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Individualised Learner Record 2008/09

ESF Short Record (SR) Provider Support Manual

Version 2

April 2009

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Version history

Version	Published	
1	May 2008	Changes from the 2007/08 manual are highlighted.
2	April 2009	Changes from version 1 are highlighted in green.

Section 1: Introduction

- 1 **The information authority** has produced this guide to help with the accurate completion of the ESF Short Record ILR data collection form for **2008/09**. It should be read carefully and every effort made to ensure that all those responsible for handling these forms are aware of their responsibilities and the importance of this work. The quality of data provided to the **Data Service** is paramount and this document has been produced to achieve both uniformity and consistency in the gathering of information about individuals, the nature of their aims and their eventual achievement or destination.

Where to find the ESF short record (SR) form

- 2 A copy of the ESF SR ILR form can be downloaded from the ILR documents page on *the information authority* website.
http://www.theia.org.uk/ilr/ilrdocuments/2008_09+Guidance.htm

Section 2: Other related documents and information

- 3 Your primary reference for ILR information should be this document and the ILR specification for 2008/09 document.

The **ILR documents** section of *the information authority* website also contains information that could help you. Here you will find links too many of the documents listed below and information relating to ILR returns for 2008/09. www.theia.org.uk/ilr/ilrdocuments/

- 4 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 – **Adult Safeguarded Learning (ASL), Learner Responsive (LR), University for Industry (Ufi) and Employer Responsive (ER)**. It is available to download from *the information authority* website at:
www.theia.org.uk/ilr/ilrdocuments/ilrdetail.htm

- 5 For providers returning an ESF SR ILR, the Appendices to the ILR specification document detail:

Appendix A	Collection timetable for ESF SR
Appendix B	Migration information
Appendix C	Valid postcode format
Appendix E	LSC numbers
Appendix F	Data Protection statement
Appendix G	Prior attainment levels
Appendix H	Learning aim class codes
Appendix K	Definition of terms
Appendix L	SOC 2000 codes
Appendix O	National learning aim monitoring codes

6 The following documents and links all contain useful information:

“Validation rules implemented in the on-line data collection systems and the Learner Information Suite”

A spreadsheet of validation rules and an accompanying guidance document is available on [the information authority](#) website at:

www.theia.org.uk/ilr/ilrdocuments/ilrdetail.htm

“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/providers/Data/Software/LAD

The Learning Aim Database (LAD) can be accessed on-line from this page, or a copy can be downloaded. This page also contains links to the LAD user guide and a LAD overview document.

“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](#).

Further information and help

- 7 The definitive guide to returning data to the [Data Service](#) is the ‘*ILR Specification for 2008/09*’. Managers responsible for returning data to the [Data Service](#) should have a good working knowledge of this document. This manual is intended to provide further guidance to completing the ESF SR, which is not applicable to include in the ‘*ILR Specification for 2008/09*’.
- 8 If, after consulting these documents, you cannot find a valid code that accurately describes the circumstances of the learner or their learning aims, or you have any other issues concerned with the application or interpretation of this guidance, please contact your [Partnership Advisor in your](#) local LSC.
- 9 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

- 10 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 requirements of persons who have attained the age of 19. In securing reasonable facilities for those over 19 it can take into account available resources.
- 11 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

- 12 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.
- 13 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.
- 14 These analyses will enable local LSCs 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

- 15 The LSC's ILR 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: Background

- 16 The ESF SR ILR form is used to record details of activities undertaken by individuals on LSC funded small programmes. Co-financing is the process of matching European Social Fund (ESF) with other eligible LSC budgets to enable additional support to be provided in the local LSC area. Data from the ESF SR ILR forms may, by agreement with local offices, be used to support the receipt of ESF funds in the form of co-financed activity.
- 17 The ESF Short Record (ESF SR) Individualised Learner Record (ILR) form was introduced to reduce the burden of collecting ILR data for small LSC funded programmes. The ESF SR ILR is a reduced data collection that has been agreed with partners to minimise the burden on the beneficiary and provider and ensures that data collection arrangements do not become a barrier to learning for Individuals wishing to take advantage of LSC funded programmes.
- 18 Providers returning data to the Data Service only because they are involved in one or more ESF projects, may return data in the ESF short record (ESF SR) cycle of returns. From August 2008 a provider returning an ESF SR ILR return is asked to do so by the **fourth** working day after the end of the month. The timetable is included at Appendix A to the ILR Specification for 2008/09.
- 19 The ESF SR ILR data provides comprehensive detail to manage accurate remuneration to providers and monitor LSC ESF co-financing funding made on profile against actual activity. Data derived from the ESF SR ILR is used by the LSC to manage and monitor ESF co-financed provision and to inform the development of LSC policy. Where relevant the data is used to substantiate LSC ESF co-financing claims for support from the European Social Fund (ESF) where the local LSCs are dispersing ESF funds.

ESF Co-financing New Plan 2007/13

- 20 The *information authority* secretariat supported by LSC policy colleagues has led a campaign with the commissioning Departments for a reduction in data collected solely to support ESF. As a result the new ESF programme for 2007 to 2013 which commences in January 2008 has significantly fewer data requirements than the old one for 2000 to 2006. Fields that are no longer required have been highlighted in the specification and will require a default value to be returned. Details of this can be found in the description of the individual fields.
- 21 In 2009/10, it is envisaged that the ESF co-financing data set will be removed from the specification and any remaining fields will be incorporated into either the learner data set or the learning aim data set.
- 22 ESF Co-financing New Plan 2007/13 'matched' provision can only be allocated for learners on programmes that have been open and competitively

tendered such as Train to Gain, OLASS, Skills for Jobs and Apprenticeships. Other programme types including ASL provision may be identified in the future as eligible for match funding.

Section 5: Coverage

- 23 The ESF SR ILR should NOT be used to collect data systematically about learners whose activity does not involve LSC ESF co-financing, either funded by ESF co-financing or used as match for ESF co-financing.
- 24 A learning aim is a qualification such as an NVQ or a non-qualification such as XESF0001, which is a generic code for an ESF co-financed learning aim, or XMAT0001 which is a generic code for other small programmes which may be used as match for ESF funding. For guidance on the learning aim codes to be used, see field A09.
- 25 For enhanced beneficiaries, that is where the learner is both funded by ESF co-financing and being used as match for ESF co-financing, only one ESF SR form should be completed. However, **two** learning aim records must be returned for the learner, one for the ESF co-financed aim and the other for the aim being used as match. The entries in the fields will be the same for both records, with the exception of the Learning aim reference, field A09 and the LSC funding stream, field A10. The ESF co-financed aim will have an entry of '70' in the LSC funding stream, field A10. The aim being used as match for ESF co-financing will have an entry of either '10' for **ASL** funded aims or '80' for other small programmes funded by an LSC funding stream other than **LR, ER or ASL**.

Section 6: Individualised Learner Record 2008/09

Use of ILR data

- 26 The data returned on the ESF SR ILR form will be input on the national ILR database. The prompt transmission of Individualised Learner Record (ILR) data is in accordance with the Learning and Skills Council (LSC) contract with the provider.
- 27 Due to the requirements of the ESF co-financing framework and the increasing need for comprehensive information about the delivery of learning, the LSC will regularly talk to providers about their performance in ensuring these forms are handled effectively.
- 28 The ILR provides the LSC with management information (MI), including performance indicators, which is used to manage the current programmes and also to assist with the design of future programmes. The learner data gathered will provide information to Parliament about the effectiveness of the learning programmes in terms of whom they reach, what learning they receive, and what outcomes are achieved subsequently.

*Transmitting ILR data to the **Data Service***

- 29 The provider contracted with the LSC is contractually obliged to transmit ILR data to the **Data Service**. Providers must gather data directly from learners; this can be done remotely at the placement, or at the provider, or by the sub

contractor. Providers are required to ensure that the requirements of the data protection act are maintained at all times. The learner must sign the ESF SR ILR form to confirm that the details provided are correct.

- 30 There are two routes to transmit ILR data to the **Data Service**.
- **Provider On-Line**. This option is for use by smaller providers, and will give them access to key their data direct to the **ILR** database via a secure internet portal. Your local LSC will provide guidance for this option.
 - **Provider Batch**. This option is best suited for large providers with their own MI systems. Providers will produce a batch file from their MI system and load it via the secure portal to the **ILR** database.
- 31 Providers must ensure that data is received at the LSC by the **4th** working day following the last day of the month. The ESF SR ILR is a reduced data collection. The data returned on the ESF SR ILR form will be managed and input on the national ILR database. Where an ILR field is not required in the ESF SR ILR, return the value **indicated in the ILR Specification**. For providers using Provider On-Line, this will be done automatically.
- 32 Providers using Provider Batch are encouraged to submit data regularly and should not wait until the week preceding the deadline before transmitting data. Up to 999 transmissions can be made in a month. Providers must indicate where a NIL return is applicable for a given collection using the LSC web portal.

Collection timetable

Collection	Month	In learning census date	Deadline for the return of ESF SR data (4 th Working Day after last day of the month)
1	August 08	31/08/08	04/09/2008
2	September 08	30/09/08	06/10/2008
3	October 08	31/10/08	06/11/2008
4	November 08	30/11/08	04/12/2008
5	December 08	31/12/08	07/01/2009
6	January 09	31/01/09	05/02/2009
7	February 09	28/02/09	05/03/2009
8	March 09	31/03/09	06/04/2009
9	April 09	30/04/09	07/05/2009
10	May 09	31/05/09	04/06/2009
11	June 09	30/06/09	06/07/2009
12	July 09	31/07/09	06/08/2009

Migration

- 33 Migration is the process by which ESF SR ILR data is converted from the ILR 2007/08 format, to the ILR 2008/09 format. Only learner records for learners on the ESF Co-financing 2007/13 New Plan, which commenced in January 2008, will be migrated into 2008/09. The format and content of the 2007/08 database will be unchanged by the migration process.
- 34 POL (Provider On-Line) providers will have data migrated automatically in August 2008, only for learners being funded through ESF Co-financing New Plan 2007/13. It is essential that providers using Provider Batch ensure that their software supplier sets up their system according to the 'ILR Specification for 2008/09' as although all live ESF Co-financing 2007/13 New Plan records will be migrated, the first time a batch file is received the existing migrated data will be overwritten with that contained in the first file received, which must not contain any learners on the old ESF programme. Migration guidance has been published on the information authority website in Appendix B of the 'ILR Specification for 2008/09'.

Section 7: ESF SR ILR Form 2007/08

Contents and Format

- 35 The ESF SR ILR form comes in two parts:
- The two pages for recording ESF beneficiary and match details, separated into 4 sections;
 - A third page containing the quick reference "pick list" of valid codes to help with the completion of pages 1 and 2.

- 36 Providers are encouraged to print the ESF SR ILR form double sided (back to back) in order to minimise the risk of information being misplaced and to minimise the use of paper.
- 37 A unique twelve digit alphanumeric Individual Reference Number (learner reference number L03) is used as the identifier for an individual *within* a provider. This number must remain unique for that individual for all subsequent intervention events with that provider.
- 38 Captured within the ESF SR ILR is the following information in respect of an individual:
- personal details;
 - status;
 - destination on completion / early termination of learning.

From 2008/09 there will be no Additional Aims ESF SR form. Providers are asked to repeat part B of the ESF SR ILR form.

Changes from 2007/08

- 39 The following fields have been added to the ESF SR ILR collection:
- Disability field, field L15 – see page 18
 - Learning difficulty field, field L16 – see page 18
 - ASL provision type field, field A58 – see page 25
 - Planned credit value field, field A59 – see page 25
 - Learning outcome grade field, field A36 – see page 26
 - Credits achieved field, field A60 – see page 26
 - Reason learning ended field, field A50 – see page 27
- 40 The following 4 fields have been added to the ESF SR ILR Form for 2008/09:
- Local LSC monitoring field, field L41 – see page
 - Provider specified learner data field, field L42 – see page
 - Local LSC learning aim monitoring field, field A47 – see page
 - Provider specified learning aim data field, field A48 – see page
- 41 For learners being funded through ESF Co-financing New Plan 2007/13 nine fields on the ESF SR ILR form are not required. These have already been pre-populated with the default values.
- 42 Providers are requested to return ESF SR data to the Data Service by the fourth working day after the end of the month. Refer to the collection timetable on page 10 for further information.
- 43 Updated web links throughout the document.

Retention of documentation

- 44 Providers should retain the original ESF SR ILR form for their own records and audit purposes. Original/copies should be retained by the provider in accordance with the European Commission audit requirements.

Section 8: Index of 2008/09 ESF SR form questions

- 45 Each question on the ESF SR ILR form relates directly to a field in the LSC ILR database. The question numbers on the form are the same as the ILR database field numbers. However, the titles of some of the questions on the ESF SR ILR form differ slightly from the ILR database field name. Where this occurs, the full name is shown in addition to the question title in the table.
- 46 In this manual, guidance on how to complete each ESF SR ILR question is provided in Section 8: Information on ESF SR ILR questions in the order in which the question appears on the ESF SR ILR form.
- 47 Table 1 on the next page shows the page number on which each ESF SR ILR question appears in the manual. The table is shown in question number order for quick reference. The key to the question number prefix is: L= question about the learner; A= question about the learning aim; E= ESF co-financing question

Section 9: Completing the ESF SR ILR Form

Ensuring completion/ checking of data fields

- 48 The recording of an invalid entry on the ESF SR ILR form will be identified when the data is transmitted to the **Data Service**. Invalid field entries will then have to be corrected on the form and signed for audit purposes.
- 49 For the teaching year 2008/09, the ESF SR form has been amended so that it now is over two sides on A4 and follows the same format as the Employer Responsive ILR Form. If the form is printed double sided, then fields L09 "Learner's Surname" and L10 "Learner's Forenames" do not need to be completed on page 2.

Change notifications on the ESF SR ILR form

- 50 The ESF SR ILR form has been designed to enable you to record details about the learner and the learning aim they are studying. It is possible that this information will be subject to change resulting from a change in circumstances of the learner.
- 51 Data on an individual record can be amended. Such amendments are effected through the completion of the appropriate part of the ESF SR ILR form and by marking the Change Notification box with a cross. The learner must sign and date the document. A change in provider is deemed as a new intervention and requires completion of a new ESF SR ILR form and allocation of a new learner reference number.

Adding Additional Aims using ESF SR form

- 52 For the teaching year 2008/09, the Additional aims form used in previous years will not be in use. Instead providers should print multiple copies of page 2 for the learner and attach them to the main ESF SR ILR form for the learner, ensuring you complete fields L09 and L10 on the top of each additional page.

1. Table 1. Index of 2008/09 ESF SR Form Questions

ESF SR ILR form question number	Page	ESF SR ILR form question number	Page
L01 Provider number	20	A46 National learning aim monitoring	24
L/A03 Learner reference number	19	A47 Local LSC learning aim monitoring	28
L09 Learner surname	15	A48 Provider specified learning aim data	28
L10 Learner forenames	15	A49 Special projects and pilots	25
L11 Date of birth	17	A58 ASL provision type	25
L12 Ethnicity	18	A59 Planned credit value	25
L13 Sex	17	A60 Credits achieved	26
L14 Learning difficulties/disabilities	17	E08 Date started ESF co-financing	24
L15 Disability	18	E09 Planned end date for ESF co-financing	24
L16 Learning difficulty	18	E10 Date ended ESF co-financing	27
L18 to L21 Home address	15	E11 Industrial sector of learner's employer	22
L17 Home postcode	16	E12 Employment status on day before starting ESF project	22
L23 Contact telephone number (inc STD code)	16	E13 Learner's employment status	23
L25 LSC number	20	E14 Length of unemployment before starting ESF project	23
L27a and L27b (L27 Restricted use indicator)	19	E15 Type and size of learner's employer	23
L35 Prior attainment level	23	E16 Addressing gender stereotyping	23
L41 Local LSC learner monitoring	27	E18 Delivery mode	24
L42 Provider specified learner data	28	E19 Support measures to be accessed by the learner	24
A09 Learning aim reference	21	E20 Learner background	23
A10 LSC funding stream	23	E21 Support measures for learners with disabilities	23
A23 Delivery location postcode	20	E22 Project dossier number	21
A24 SOC code	23	E23 Local project number	21
A34 Completion Status	25	E24 Unique learner number	20
A35 Learning outcome	26	E25 UK provider reference number	20
A36 Learning outcome grade	26		

Section 10: Information on ESF SR ILR questions

Section 1 of the ESF SR ILR form

This section is to be completed by the individual at the start of the ESF intervention with the help of the employer/provider where necessary. It is the responsibility of the employer/provider to check that all of the required information is provided.

L09 Learner surname

The surname of family name of the learner. This information is needed so that the LSC can monitor learning by using surveys and to match data so that the LSC can monitor progression, retention and achievement.

This field should not include maiden names for example 'Jones – nee Smith' or 'Jones – was Smith'.

L10 Learner forenames

The forenames (first names) of the learner. As many learner first names as will fit into the field, should be provided.

Forenames should be shown in full. Nicknames or abbreviations for example Gareth shortened to Gaz or Sarah shortened to Sars should not be used.

This information is needed to inform surveys and match data to monitor progression, retention and achievement. It will be used:

- by the LSC and partner organisations for matching records for statistical purposes (information or partner organisations and the data protection statement can be found at Appendix F of the '*Specification of the Individualised Learner Record for 2008/09*' with further information on the LSC website)
- by the LSC in surveys
- by the LSC to send further information to learners.

General guidance for address fields L18 to L21 Home Address

This address is the learner's current place of residence. Where a learner is living away from home, this address should relate to the current postcode field, field L22.

Valid entries are alphabetic characters, commas, hyphens, apostrophes, slashes, full stops, spaces and numeric digits only. For reasons of security, MOD learners should enter their base address. The address, postcode, and telephone number should not be supplied for any learners who would be placed at risk by supplying their personal details. For these learners the provider's address should be supplied.

L18 Home address

The first line of the address of the learner's current place of residence. This will normally include the house/flat number/house name and the street name.

L19 Home address

The second line of the address of the learner's current place of residence. This will normally be additional locality information such as the village or suburb.

L20 Home address

The third line of the address of the learner's current place of residence. This will normally be the town or city name.

L21 Home address

The fourth line of the address of the learner's current place of residence. This field is optional and is not required if the learner's full address can be held in the first three lines. This will normally be the county name.

L17 Home postcode

The permanent or home postcode for the learner prior to enrolling at the provider. Needed in order to establish catchment areas for monitoring adequacy and sufficiency of provision, for demographic analysis, to support disadvantage uplift and to monitor recruitment and home to study patterns.

Where the country of domicile of the learner is not a UK country this field must be left blank. Homeless learners of where the postcode is not supplied for learners who would be placed at risk by supplying their address should use the provider's postcode. For any learners whose home address is British Forces Post Office (BFPO) the standard postcode to return is NW7 1PX. MOD learners should enter 'the base' postcode. This may, in the future, impact funding for providers.

Where the home postcode of a learner is not known, then providers should use ZZ99 ZZZ. If the outward part of the postcode, the first part, is known but the inward part, the second part, is not known, then the known outward part should be returned and ZZZ should be returned in the inward part.

Experience shows that postcodes may be obtained for almost all learners. Providers may be asked to explain the reason for a high incidence of missing codes compared to other similar providers and where this explanation is not reasonable, to supply data containing more complete postcode information. Full valid postcodes can be located at the Royal Mail Postcode finder website, www.postoffice.co.uk.

L23 Contact telephone number (inc STD code)

The home telephone number of the learner. Needed for learner surveys. The telephone number should not contain any spaces at all including between the STD codes and main number.

For example, (01234) 567890 needs to be entered in as 01234567890, and non-UK telephone numbers as 0033680505443.

A telephone number is not required if the learner has indicated in field L27 that they do not wish to be contacted for research purposes.

L11 Date of birth

The data of birth for the learner. This is needed so that the LSC can determine eligibility and funding rate, monitor and report on provision by learner's characteristics, monitor equality and diversity, inform local and national planning.

The learner's date of birth should be given in the date pattern D/MM/YYYY. For example 2nd June 1984 would be given as 02/06/1984. A date of birth must be supplied and this field should not be left blank.

L13 Sex

The sex of the learner. This information is required so that the LSC can describe the structure and nature of the learner population in the sector.

When transmitting the ILR to the **Data Service**, one of the valid codes must be entered as shown below:

	Code
Female	F
Male	M

L14 Learning difficulties/disabilities

This records whether the learner considers that they have a long term learning difficulty, disability or health problem. It is needed so that the LSC can monitor the distribution of learners with learning difficulties, disabilities or health problems. The LSC needs to be aware of all LSC funded learners with learning difficulties and/or disabilities not just those for whom additional support is provided. In discharging its functions for the provision of education and training the LSC must have regard to the needs of persons with learning difficulties and/or disabilities.

This field should be completed on the basis of the learner's self-assessment, where they are able to do so. The LSC recognises that many learners will not be able to identify themselves as having learning difficulties. In such cases, this information can be recorded as a result of interviews with learners, their parents, guardians, teachers or advocates.

Enter Y or N in the box as appropriate. If the learner provides no information leave the boxes blank. When transmitting the ILR to the **Data Service**, one of the valid codes must be used as shown below:

- 1 **learner considers themselves to either:**
 - a. **have a learning difficulty which gives them a significantly greater difficulty in learning than the majority of persons his/her age; or**
 - b. **have a disability which either prevents or hinders them from making use of facilities of a kind generally provided by institutions providing post-16 education or training**
- 2 learner does not consider himself/herself to have a learning difficulty and/or disability and/or health problem
- 9 no information provided by the learner

General guidance for fields L15 Disability and L16 Learning difficulty

The information recorded in the Disability field, field L15, and the Learning difficulty field, field L16, must be consistent with the code returned in the Learning difficulties/disabilities field, field L14.

For example, if a learner considers themselves to have a learning difficulty/disability in field L14, then the box 'no disability' or 'no learning difficulty' cannot be ticked for both the disability field, field L15, and the learning difficulty field, field L16.

L15 Disability

The learner's main disability. For learners who consider themselves to have a learning disability/difficulty this field records the learner's main disability. Where a learner has more than one disability, the main one should be recorded.

This field should be completed on the basis of the learner's self-assessment, where they are able to do so. The LSC recognises that many learners will not be able to identify themselves as having learning difficulties. In such cases, this information can be recorded as a result of interviews with learners, their parents, guardians, teachers or advocates.

Learners should tick the appropriate box. Learners whose disability is not listed or feel that they cannot be classified in any other category should tick the 'other' box. Learners who do not wish to supply information about their disability should tick the 'not known/not provided' box.

When transmitting the ILR to the Data Service, one of the valid codes on the ESF SR code table should be used.

L16 Learning difficulty

The learner's main learning difficulty. For learners who consider themselves to have a learning disability/difficulty this field records the learner's main learning difficulty. Where a learner has more than one learning difficulty, the main one should be recorded.

This field should be completed on the basis of the learner's self-assessment, where they are able to do so. The LSC recognises that many learners will not be able to identify themselves as having learning difficulties. In such cases, this information can be recorded as a result of interviews with learners, their parents, guardians, teachers or advocates.

Learners should tick the appropriate box. Learners whose learning difficulty is not listed or feel that they cannot be classified in any other category should tick the 'other' box. Learners who do not wish to supply information about their learning difficulty should tick the 'not known/not provided' box.

When transmitting the ILR to the Data Service, one of the valid codes on the ESF SR code table should be used.

L12 Ethnicity

The ethnic origin of the learner, based on the 2001 census. This is needed so that the LSC can monitor the distribution of ethnic groups amongst learners.

Learners should tick the appropriate box. Learners whose ethnic origin is not listed or feel that they cannot be classified in any other category should tick the 'Any other' box. Learners who do not wish to supply information about their ethnicity should tick the 'Not known/not provided' box.

When transmitting the ILR to the **Data Service**, one of the valid codes on the ESF SR code table should be used.

L27a and L27b (L27 Restricted use indicator)

Indicates restrictions on the use of the learner's data. Other uses are defined as partner organisations as at Appendix F of the '*ILR Specification for 2008/09*'. They may receive aggregated information on learners rather than whole data sets. The LSC have published data sharing protocols that can be found on the LSC website.

'3' should be used when a learner has said they do not wish to be sent information about courses or learning opportunities, but have not withheld permission to be contacted for research or surveys.

'4' should be used where a learner has indicated they do not wish to be contacted by telephone or post by the LSC or its partner organisations, for the purposes of surveys and research, but have not withheld permission to be contacted by post about courses or learning opportunities.

The table below shows how the boxes on the ESF SR ILR form should be completed to identify each of the valid codes.

L27a	L27b	(tick applicable box)	
✓	✓	1	learner has withheld permission for the LSC or other users to contact them
2	2	2	learner is not to be contacted, for example where a learner has died, or suffered severe illness during the programme
	✓	3	learner has only withheld permission to be contacted about courses or learning opportunities by post
✓		4	learner has only withheld permission to be contacted for survey and research
blank	blank	9	no additional restrictions on the use of this learners record

Section 2 of the ESF SR ILR form

This section should be completed by the employer/provider.

L/A03 Learner ref. no. (Learner reference number)

The learner's identifier number assigned by the provider. This is needed to enable the learner to be identified for matching purposes, to maintain data integrity and assist with query resolution.

Use a code in the format BBBBBBBBBBBBBB which can be any combination of 12 alphabetic characters or numeric digits, assigned by the provider to be used as a

learner reference number. This number should be retained by the learner for any period of study with you and should not be reused for a different learner. This number should be retained following any period of absence. The Learner reference number will be automatically generated for a learner for providers using the Provider On-Line systems.

E24 Unique Learner Number

The learner's unique learner number (ULN), as held on the unique learner number register, obtained from the MIAP Learner Registration Service.

Although it is not compulsory for an ESF learner to have a ULN, every effort should be made to obtain one. Where you have tried to get a ULN and failed, 9999999999 should be recorded. Only use the null value if you have not tried to obtain a ULN.

Provider software suppliers will be offered facilities and support by MIAP to enable the learner's ULN to be obtained electronically.

L25 LSC number (LSC number of funding LSC)

The LSC number of the local LSC that funds the learner. The full list of LSC numbers is included at Appendix E of the '*ILR Specification for 2008/09*'.

L01 Provider number (UPIN)

The provider number of the provider contracted by the LSC to provide learning to this learner. This is needed to identify the contracted provider. You should contact your local LSC at the start of the contracting year to check that your provider number has not been changed. If you are uncertain of your provider number contact your local LSC.

E25 UK Provider reference number

The UK provider reference number as defined in the UK Register of Learning Providers (UKRLP) and can be found at www.ukrlp.co.uk.

This field will be collected in addition to the existing UPIN, field E01.

Providers who have not been notified of their UKPRN need to contact the UKRLP and register with them.

Providers who have not been assigned a UK provider reference number should use the null value.

A23 Delivery location postcode

The postcode of the address at which the learning is delivered. This is used to monitor delivery of learning, to support local planning and to monitor delivery of national contracts. Use a valid postcode, see Appendix C of the '*ILR Specification for 2008/09*' for further information. The delivery location at the start of learning should be supplied. Where delivery is at more than one location, return the postcode of the location at which the majority of learning is delivered. There is no requirement for providers to update this information if the learner's delivery location changes.

Completion of this field is particularly important for providers contracted with the National Employer Service (NES).

E22 Project dossier number (priority level)

Required to identify the learner for direct or indirect ESF funding. Use a valid dossier number for the project, which is shown on the contract as supplied by your local LSC. It should contain nine characters. For learners financed under the new ESF co-financing New Plan 2007/13 it should conform to the following format:

AABBBCDDE, where

AA	the year, either 07, 08, 09 or 10-15
BBB	a three digit number
C	the letter "L" representing the LSC as the CFO organisation
DD	the region, either EA, LN, EM, NE, NW, SE, SW, WM, YH, ME, SY or CO
E	the priority, either 1, 2, 3, 4, 5 or 6

An example is 07102LEM3

For ESF indirect beneficiaries, that is where learners are being identified as match only, this field may not be required, and the box can be left blank on the ESF SR form. Your local LSC will inform you of whether this field needs to be completed for matched learners.

E23 Local project number

Required to identify the learner for direct or indirect ESF funding. Enter a valid code using numeric characters 0-9 only as supplied by your local LSC. For further guidance contact your local LSC.

For ESF indirect beneficiaries, that is where learners are being identified as match only, this field may not be required, and the box can be left blank on the ESF SR form. Your local LSC will inform you whether this field needs to be completed for matched learners.

A09 Learning aim reference number

The learning aim reference code for the learner being undertaken.

For small programmes and ASL funded programmes that lead to externally certificated learning aims, use a valid entry from the learning aim database (LAD). The status must not read 'code unavailable' or in the case of new starters 'code unavailable for new starters'.

For learning that does not lead to an externally certificated learning aim, a class code should be used, these begin with the prefix Z90AC and can be found at Appendix H of the '*ILR Specification for 2008/09*'.

For ESF activities that do not involve learning, i.e. support activities, use the generic code XESF0001 for ESF funded provision or XMAT0001 for match provision. For learning financed under the new ESF co-financing New Plan 2007/13 additional aims categorised as "soft outcomes" on the LAD can also be used.

For enhanced beneficiaries, enter the learning aim reference for the ESF funded aim on the ESF SR ILR form.

Please note, when transmitting ILR data for enhanced beneficiaries to the **Data Service**, you will need to create two learning aim records. For one record use the learning aim reference for the ESF funded aim as entered on the ESF SR ILR form, and for the other record use the learning aim reference for the learning aim being used as match for ESF co-financing.

E12 Employment status on day before starting ESF project

This field is used to identify the status of the learner on the days before starting the project. It is required for claims to government office and to establish eligibility for ESF.

Code	Value
01	Employed
02	Full time education or training
03	Self employed
04	Unemployed
05	Still at school – see below
06	Economically inactive
07	14-19 NEET
98	Not known/not provided

Code 05 is unavailable for learners funded through the ESF Co-financing New Plan 2007/13.

Where the aim is ESF funded you must not use not known/not provided in this field.

Code 06 should be used to record learners who are economically inactive, defined as:

- of working age
- not employed
- not self employed
- not actively seeking work
- not in full time education **or training**

The code you return in this field will affect the value you can return in Length of unemployment before starting field, field E14.

Volunteers can be recorded as employed, this also includes retired learners who are undertaking voluntary work.

E11 Industrial sector of learner's employer

This field is not required for learners funded on the ESF Co-financing New Plan 2007/13. Code 98 'not known' should be used in all cases.

E13 Learner's employment status

This field is not required for learners funded on the ESF Co-financing New Plan 2007/13. Code **98 'not known/not provided/not applicable'** should be used in all cases.

E14 Length of unemployment before starting ESF project

For learners who are unemployed, this field is used to identify the length of time spent as unemployed prior to joining the ESF project. Required for claims to government office.

A full list of codes can be found in the ESF SR code table or the '*ILR Specification for 2008/09*'.

E15 Type and size of learner's employer

This field is not required for learners funded on the ESF Co-financing New Plan 2007/13. Code **98 'not known/not provided'** should be used in all cases.

E20 Learner background

This field is not required for learners funded on the ESF Co-financing New Plan 2007/13. Code **98 'not known/not provided'** should be used in all cases.

E21 Support measures for learner with disabilities

This field is not required for learners funded on the ESF Co-financing New Plan 2007/13. This field should be **zero filled** in all cases.

L35 Prior attainment level

The learner's prior attainment before starting the current programme. Needed in order to analyse the level of prior attainment of learners and to help with value-added analyses.

A full list of codes can be found in the ESF SR code table or the '*ILR Specification for 2008/09*'.

For a full list of level definitions, please refer to Appendix G of the '*ILR Specification for 2008/09*'.

A24 SOC code (Occupation relating to learning aim)

This field is not required for learners funded on the ESF Co-financing New Plan 2007/13. This field should be **zero filled** in all cases.

E16 Address gender stereotyping

This field is not required for learners funded on the ESF Co-financing New Plan 2007/13. This field should be **space filled** in all cases.

A10 LSC funding stream

You should identify the source of any LSC funding for this learning aim. The appropriate box should be ticked. Then transmitting the ILR to the **Data Service**, one of the valid codes must be used as shown below.

Valid codes		Use this code for
70	LSC ESF co-financed	A learning aim that is 100% ESF co-financed ('direct beneficiary')
80	Other LSC funding stream (further details may be requested)	A learning aim funded by other LSC funding other than ER, LR or ASL that is being used for ESF match funding
10	Adult safeguarded learning	A learning aim that is ASL funded and is being used for ESF match funding

E08 Date started ESF co-financing (Learning start date A27)

The date at which an individual is attributed to an LSC ESF co-financing package (which should be equal to the learning start date). Required to ensure that LSC co-financing is attributed. Record a valid date, using the date pattern DD/MM/YYYY (the year should be shown in full with four digits).

For example, 17 January 2004 appears as 17/01/2004. Dates before 01 September 2001 or after 31 July 2009 are not valid.

For match funded aims record the date on which learning for this learning aim began (the start date of the training activity).

E09 Planned end date for ESF co-financing (Learning planned end date A28)

The date at which an individual is expected to cease funding eligibility for ESF co-financing. Record a valid date, using the date pattern DD/MM/YYYY (the year should be shown in full with four digits).

For example, 17 January 2007 appears as 17/01/2007. Dates before 01 August 2001 are not valid.

Record the date by which you and the learner plan to complete the learning for this learning aim. Do not change field E09 if the learner continues study beyond this planned end date. Field E10 should be used to record the learning actual end date.

E18 Delivery mode

This field is not required for learners funded on the ESF Co-financing New Plan 2007/13. This field should be **space filled** in all cases.

E19 Support measures to be accessed by the learner

This field is not required for learners funded on the ESF Co-financing New Plan 2007/13. This field should be **space filled** in all cases.

A46 National learning aim monitoring

This field is used to identify participation in programmes or initiatives. The field length has been amended to allow two three-digit codes. Any continuing learners will need to be recoded to the new codes, which in many cases will require a leading zero to be added.

Enter up to two codes that apply, leaving any remaining boxes blank on the ESF SR ILR form.

If only one national learning aim monitoring code is being used, this code should be entered in A46a.

A full list of codes can be found in the ESF SR code table or Appendix O of the *'ILR Specification for 2008/09'*.

A58 ASL provision type

This field has been added to the ESF SR collection for 2008/09 to record the type of Adult Safeguarded Learning provision for learning aims that are ASL funded (where A10=10). It should also be used to indicate any First Steps Learning provision being undertaken (where A10=80).

ASL funded learners who are continuing learners from 2007/08 would previously have recorded the type of ACL provision in the National learning aim monitoring field, field A46. The codes used for this in A46 will need to be replaced by code 999 for 2008/09 and the provision type recorded in this field instead.

For all directly ESF co-financed learning aims (where A10=70), this field is not required and the null value should be returned.

A49 Special projects and pilots

This field is used to identify participation in special projects and pilots. Where none apply, leave the box blank on the ESF SR ILR form.

Codes will be issued to providers that are involved in special projects or pilots, by the LSC directorate responsible for running the project or pilot. A full list of valid codes is at appendix N of the *'ILR Specification for 2008/09'*.

A59 Planned credit value

This field is used to record the planned credit value of any qualifications or units of qualifications undertaken that are accredited within the Qualification Credit Framework (QCF).

Each QCF qualification and unit has a credit value and the aggregate of units and qualification in the learning aim will establish an overall credit value of the learning programme. The credit values of all unit and qualification in the QCF are stored in the National Database of Accredited Qualifications.

The value entered should be the planned credit value as agreed at the beginning of the learning period. This field should not change and is not a rolling number of credits that is subject to change.

Where a learning aim is not accredited into the QCF, the field should be zero filled.

Section 3 of the ESF SR ILR form

A34 Completion status

Use this to record how complete the learning activities learning to the learning aim are. This should reflect the situation at each transmission date.

A full list of codes can be found in the ESF SR code table or the '*ILR Specification for 2008/09*'.

A35 Learning outcome

Indicates whether the learner achieved the learning aim, achieved partially or had no success. Required for the purpose of performance indicators and management information. This field does not affect achievement funding.

Valid codes		Use this code when
1	Achieved	
2	Partial achievement	The learner has completed the learning activities, has not achieved the learning aim, but has passed at least one of the credits or modules leading towards the learning aim
3	No achievement	The learner has not achieved or has decided not to take the exam/be assessed
4	Exam taken/assessment completed but result not yet known	
5	Learning activities are complete but the exam has not yet been taken and there is an intention to take the exam	All learning activities have been completed but assessment has not yet taken place
9	Study continuing	

Codes 4 and 5 are classified as unknown outcomes.

A36 Learning outcome grade

This field is used to collect the awarded grade in relation to the learning aim, where the learning aim is accredited. If the learning aim is not accredited leave the field blank on the ESF SR ILR form.

For a full list of valid codes that can be used, refer to the '*ILR Specification for 2008/09*'.

A60 Credits achieved

This field is used to collect the actual number of credits the learner has achieved on the learning aim once complete or learning ceases. It is only applicable to qualifications or units of qualifications accredited within the Qualification Credit Framework (QCF).

Each QCF qualification and unit has a credit value and the aggregate of units and qualification in the learning aim will establish an overall credit value of the learning programme. The credit values of all unit and qualification in the QCF are stored in the National Database of Accredited Qualifications.

Where a learning aim is not accredited into the QCF or the learner is continuing study, the field should be zero filled.

A50 Reason learning ended

This field should be used to record the reason why the learning period for the learning aim has finished. For many directly ESF co-financed learners none of the reasons will apply and the null value should be used. OLASS and Skills for Jobs learners should complete this field where applicable. For a full list of valid codes, refer to the '*ILR Specification for 2008/09*'.

L39 Destination

Identifies the destination of the learner after completion of learning. To monitor learner destinations and effectiveness of learning with respect to employment. This field should not be completed unless the learner has left the provider.

A full list of codes can be found in the ESF SR code table or the '*ILR Specification for 2008/09*'.

Code 75 should be used for learners who have entered education or training that is not further education (code 54) or higher education (code 55).

E10 Date ended ESF co-financing (Learning actual end date A31)

The actual date at which an individual ceases to be part of an ESF co-financing package. Required for funding. Record a valid date using the date pattern DD/MM/YYYY.

For example, 17 January 2007 appears as 17/01/2007. Dates before 01 August 2001 are not valid.

The same date should be recorded in A31 – Learning actual end date. Record the date that the learner completed the learning activities necessary to achieve the learning aim or the date the learner withdrew for the learning activities. This is needed for funding calculations. You must leave this box blank until the learning actual end date is known and the learner has finished,

You must complete this field when the Completion status field, field A34, is returned with a value other than 1.

Section 4 of the ESF SR ILR form

L41 Local LSC learner monitoring

This field allows local LSC's to define monitoring information relevant to them in consultation with providers.

Each local LSC will inform its providers about the information it wishes to see in this field. If this field is not being used, the null value of 24 zero's must be used.

Multi-site providers contracting with more than one local LSC should return the appropriate values used by the local LSC which is providing the main LSC funding for the learner.

L42 Provider specified learner data

This field allows the provider to define monitoring information relevant to themselves.

This field will allow any characters and digits except *, ?, %, _ (underscore) and end of file marker.

If this field is not being used, the null value of 24 spaces must be used.

A47 Local LSC learning aim monitoring

This field allows local LSC's to define learning aim monitoring information relevant to them in consultation with providers.

Each local LSC will inform its providers about the information it wishes to see in this field. If this field is not being used, the null value of 24 zero's must be used.

Multi-site providers contracting with more than one local LSC should return the appropriate values used by the local LSC which is providing the main LSC funding for the learner.

A48 Provider specified learning aim data

This field allows the provider to define learning aim monitoring information relevant to themselves.

This field will allow any characters and digits except *, ?, %, _ (underscore) and end of file marker.

If this field is not being used, the null value of 24 spaces must be used.