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for further education

Individualised Learner Record 2008/09

Learner Responsive Provider Support Manual

Version 1 – July 2008

Contents

Section 1: Introduction.....	4
Key Changes for 2008/09	5
ESF Co-financing New Plan 2007-13 Changes	6
Entry to Employment (E2E)	6
Changes to recording of National Vocational Qualifications	7
Higher Education Data Set changes.....	8
Section 2: Other related documents and information	8
Additional support	9
Section 3: The Learning and Skills Council	9
The requirement for data	9
Confidentiality and release guidelines for data	10
Section 4: 2007/08 Teaching Year	10
Section 5: Overview of data requirements for 2008/09	11
2008/09 Teaching Year.....	11
Completing ILRF05.....	12
Collection Timetable for 2008/09	14
Section 6: Coverage of the ILR	16
Provider coverage.....	16
Learner coverage – all providers	16
Section 7: Learning aim coverage.....	17
Learning Aim Database	17
Franchising and other partnerships	18
Section 8: ILR reconciliation for full ILR returns	18
Section 9: Returning data.....	19
Validation	19
The Learner Information Suite	19
Using the online data capture (OLDC) process	19
Completing other elements of an ILR return	20
Retransmitting data.....	20
Appendix A: Guidance on How to Record and Return Entry to Employment (E2E)	
Data in the ILR for 2008/09.....	21
Introduction	21
E2E Data Returns 2007/08.....	21
E2E Learners.....	21

Recording E2E in the ILR for 2008/09	22
Table 1 – Fields Required for E2E Learner Data Set.....	24
Table 2 – Fields Required for E2E Programme Aim	26
Table 3 – Fields Required for E2E Aims	28

Section 1: Introduction

1. Individualised Learner Record (ILR) returns are requested for 2008/2009 from providers in receipt of learner responsive funding directly from the LSC for 2008/09. This manual contains advice and guidance relevant to these providers for the 2008/09 teaching year. It applies to the following learner responsive ILR returns, with the reference dates in brackets:
 - ILRF01 (01 November 2008);
 - ILRF02 (01 February 2009);
 - ILRF03 (01 May 2009);
 - ILRF04 (31 July 2009);
 - ILRF05 (from 01 November 2009); and
 - ILRX01 to ILRX99 (throughout 2008/09)
2. This manual does not apply to the following cycle of returns:
 - Adult Safeguarded Learning (ACL) C01 – C05
 - University for Industry (Ufi) U01 – U03
 - Employer Responsive (ER) W01 – W13; or
 - ESF Short Record (ESF SR) S01 – S13

The provider support manuals relevant to the above cycle of returns are available on *the information authority* website at:

http://www.theia.org.uk/ilr/ilrdocuments/2008_09+Guidance.htm

3. The “Specification of the ILR for 2008/09” is the reference document for the ILR and was published on 25 January 2008. It specifies the format and content of the ILR. It details what each ILR file must contain. It details the format and valid values for each individual field. It covers ILR returns for all providers. It is available to download from *the information authority* website at: www.theia.org.uk/ilr/ilrdocuments/ilrdetail.htm
4. For providers returning a learner responsive ILR, the appendices to the ILR specification document detail:

Appendix A	Collection timetable for LR
Appendix C	Valid postcode format
Appendix D	Country of domicile codes
Appendix E	LSC numbers
Appendix F	Data protection statement
Appendix G	Prior Attainment Levels
Appendix H	Learning Aim Class Codes
Appendix I	Forms and Forms Guidance
Appendix K	Definition of Terms
Appendix L	Summary of SOC 2000 Codes
Appendix N	Special Projects and Pilots Codes
Appendix O	National learning aim monitoring codes.

Key Changes for 2008/09

General changes

5. For 2008/09, all **five** learner responsive (LR) ILR collections are mandatory and require a full return.
6. From 2008/09 data about learners participating in Entry to Employment (E2E) will need to be returned in a LR ILR return in line with the LR cycle of returns.
7. There is no requirement to return an ILRRECEXP report with the first return (F01) of 2008/09. See paragraph 89 for more details.
8. The way in which certain types of programmes are recorded in the ILR has been changed. This applies to apprenticeship programmes, 14-19 diplomas, progression pathways delivered as part of the Foundation Learning Tier and Entry to Employment provision. See Paragraphs 25-35 of the ILR Specification for 2008/09 and detailed programme aim guidance on the information authority website.
9. Many field names and/or field lengths have changed. For further information on all the changes for 2008/09, refer to the ILR Specification for 2008/09.
10. Updated hyperlinks throughout this document.

Field changes

11. The following fields have been added to the LR ILR collection:
 - Discretionary learner support type field, field L49
 - LSC number of funding LSC field, field L25
 - Programme type field, field A15
 - Framework code field, field A26
 - Reason learning ended field, field A50
 - Proportion of funding remaining field, field A51a
 - ASL provision type field, field A58
 - Planned credit field, field A59
 - Credit achieved field, field A60.
12. The Country of domicile field, field L24, must contain a two letter code as specified in Appendix D and is now aligned with the MIAP Common Data Definitions (CDD). Any continuing learners will need to be recoded. Refer to Appendix D for code mappings from the previous numeric codes.
13. The Unique Learner Number fields, fields L45 and A55, are mandatory in 2008/09 for all learner responsive learners.
14. The field length of the Franchise and partnership delivery provider number field, field A22, has been amended to allow the UKPRN number to be recorded instead of a provider's own franchise partnership numbers. The UKPRN should be used wherever possible and franchised partners are encouraged to obtain a UKPRN number. If the UKPRN is recorded in field A22 the provider does not need to include them in its register of Franchise and Other partners

ESF Co-financing New Plan 2007-13 Changes

15. The information authority secretariat and LSC policy colleagues lobbied the commissioning Departments to reduce the data requested solely for ESF. For projects that are part of the 2007 to 2013 ESF programme eight fewer fields are requested in the ESF data set. These fields should be populated with default values as detailed in the ILR specification for 2008/09. The fields that this relates to are:
- Industrial sector of learner's employer field, field E11
 - Learner's employment status field, field E13
 - Type and size of learner's employer field, field E15
 - Addressing gender stereotyping field, field E16
 - Delivery mode field, field E18
 - Support measures to be accessed by the learner field, field E19
 - Learner background field, field E20
 - Support measures for learners with disabilities field, field E21
16. Only directly co-financed learning aims under the new ESF programme (where the funding stream field, A10=70 and the Project Dossier field, E22 contains the new format of dossier number) will be valid in a learner responsive ILR return for 2008/09. Any learning aims relating to the old ESF programme should have been completed prior to 31 July 2008 and should be closed by the final F05 return.
17. FE funded provision that was used for ESF matching in 2007/08, where the learning aim record had an associated ESF dataset, will continue to be available for potential match funding under the new programme. These learning aims should continue to be submitted with an ESF dataset, although the field values for the E fields listed above will need to be amended to pass ILR validation for 2008/09. Any ESF datasets which contain an old style dossier number in field E22 relating to the previous ESF programme will need to remove this for field E22 prior to submission in 2008/09.
18. Only new format Project Dossier numbers will be valid in 2008/09.
19. All data recorded in the fields in the ESF dataset for learning aims returned in 2008/09 must be coded as indicated to the ILR specification for 2008/09. For the majority of fields, only the default value indicated in the ILR specification will be valid and any data for continuing learners must be amended to the new default values.

Entry to Employment (E2E)

20. From 2008/09 onwards, the LSC will be funding E2E provision from the 16-18 learner responsive budget and funding stream.
21. All data about E2E learners must from 1 August 2008 be recorded on the learner responsive ILR return.
22. Data for E2E learners will be submitted five times per year (F01-F05) as indicated in the learner responsive ILR collection timetable.

23. Providers who do not receive grant funding should note the additional information about the F01 return at paragraphs 58-61.
24. Learner responsive ILR returns can only be submitted via a batch file through the On Line Data Collections web portal. The Provider Online system previously used by some E2E providers is only available for employer responsive and ESF Short Record ILR returns and therefore cannot be used to input ILR data about E2E learners from 2008/09 onwards.
25. All fields indicated as required fields in the learner responsive ILR return must be collected and returned for all E2E learners. Appendix A to this manual indicates how these fields should be completed for E2E learners.
26. A learner responsive version of the ILR form will be made available on *the information authority* website for providers who have previously used the WBL ILR form to record learner's details and who wish to continue to use this ILR form.
27. E2E provision is recorded in field A15, Programme Type. In addition to recording the learning aims that are part of the programme, an additional programme aim must also be returned for 2008/09. Full details about the programme aim requirements can be found at:
<http://www.theia.org.uk/ilr/ilrdocuments/ilrdetail.htm>
28. The first F01 return for 2008/09 should contain all continuing learners from 2007/08. The learner's start and planned end dates should not be changed. The final WBL return for 2007/08 should contain all E2E learners from 2007/08 and indicate that these learners are still continuing in learning. The learning aims should not be closed or coded as withdrawals or transfers.
29. Completion and outcome data about learners who completed their learning aims prior to 1 August 2008, should be recorded in the final WBL returns of 2007/08. These learners would not be recorded in the F01 for 2008/09.
30. In summary, the learner record for an E2E learner must contain:
 - A programme aim (A09=ZPROG001, A10=21)
 - A main funded learning aim (A09=XE2E0001, A10=21)
 - All subsidiary learning aims (A09=learning aim reference from the LAD, A10=21)

Changes to recording of National Vocational Qualifications

31. NVQs for Adults (learners aged 19+) delivered in the workplace in 2008/09 will be funded from the employer responsive funding stream and data about these learners must be returned on a monthly basis in the Employer responsive ILR collection. For further details about the employer responsive ILR return and the collection timetable dates see
<http://www.theia.org.uk/ilr/ilrdocuments/ilrdetail.htm>
32. These workbased NVQs will be funded at one of the Train to Gain delivery rates going forward into 2008/09 and this should be recorded using code 22 and 23 in field A18, Main delivery method.

33. Any continuing learners who were FE funded in 2007/08 but who will become ER funded in 2008/09 must code each of their learning aims with code 101 in field A46, to ensure that the remainder of funding due is correctly calculated.
34. Any adults undertaking an NVQ (either part or full time) that is delivered solely at the provider's premises will be funded from the adult learner responsive budget and funding stream and data about these learners will remain in the learner responsive ILR returns. These learners should record code 14 in field A18, Main delivery method
35. 16-18 year olds undertaking NVQs will be funded from the 16-18 learner responsive funding stream and returned in the learner responsive ILR return. Codes 14-16 should be used as appropriate in field A18, Main delivery method for these learners.

Higher Education Data Set changes

36. For any learners studying a learning aim that is classed as level 4 or above on the Learning Aim Database, a full HE data set is required, as in previous years.
37. Nine fields have been removed from the HE data set from 2008/09. In all cases, these fields should be populated with either space or zero filling. Refer to each field in the ILR Specification for further details.
38. Five fields have been added into the HE data set. These are:
 - UCAS tariff points field, field H39
 - UCAS personal identifier field, field H40
 - UCAS application code field, field H41
 - Special fee indicator field, field H42
 - Learner FTE completed field, field H43

Section 2: Other related documents and information

39. Your primary reference for ILR information should be this document and the ILR specification document.

The ILR documents section of *the information authority* website also contains information that could help you. Here you will find links to many other ILR documents and information relating to ILR returns for 2008/09.

<http://www.theia.org.uk/ilr/ilrdocuments/>

40. The following documents and links all contain information relevant to learner responsive funded providers:

“LSC Funding Guidance” available at:

<http://www.lsc.gov.uk/providers/funding-policy/strategic-overview/>

“Updates” (web page) available at: www.lsc.gov.uk/providers/data/updates

This page provides items or news of interest to providers who make ILR returns including details of updates to the Data section of the LSC's website. There is also an e-mail alert service that will automatically notify you of any changes

made to the site, which is available at:
www.lsc.gov.uk/providers/data/help/datawebalerts.htm.

The information authority will also use this email alert service to notify providers of any new ILR documentation published on the information authority website.

“Learner Information Suite” (web page) available at:
www.lsc.gov.uk/providers/Data/Software/LIS

This page provides links to download the various versions of the Learner Information Suite (LIS) software.

“Learning Aim Database” (web page) available at:
www.lsc.gov.uk/provers/Data.Software/LAD

“Provider Extranet” (web site) available at: <http://providers.lsc.gov.uk>
The ‘Training and Support’ section within the On-line Data Collection (OLDC) system pages contain information about the system that is used to return ILR data to the Data Service.

“Disadvantage uplift factors” available at:
www.lsc.gov.uk/providers/Data/Software/Disadvantageduplift

Additional support

41. If you need any further information, please contact your Partnership Advisor in your local LSC. You can find contact details for your local LSC using the ‘Regions’ section of the LSC web site: www.lsc.gov.uk/regions

Section 3: The Learning and Skills Council

42. The LSC was established in July 2000 by the Learning and Skills Act 2000. It has a duty to secure, in relation to England only, the provision of proper facilities for education (other than higher education), training and organised leisure time occupation connected with such education and training, suitable to the requirements of persons who are above compulsory school age but have not attained 19. In addition it has a duty to secure the provision of reasonable facilities of education (other than higher education) training and organised leisure time occupation connected with such education and training, suitable to the requirement so persons who have attained the age of 19. In securing reasonable facilities for those over 19 it can take into account available resources.
43. The LSC has the power to secure the provision of financial resources in respect of post-16 education and training including by providing resources itself.

The requirement for data

44. The data collected in the ILR are used to ensure that public money is being spent in line with government targets for quality and value-for-money, for future planning, and to make the case for the sector in seeking further funding. Specifically, the data are used:

- by LSC to monitor individual provider's delivery against provision plan or contract;
 - by LSC to inform local decisions about plans and provision;
 - by DIUS and LSC to monitor progress to targets;
 - by LSC to inform national planning, including policy development and modelling;
 - by LSC to calculate actual funding earned;
 - by Ofsted and LSC to monitor quality of provision and evaluate the effectiveness of providers across the learning and skills sector;
 - by DIUS, DCSF and LSC to make the case to government for levels of funding appropriate to the sector;
 - by LSC to demonstrate the outcomes of its distribution of funds.
45. The LSC will be analysing the education and training programmes being offered in each local Learning and Skills Council (local LSC) area in relation to:
- Demographic trends;
 - Participation rates;
 - Local labour market requirements; and
 - Strategic planning targets
46. These analyses will enable local LSC's to:
- Influence curriculum and capital investment within providers for the benefit of the local economy; and
 - engage with providers in medium and long term strategic planning.

Confidentiality and release guidelines for data

47. The LSC's data protection statement, which must be included on enrolment forms, can be found in appendix F of the ILR Specification for 2008/09. The LSC has developed data sharing protocols that are published on the LSC website.

Section 4: 2007/08 Teaching Year

48. All providers were requested to return ILR data to the LSC via the web portal in respect of 2007/08. The five data collection reference dates were:
- ILRF01 (01 November 2007; 2007/08);
 - ILRF02 (01 February 2008; 2007/08);
 - ILRF03 (01 May 2008; 2007/08);
 - ILRF04 (31 July 2008; 2007/08); and
 - ILRF05 (from 1 November 2008; 2007/08).
49. The reference date of the F05 return indicates that all exam results received by that reference date are included in the return. The initial F05 return has a reference date of 01 November 2008 or later. Providers should not send in an F05 return where exam results notified prior to 1 November 2008 are missing.

50. The reference dates for revised returns sent after 26 November 2008 are defined by the provider and can be any date between 1 November 2008 and 6 February 2009.
51. These returns are supported by the 'ILR 2007/08 – FE Provider Support Manual'. That manual continues to apply to 2007/08 data returns and is not superseded by this manual, which applies to 2008/09 data returns.

Section 5: Overview of data requirements for 2008/09

52. The Data Service requests providers in receipt of learner responsive funding to make **five** LR ILR returns for each teaching year: ILRF01, ILRF03, ILRF04 and ILRF05. **All of these are full data returns.** Additionally, providers can use the ILRX01 to ILRX99 collections to make more frequent returns of data.
53. Each of the F01 to F05 ILR returns will comprise of files and online forms. To be able to process each ILR return promptly, the Data Service requests that returns be valid and complete. The data collection web portal will request all elements automatically at the point of transmission. The online forms are not required for the X01 to X99 collections.
54. Please note that a small number of other funded providers have franchising partners. They are requested to complete the franchise and other partner's online register at each return.
55. There are copies of all the online forms that are needed to make the F01 to F05 ILR returns at Appendix I of the ILR specification

2008/09 Teaching Year

56. The five FE ILR returns are outlined below and in table 1. This cycle is repeated for each teaching year with new records for all learners.
 - **ILRF01** - the first full data collection with a reference date of 01 November
 - **ILRF02** - this is a full ILR with a reference date of 1 February and should include any changes from F01 in respect of new enrolments, withdrawals and learning aims completed. It should also include learning aim outcomes and grades where they are known.
 - **ILRF03** - this is a full ILR with a reference date of 1 May and should include any changes from F02 in respect of new enrolments, withdrawals and learning aims completed. It should also include learning aim outcomes and grades where they are known.
 - **ILRF04** - this is a full ILR with a reference date of 31 July and should include any changes from F03 in respect of new enrolments, withdrawals and learning aims completed. It should also include learning aim outcomes where they are known.
Providers are encouraged to record the outcomes of any HEFCE funded aims in the F04 return.
 - **ILRF05** - the final collection with a reference date of 1 November. This collects learning aim outcomes and grades in respect of learners who completed in the previous teaching year as known at the reference date.

57. In addition to the five ILRF01 to ILRF05 returns, providers may return ILR data more frequently by using the X01 to X99 returns. There are no published reference dates for these returns – the date that it refers to should be included as part of the footer record of the file.
58. In 'The 16-18, Adult Learner- and Employer- responsive Funding Models' document published in November 2007, the LSC announced that providers who do not receive grant funding, would be subject to review at three, six and nine months and that where the tolerance exceeds the agreed amount, there would be an adjustment to the profile and maximum contract value.
59. To ensure that the review at three months can be conducted promptly, and adjustments made by month five, the LSC is requesting that providers who do not receive grant funding should send a first learner responsive F01 return by 14 November 2008, rather than the FE return date of 1 December 2008.
60. This will benefit providers because it will reduce the time delay before the first reconciliation and reduce the need for retrospective claw back in subsequent months. It will also assist with the management of cash flow, make reconciliations less complex and ensure providers are aware of their true income promptly.
61. Those providers who do supply the data by 14 November will receive notification of any adjustments and payments by 20 December 2008. Following this return all other returns are requested to the timetable at Table 1.

Completing ILRF05

62. Data returned for the final full ILR collection (ILRF05) should contain the same learner records as returned at the fourth full ILR return (ILRF04), with outcome fields completed. Where this is not the case, the provider may be asked to explain the differences between the two data returns.
63. Providers are strongly encouraged to include learning aim outcome data in the ILR as it becomes available and not to return it only at F05.
64. Fields A35 (learning outcome) and A36 (learning outcome grade) should reflect the achievement status as at the reference date. Providers should not record completion information in the final full collection for learner who complete after 31 July 2009.
65. If learners do not return for a second or subsequent year in 2009/10 as expected, providers should complete the ILR as follows:
- For learning aims left uncompleted by the learner at the end of 2008/09 the completion status field, field A34, should be set to withdrawn.
 - The learning actual end date, field A31, should be set to the last date on which the learner attended before the end of 2008/09 to indicate when the learner withdrew.
 - The learning outcome field, field A35, should be completed to reflect the learner's withdrawal.
66. The date for return of ILRF05 2008/09 is 23 November 2009. All providers making an F05 return are asked to do so by this date. The *information authority* is aware that a small proportion of exam achievement data are received after November. *The information authority is consulting on the final date for returning*

an F05 for 2008/09 and following this consultation will publish the date on which the web portal will close for 2008/09.

67. The reference date of the F05 return indicates that all exam results received by that reference date are included in the return. The initial F05 return has a reference date of 01 November 2009 or later. Providers should not send in an F05 return where exam results notified prior to 1 November 2009 are missing.
68. The reference dates for revised returns sent after 24 November 2009 are defined by the provider. The specific reference date used by the F05 return should be indicated in the footer record as detailed in the ILR specification.
69. The most recent F05 return received by close on Friday 5 February 2010 will be used to calculate the learner responsive provider factors for 2010/11. Any returns received after this date will not be processed to amend this factor.

Collection Timetable for 2008/09

70. The ILR timetable for 2008/09 is described in Table 1 below. All providers are asked to return data via the Data Service's data capture web portal in batch file format.

Table 1

Return Number	Reference Date	Return Date	Files Required	Forms Required
ILRF01 (Full ILR)	01 November 2008	01 December 2008	<ul style="list-style-type: none"> valid learner and learning aim data sets, plus valid ESF and/or HE data sets (where required) register of franchise or other partners – if nil please indicate. This is returned by colleges and a small number of other funded providers. 	ILRFRANIN (returned by FE colleges only)
ILRF02 (Full ILR)	01 February 2009	16 February 2009	<ul style="list-style-type: none"> valid learner and learning aim data sets, plus valid ESF and/or HE data sets (where required) updated to include details of new enrolments and completions (completion status fields correct as at 01 February 2009) register of franchise or other partners – if nil please indicate. 	ILRFRANIN (returned by FE colleges only)
ILRF03 (Full ILR)	01 May 2009	18 May 2009	<ul style="list-style-type: none"> valid learner and learning aim data sets, plus valid ESF and/or HE data sets (where required) updated to include details of new enrolments and completions (completion status fields correct as at 01 May 2009) register of franchise or other partners – if nil please indicate. register of franchise or other partners – if nil please indicate. 	ILRFRANIN (returned by FE colleges only)
ILRF04 (Full ILR)	31 July 2009	07 September 2009	<ul style="list-style-type: none"> valid learner and learning aim data sets, plus valid ESF and/or HE data sets (where required) updated to include 	ILRFRANIN (returned by FE colleges only)

			<p>details of new enrolments and completions (completion status fields correct as at 31 July 2009)</p> <ul style="list-style-type: none"> • register of franchise or other partners – if nil please indicate. 	
ILRF05 (Full ILR)	From 01 November 2009	23 November 2009	<ul style="list-style-type: none"> • The same valid data sets as returned for ILRF04 with outcome and grade data as appropriate, as known at 01 November 2009. • register of franchise or other partners – if nil please indicate. 	ILRFRANIN (returned by FE colleges only)

Section 6: Coverage of the ILR

Provider coverage

71. In this manual the term 'provider' includes:
- FE colleges in receipt of learner responsive funding for 2008/09 (colleges); and
 - other providers, in receipt of learner responsive funding for 2008/09.
72. All providers in receipt of learner responsive funding are asked to return data in the LR cycle of ILR returns in 2008/09.
73. Higher Education Institutions in receipt of LSC learner responsive funding in 2008/09 are requested to make returns to the Higher Education Statistics Agency (HESA) that collects data on behalf of the Higher Education Funding Council for England (HEFCE). This will include learner responsive funded learners enrolled at HE institutions. HESA and the Data Service exchange data, thus avoiding duplicate requests for data.
74. An HE institution with a large volume of LSC funded provision may in addition make LR returns as described in this manual. This is by arrangement with its local LSC.

Learner coverage – all providers

75. ILR data should be returned in the LR cycle of returns for all learners receiving LSC learner responsive funding in 2008/09 except those:
- who are funded solely from one of the other LSC funding streams, such as Employer Responsive or Adult Safeguarded Learning;
 - who are solely on Ufl programmes and are included in a return from Ufl Ltd. ;
 - who withdraw before completing one episode of learning;
 - who are not enrolled at the provider but are studying on provision delivered by the provider on behalf of another provider, that is franchised in to the provider. FE Colleges should return details of franchised in learners on the ILRFRANIN online form;
 - who attend more than one provider to study for a single learning aim and are enrolled at one of the other providers and not this provider; and
 - who are registered at the provider for examinations but do not, and have not, received tuition in respect of those learning aims.
76. For 2008/09 only, providers must include all learners who would have been included based on the rules for 2007/08 so that the effect on learner numbers of changing the funding arrangements can be identified.
77. FE Colleges should include in their ILR returns, records for learners for whom they are receiving no direct LSC funding, including full cost recovery provision and ASL provision that is subcontracted to a college by a Local Authority (LA). This provision is recorded using code 99 "No LSC funding for this learning aim" in the LSC funding stream field, field A10.

78. If a college receives Adult Safeguarded Learning funding directly from the LSC then they are expected to transmit ASL ILR returns within the ASL timetable. Information about ASL ILR returns can be found in the ASL provider support manual.
79. Providers that receive Employer Responsive funding directly from the LSC are expected to transmit ER ILR returns within the ER timetable. Information about ER ILR returns can be found in the ER provider support manual.
80. Learners that are funded by more than one LSC funding stream should appear in each applicable cycle of ILR returns. For example, a provider that has a learner on an Employer Responsive funded aim and a learner responsive funded aim is expected to return information about the learner in both the ER cycle of returns and the LR cycle of returns.
81. Providers should check to ensure that the same learner is not enrolled with them more than once. Such checks should cover all sites on which the provider operates.

Section 7: Learning aim coverage

82. Providers are requested to return information about each learning aim on which a learner is enrolled to study that is:
 - funded by LSC learner responsive funding or;
 - not directly funded by the LSC (FE Colleges only)
83. Providers must not return information within an LR ILR return about learning aims that are:
 - Funded by LSC Employer Responsive funding;
 - Funded directly by LSC Adult Safeguarded Learning funding, or;
 - Funded by Ufl Ltd

Learning Aim Database

84. The Data Service maintains a database of learning aims relevant to the FE system in England, to assist with completion of the ILR. The database has been made available to download from the LSC's website and updates to the database are made regularly. <http://providers.lsc.gov.uk/lad/default.asp>
85. Each learning aim on the database has been assigned a reference code to be used in the learning aim data set of the ILR. The database holds learning aim specific information and is a vital tool for providers returning ILR data. Details about the Learning Aim Database can be found on the LSC's website: <http://www.lsc.gov.uk/providers/Data/Software/LAD/>
86. Providers may request learning aim codes for learning aims that are not included on the learning aim database, at any time during the year. They are encouraged to do so as soon as they enrol a learner onto a learning aim. Providers who delay requesting codes for learning aims until after the year is complete, that is until after July 2009, may find they are delayed in making returns because the software may not recognise these codes. Full details

about making requests for new learning aim codes can be found on the LAD pages of the LSC's website.

Franchising and other partnerships

Franchised-Out Provision

87. Providers may provide teaching and learning to learners they enrol either directly or through a franchising arrangement with an outside organisation (Franchised-out). Learners who are enrolled at the provider and some or all of their provision is franchised-out, should be included in their ILR returns.
88. If more than 50% of the guided learning hours for the learning aim are delivered by another provider this should be recorded in the Franchised Out and Partnership arrangement field, field A21.
89. Where learning provision is delivered by a franchising partner, the UKPRN of the franchised partner should be recorded in the Franchised and partnership delivery provider number field, field A22. If the franchising partner does not have a UKPRN, providers can specify their own partnership number and will need to record details of that partner on the 'register of franchise or other partners'. This should be returned with each ILR return. The register is an online form on the data collection web portal. A sample register is included at Appendix I of the ILR specification.

Franchised-In Provision

90. Learners who are not enrolled at the provider but who are studying on provision franchised-in to the provider, for some or all of their programme, should not be recorded on the provider's ILR returns.
91. FE Colleges must make an aggregate return for learners studying on provision franchised-in to the college, using form ILRFRANIN. A template form is included at Appendix I of the ILR specification.
92. Link learners should be treated like learners studying on provision franchised-in.

Section 8: ILR reconciliation for full ILR returns

93. The ILR is the auditable basis for calculating funds. In order to calculate the funds generated by a learner it is necessary to have complete and unambiguous information about each learner's programme of study at a provider. The reconciliation process is designed to ensure that where a learner studies in two or more successive teaching years then the recording between the two years is consistent.
94. In previous years, providers have been asked to run a reconciliation process using the LIS to identify learners that are marked as continuing in the final returns of 2007/08 but who are not present in the first return for 2008/09 and to submit a report with their F01 return indicating and explaining any learners who are not present in the F01.
95. With the introduction of demand led funding in 2008/09, there are a number of learners who will continue in learning from 2007/08 but who will be funded from a different funding stream. For example, NVQ provision for adults that is

delivered in the workplace and was previously funded by LSC FE funding, will from 2008/09 be funded from the employer responsive funding stream. Data about these learners will from 2008/09 be recorded in the employer responsive ILR. These learners will be coded as continuing learners in the F04 and F05 of 2007/08 but will not appear in the F01 for 2008/09.

96. In light of the funding and ILR return changes for many learners, providers will not need to complete or return an ILRRECEXP report with their F01 return for 2008/09.
97. It is still of the utmost importance that providers do account for all of their learners between one teaching year and the next and if necessary take corrective action as required. This will ensure that a provider's success and performance indicators are calculated correctly.
98. Providers can do this using their own software or for those who prefer to do so, the reconciliation functionality within the LIS will still be available to use in 2008/09.

Section 9: Returning data

Validation

99. It is important that the data that is received by the Data Service is accurate. When data is received, the Data Service applies a validation process that helps to ensure that data are complete and correct. The validation process applies a series of rules to the data, and produces a report of errors and warnings.
100. Errors are produced where data makes no sense or cannot be correct, for example if the learning end date is before the learning start date. Records that produce errors are not loaded into the Data Service's system.
101. Warnings are produced where data are unusual, for example where a learner is over 100 years old. Records that produce warnings are loaded into the Data Service's system, but providers should check each of these records to ensure that the data is correct.
102. The validation rules for 2008/09 are published on *the information authority* website at: www.theia.org.uk/ilr/ilrdocuments/ilrdetail.htm

The Learner Information Suite

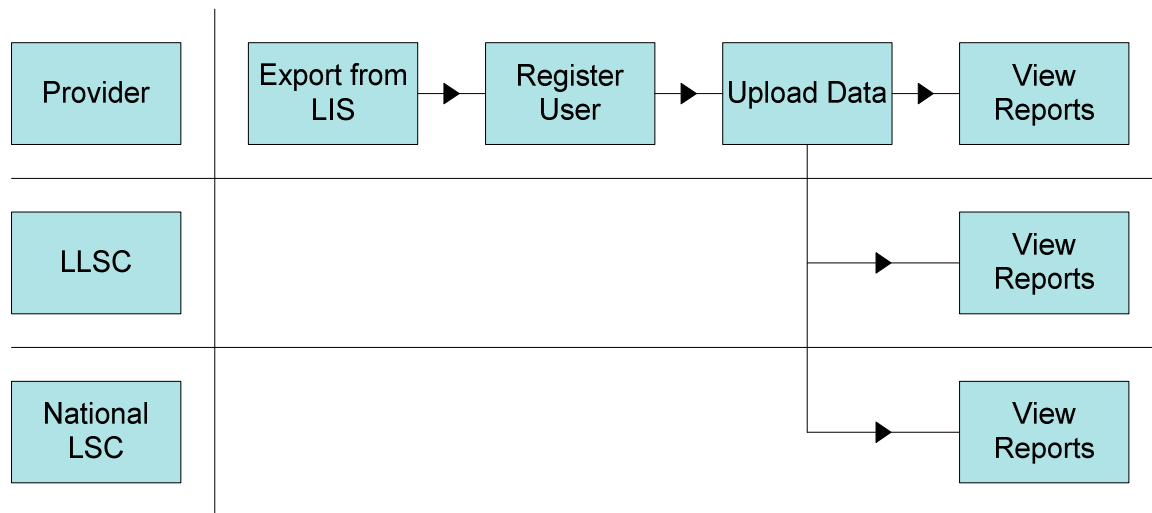
103. The Learner Information Suite (LIS) is a software package that is part of the Data Service's data capture system. Providers returning ILR data should install it onto their own PC and use it to validate ILR data before it is sent to the Data Service. The validation rules that it uses are the same as those used when the Data Service receives the data.
104. LIS version 16 is for the 2008/09 ILR. More information can be found at: <http://www.lsc.gov.uk/providers/Data/Software/LIS/>

Using the online data capture (OLDC) process

105. The process for returning data to the Data Service is provider batch capture.

106. Providers produce a batch file from their MI system. It is transmitted using the Data Service on-line data collections system into the Data Service's database. Guidance on using the OLDC can be obtained from the LSC website for providers at: <http://providers.lsc.gov.uk>
107. If you know that any of your ILR returns will be made late, you should contact your local LSC.
108. An overview of the process is described in Figure 2 below.

Figure 2.



Completing other elements of an ILR return

109. Table 1 describes the other elements requested alongside ILR data. The web portal will prompt a user to attach or complete:
- an ILRFRANIN on-line form (FE Colleges only)
 - an on-line register of Franchise and Other Partners
110. Where an ILR data file is ready to load to the Data Service database but the associated elements are not ready, providers may transmit the ILR data file and indicate that other elements will be completed later. A status indicator will be available to record if an element is:
- completed or uploaded;
 - required but not available; or
 - nil
111. In such a case the Data Service will consider a return to be incomplete until all the elements have been received.

Retransmitting data

112. Where the reapplication of a batch file is required it will be possible to select an existing transmission and reapply it to the Data Service database.

Appendix A: Guidance on How to Record and Return Entry to Employment (E2E) Data in the ILR for 2008/09

Introduction

1. The information authority provides this guidance to assist providers returning E2E learners in the learner responsive individualised learner record (ILR) returns in respect of the 2008/09 teaching year.
2. From 1 August 2008 all providers must return E2E learner data in the learner responsive returns. E2E will be funded under the 16-18 learner responsive funding model and all data returned in the learner responsive return.
3. Full details of 16-18 learner responsive funding model can be found downloaded from the Learning and Skills Council (LSC) website at the following link:
www.lsc.gov.uk/providers/funding-policy/strategic-overview/
4. The '*Specification of the ILR for 2008/09*' and also the timetable of returns for learner responsive ILR data, Appendix A, can be found on the information authority website at the following link:
www.theia.org.uk/ilr/ilrdocuments/ilrdetail.htm
5. This guidance is intended to supplement the information given in the learner responsive provider support manual. This can be downloaded from the information authority website at the following link:
www.theia.org.uk/ilr/ilrdocuments/2008_09+Guidance.htm

E2E Data Returns 2007/08

6. Prior to 2008/09 all E2E learners were returned in a provider's work based learning (WBL) return and returned on a monthly basis.
7. These learners will continue to be included in the WBL return until the period 12 return which should be returned by 14 August 2008. This return should include any completion data where appropriate for learners who completed before 1 August 2008. If any E2E learners are continuing beyond 31 July 2008, they should remain coded as continuing. The learning aims should not be closed or coded as withdrawals or transfers. These learners will also appear in the period 13 return.
8. No change should be made to the learning start date field, field A27 for these learners.

E2E Learners

9. This guidance applies to all E2E learners, whether they are continuing from 2007/08 or are starting their programme in 2008/09.
10. Young people aged 16 –18 years in England who are not participating in any form of post-16 learning can be admitted to E2E, only if that is an appropriate option which will enable them to progress to further learning and/or a job.

Recording E2E in the ILR for 2008/09

11. From 2008/09, providers will also need to record a programme aim within the learning aim data set. This applies to both continuing learners from 2007/08 and also learners starting on an E2E programme on or after 1 August 2008.
12. The programme aim will be used to record the start date, planned end date, actual end date, completion and outcome data relating to the overall E2E programme.
13. The tables below provides details of the ILR fields which relate directly to E2E learners, for example, where the programme type field, field A15 = 09. All other details regarding the completion of the ILR can be found in the '*ILR Specification 2008/09*'.
14. Table 1 shows the fields required for the learner data set, the fields which are required for the learner responsive ILR return are in bold text. The fields which are new for E2E providers, which were not previously returned in the WBL returns in 2007/08 are shaded yellow.
15. Table 2 shows the fields required for the programme aim and the required fields are shown in bold. The programme aim is a new requirement for 2008/09 for all E2E learners.
16. Table 3 shows the fields required for learning aims within the E2E programme, the fields which are required for the learner responsive ILR return are in bold text. The fields which are new for E2E providers, which were not previously returned in the WBL returns in 2007/08 are shaded yellow.

An ILR form is available for E2E providers to use, but there will not be a facility to return ILR data using provider on-line (POL). All ILR returns for E2E learners must be submitted via an ILR batch file via the On Line Data Collections web portal. The form can be found at the following link:

www.theia.org.uk/ilr/ilrdocuments/2008_09+Guidance.htm

E2E Progression and Qualification Bonus Payments

17. From 2008/09, the TPS form will no longer be used to claim E2E bonus payments. Instead these will be generated from ILR data.
18. Qualification bonuses will be calculated based on achievement of the appropriate learning aims. It is therefore important that providers accurately record the correct learning aims being undertaken and their outcome, in fields A35 (Learning Outcome) and A36 (Learning Outcome Grade). Learning outcomes should be recorded against the appropriate learning aim and not against the programme or main aim.
19. Two additional learning aim class codes have been added to the LAD to be used where an aim on the LAD is not eligible for a qualification bonus. These are:
 - XE2E0002: Aim studied within an E2E programme, approved by the LSC as equivalent to an Entry level qualification for E2E bonus purposes
 - XE2E0003: Aim studied within an E2E programme, approved by the LSC as equivalent to a Level 1 qualification for E2E bonus purposes

20. Progression Bonuses will be calculated based on the information recorded in field A50 (Reason Learning Ended). The use of codes 20-26 will generate either a basic or enhanced progression as appropriate. These codes should be recorded against the main XE2E0001 aim and not the programme aim or subsidiary learning aims.
21. For more information about E2E bonuses, refer to the LSC's funding guidance which is available at:

<http://www.lsc.gov.uk/providers/funding-policy/strategic-overview/>

Table 1 – Fields Required for E2E Learner Data Set

Field No.	Field Name	Code to be used for E2E
L01	Provider number	Current UPIN
L02	Contract/Allocation type	01
L03	Learner reference number	Reference number of learner
L04	Data set identifier code	10
L05	Learning aim data sets	Number of learning aim data sets, this field should not be 00.
L06	ESF co-financing data sets	00
L07	HE data sets	00
L08	Deletion flag	Space fill
L09	Learner surname/family name	Learner's surname/family name
L10	Learner forenames	Learner's forenames
L11	Date of birth	Learner's date of birth
L12	Ethnicity	Relevant ethnicity code
L13	Sex	F/M
L14	Learning difficulties and/or disabilities and/or health problems	Relevant code
L15	Disability	Relevant code
L16	Learning difficulty	Relevant code
L17	Home postcode	Home postcode
L18	Address line 1	Address
L19	Address line 2	Address
L20	Address line 3	Address

Field No.	Field Name	Code to be used for E2E
L21	Address line 4	Address
L22	Current postcode	Current postcode
L23	Telephone number	Telephone number (optional)
L24	Country of domicile	Relevant country code as detailed in appendix D of the ILR specification 2008/09
L25	LSC number of funding LSC	Local LSC code
L26	National insurance number	Null value
L27	Restricted use indicator	Relevant code
L28	Eligibility for enhanced funding (occurs 2)	99
L29	Additional learning support	Only required for ALS above the value of £5,500.
L31	Additional learning support cost	Value of additional learning support amount above £5,500
L32	Eligibility for disadvantage uplift	99
L33	Disadvantage uplift factor	0.0000
L34	Learner support reason – other (4)	Relevant code
L35	Prior attainment level	Relevant code
L36	Learner status on last working day before learning	00
L37	Employment status on first day of learning	00

Field No.	Field Name	Code to be used for E2E
L39	Destination	00
L40	National learner monitoring (2)	Relevant code
L41	Local learner monitoring (2)	Local learner monitoring code
L42	Provider specified learner data (2)	Provider specified learner data
L44	NES delivery LSC number	000
L45	Unique learner number	Learner's unique learner number
L46	UK provider reference number	Provider's UKPRN
L47	Current employment status	00
L48	Date employment status changed	00000000
L49	Discretionary learner support type (4)	Relevant code

Table 2 – Fields Required for E2E Programme Aim

Field No.	Field Name	Code to be used for E2E
A01	Provider number	UPIN
A02	Contract/Allocation type	01
A03	Learner reference number	Learner's reference number
A04	Data set identifier code	35
A05	Learning aim data set sequence	Sequence number of learning aim
A06	ESF co-financing data sets	00
A07	HE data sets	00
A08	Data set format	1
A09	Learning aim reference	ZPROG001
A10	LSC funding stream	21
A11	Sources of funding	000
A12	Blank field	000000
A13	Tuition fee received for year	00000
A14	Reason for full funding/co-funding of learning aim	01 (All E2E provision is fully funded and learners are 16-18 year old learners)
A15	Programme type	09
A16	Programme entry route	00
A17	Delivery mode	00
A18	Main delivery method	00
A19	Employer role	0

Field No.	Field Name	Code to be used for E2E
A20	Re-take	0
A21	Franchised out and partnership arrangement	00
A22	Franchise and partnership delivery provider number	00
A23	Delivery location postcode	Main delivery location postcode
A24	Occupation relating to learning aim	0000
A26	Framework code	000
A27	Learning start date	Start date of programme
A28	Learning planned end date	Planned end date of programme
A31	Learning actual end date	Actual end date of programme
A32	Guided learning hours	00000
A34	Completion status	Relevant code
A35	Learning outcome	Relevant code
A36	Learning outcome grade	Null value
A37	Number of units completed	00
A38	Number of units to achieve full qualification	00
A40	Achievement date	00000000
A44	Employer identifier	Null value
A45	Workplace location postcode	Null value
A46	National learning aim	Relevant code if applicable

Field No.	Field Name	Code to be used for E2E
	monitoring (2)	
A47	Local learning aim monitoring (2)	Null value
A48	Provider specified learning aim data (2)	Null value
A49	Special projects and pilots	Null value
A50	Reason learning ended	Null value
A51a	Proportion of funding remaining	Appropriate value if reduced funding is being claimed or 00
A52	Distance learning SLN	Null value
A53	Additional learning needs	Null value
A54	Broker contract number	Null value
A55	Unique learner number	Same as L45
A56	UK Provider reference number	Same as L46
A57	Source of tuition fees	00
A58	ASL provision type	00
A59	Planned credit value	00
A60	Credits achieved	00

Table 3 – Fields Required for E2E Aims

Field No.	Field Name	Code to be used for E2E
A01	Provider number	UPIN
A02	Contract/Allocation type	01
A03	Learner reference number	Learner's reference number
A04	Data set identifier code	30
A05	Learning aim data set sequence	Sequence number of learning aim
A06	ESF co-financing data sets	Relevant code
A07	HE data sets	00
A08	Data set format	1
A09	Learning aim reference	XE2E0001 for main aim. LAD code of subsidiary learning aim
A10	LSC funding stream	21
A11	Sources of funding	999
A12	Blank field	000000
A13	Tuition fee received for year	00000
A14	Reason for full funding/co-funding of learning aim	01 (All E2E provision is fully funded and learners are 16-18 year old learners)
A15	Programme type	09
A16	Programme entry route	00
A17	Delivery mode	1
A18	Main delivery method	01

Field No.	Field Name	Code to be used for E2E
A19	Employer role	Relevant code
A20	Re-take	9
A21	Franchised out and partnership arrangement	Relevant code
A22	Franchise and partnership delivery provider number	Complete if appropriate
A23	Delivery location postcode	Main delivery location postcode
A24	Occupation relating to learning aim	0000
A26	Framework code	000
A27	Learning start date	Start date of learning aim
A28	Learning planned end date	Planned end date of learning aim
A31	Learning actual end date	Actual end date of learning aim
A32	Guided learning hours	00000
A34	Completion status	Relevant code
A35	Learning outcome	Relevant code
A36	Learning outcome grade	Relevant code should be recorded against subsidiary aims. This is required to calculate funding for E2E qualification bonus payments.
A37	Number of units completed	Record if appropriate for partial achievement only

Field No.	Field Name	Code to be used for E2E
A38	Number of units to achieve full qualification	Record if appropriate for partial achievement only
A40	Achievement date	00000000
A44	Employer identifier	Employer identifier
A45	Workplace location postcode	Workplace location postcode
A46	National learning aim monitoring (2)	Relevant code if applicable
A47	Local learning aim monitoring (2)	Complete if applicable
A48	Provider specified learning aim data (2)	Complete if applicable
A49	Special projects and pilots	Complete if applicable
A50	Reason learning ended	Relevant code. Codes 20 – 26 should be used to claim progression bonus payments and should be recorded against the main XE2E001 aim. Other subsidiary aims should use the null value.
A51a	Proportion of funding remaining	Appropriate value if reduced funding is being claimed or 00
A52	Distance learning SLN	0.000
A53	Additional learning needs	00
A54	Broker contract number	Null value
A55	Unique learner number	Same as L45

Field No.	Field Name	Code to be used for E2E
A56	UK Provider reference number	Same as L46
A57	Source of tuition fees	98
A58	ASL provision type	00
A59	Planned credit value	Complete for QCF learning aims only, otherwise 000
A60	Credits achieved	Complete for QCF learning aims only, otherwise 00