

## APPENDIX A

### Collection timetable for Learner Responsive

Version 1 Published 18 December 2009

Return Number (file extension)	Reference date	Open date	Return date and close date	Year of return	Type of return
ILR - .LR01	01 November 2010	02 November 2010	06 December 2010	2010/11	Full ILR up to 1 November
ILR - .LR02	01 February 2011	02 February 2011	14 February 2011	2010/11	Full ILR up to 1 February
ILR - .LR03	01 May 2011	02 May 2011	16 May 2011	2010/11	Full ILR up to 1 May
ILR - .LR04	31 July 2011	01 August 2011	05 September 2011	2010/11	Full ILR – all year activity
ILR - .LR05	01 November 2011	02 November 2011	21 November 2011	2010/11	Full ILR – all year activity including achievements

In each teaching year an initial data collection takes place with a reference date of 1 November.

For all learner responsive ILR collections, all providers are requested to return learner, learning aim, and HE (where applicable) data sets. All providers should transmit ILR returns via the web portal (<http://providers.lsc.gov.uk/dcs/>).

The open and close dates given are the dates on which the data collections web portal is available.

The close dates for each return are “hard closes”. That is, if a provider does not send an ILR return by 6pm on the close date for that return it will be unable to send this data to the Data Service until the next collection opens. The exception to this is the final collection of the year when it will not be possible to send the data after the close date.

### ILR Return – LR04

Providers should update the completion status fields in the learning aim data set at each return to reflect the situation at each reference date. In particular providers are asked to accurately record learners in the fourth learner responsive collection (LR04) return who have completed or withdrawn from their studies by 31 July.

Providers must send all outcome data for HE qualifications that are recorded in the learner responsive return by the LR04 return, with priority given to qualifications funded by HEFCE. This is to enable HEFCE to publish achievement data from FE providers at the same time as from HEIs.

### **Final ILR Collection (LR05)**

The final learner responsive ILR collection (LR05) from all providers must consist of a copy of the records sent at LR04 with learning aim outcomes and grades added as known at the reference date. LR05 should also contain amendments to completion status and achievement for learners who at LR04 were expected to return for the following teaching year (2011/12), and who subsequently did not do so.

The date for return of LR05 2010/11 is 21 November 2011. All providers making an LR05 return are asked to do so by this date. This means that no returns received after the close time on 21 November 2011 will be processed. In a case where a provider sends incomplete information by that date then an agency or body for example Ofsted, SFA or YPLA, would be at liberty to take this into account when making decisions but no further data would be received or processed.

## APPENDIX A

### Collection timetable for Employer Responsive

Version 1 Published 18 December 2009

<b>Return Number (file extension)</b>	<b>Month</b>	<b>Reference Date</b>	<b>Open date</b>	<b>Deadline for the return of ER data (4<sup>th</sup> Working Day after last day of the month)</b>	<b>Close date (by 6pm on this date)</b>
ILR - .ER01	August 2010	31/08/10	11/08/10	06/09/2010	06/09/2010
ILR - .ER02	September 2010	30/09/10	07/09/10	06/10/2010	06/10/2010
ILR - .ER03	October 2010	31/10/10	07/10/10	04/11/2010	04/11/2010
ILR - .ER04	November 2010	30/11/10	05/11/10	06/12/2010	04/12/2010
ILR - .ER05	December 2010	31/12/10	05/12/10	07/01/2011	07/01/2011
ILR - .ER06	January 2011	31/01/11	08/01/11	04/02/2011	04/02/2011
ILR - .ER07	February 2011	28/02/11	05/02/11	04/03/2011	04/03/2011
ILR - .ER08	March 2011	31/03/11	05/03/11	06/04/2011	06/04/2011
ILR - .ER09	April 2011	30/04/11	07/04/11	06/05/2011	06/05/2011
ILR - .ER10	May 2011	31/05/11	07/05/11	06/06/2011	06/06/2011
ILR - .ER11	June 2011	30/06/11	07/06/11	06/07/2011	06/07/2011
ILR - .ER12	July 2011	31/07/11	07/07/11	04/08/2011	04/08/2011
ILR - .ER13	August – October 2011		10/08/11	11/11/2011	

## APPENDIX A

### Collection timetable for ESF SR

Version 1 Published 18 December 2009

<b>Return Number (file extension)</b>	<b>Month</b>	<b>Reference Date</b>	<b>Open date</b>	<b>Deadline for the return of ER data (4<sup>th</sup> Working Day after last day of the month)</b>	<b>Close date (by 6pm on this date)</b>
ILR - .SR01	August 2010	31/08/10	07/08/10	06/09/2010	06/09/2010
ILR - .SR02	September 2010	30/09/10	07/09/10	06/10/2010	06/10/2010
ILR - .SR03	October 2010	31/10/10	07/10/10	04/11/2010	04/11/2010
ILR - .SR04	November 2010	30/11/10	05/11/10	06/12/2010	04/12/2010
ILR - .SR05	December 2010	31/12/10	05/12/10	07/01/2011	07/01/2011
ILR - .SR06	January 2011	31/01/11	08/01/11	04/02/2011	04/02/2011
ILR - .SR07	February 2011	28/02/11	05/02/11	04/03/2011	04/03/2011
ILR - .SR08	March 2011	31/03/11	05/03/11	06/04/2011	06/04/2011
ILR - .SR09	April 2011	30/04/11	07/04/11	06/05/2011	06/05/2011
ILR - .SR10	May 2011	31/05/11	07/05/11	06/06/2011	06/06/2011
ILR - .SR11	June 2011	30/06/11	07/06/11	06/07/2011	06/07/2011
ILR - .SR12	July 2011	31/07/11	07/07/11	04/08/2011	04/08/2011

ILR Specification 2010/11 – Appendix A – Collection timetable

**APPENDIX A**  
**Collection timetable for ASL**

Version 1 Published 18 December 2009

<b>Return Number (file extension)</b>	<b>Reference date</b>	<b>Open date</b>	<b>Return date and close date</b>	<b>Year of return</b>	<b>Type of return</b>
ILR - .SL01	01 November 2010	02 November 2010	01 December 2010	2010/11	ASL format ILR up to 1 November
ILR - .SL02	01 February 2011	02 February 2011	21 February 2011	2010/11	ASL format ILR up to 1 February
ILR - .SL03	01 May 2011	02 May 2011	16 May 2011	2010/11	ASL format ILR up to 1 May
ILR - .SL04	31 July 2011	01 August 2011	5 September 2011	2010/11	ASL format ILR – all year activity
ILR - .SL05	31 December 2011	01 January 2012	16 January 2012	2010/11	ASL format ILR – all year activity including achievements