelong learning entitlement: what it is and how it will work](#).

Required content of the standardised transcript

Providers with approval to deliver LLE-funded modular courses must make a standardised transcript available on completion of each module.

All standardised transcripts must include:

- learner information: full name, unique learner number (ULN)^{[[footnote 1](#)]}, date of birth
- provider information: institution name, UK provider reference number (UKPRN), contact details
- parent course information: course title, and whether this is a higher technical qualification (HTQ) or full degree programme
- module information: module title, credit values of courses completed, level
- assessment outcome: mark or outcome
- date of completion
- date the transcript was issued

Providers may decide the format in which transcripts are issued. We recognise that a variety of formats are currently used by providers, with some institutions issuing physical documents and others adopting digital formats. We encourage providers to consider digital formats where possible.

Transcripts must remain accurate, durable and easily retrievable by learners. Providers may use secure third-party platforms for issuing transcripts, provided they include required content outlined in this guidance.

Where LLE-funded modules consist of a number of smaller units – for example, to ensure the module overall meets the 30-credit minimum – the provider is only expected to make one transcript available for each module.

Transcripts should focus on academic achievement and credit-bearing modules. Non-academic activities are not required, but providers may choose to include this information at their discretion if they believe it adds value for learners or employers. Optional fields should not compromise clarity or consistency of the core transcript.

We have created an [example template](#) for illustrative purposes only. Providers are not required to follow any specific format for their transcripts but may wish to refer to this.

Learning outcomes in standardised transcripts

Some providers include 'learning outcomes' in their transcripts. These give an overview of what a learner is expected to know, understand or be able to do at the end of a course.

The statement of learning outcomes can help clarify what a module, qualification or course requires of a learner. This has potential benefits for learner mobility and employer understanding. We recognise that this is not a universal practice.

We do not require providers to include learning outcomes as part of a standardised transcript.

We encourage providers to consider including learning outcomes in their transcripts where this can be accommodated by their systems. We will continue work with sector bodies to explore opportunities for the inclusion of learning outcomes on module transcripts.

Providers should ensure students can reliably access information about modules through other sources – for example, through module specifications, summary sheets or online records.

When standardised transcripts are issued

A standardised transcript should be made available to a learner after they have completed their module and their assessment outcome has been confirmed, within a reasonable time that allows for them to access other modules, course or qualifications. We advise that this be no more than one month after the confirmation of the assessment outcome.

Retention of documents

Providers should take into account relevant information from the Office for Students (OfS) and Information Commissioner's Office (ICO), as well as other data protection guidance, when determining how long to retain standardised transcript records. Most will have an existing records retention policy.

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1. Where applicable. We recognise that not all students will have a ULN. Some

providers do not collect this at registration, for example where admissions are not managed through UCAS. Mature learners may also not have a ULN. [↩](#)

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