

Appendix A

Collection timetable for Learner Responsive

Version 1 Published 25 January 2008

Version 2 Published 04 March 2008
Incorrect reference to F02 and F03 returns for HE institutions removed.

Version 3 Published 05 August 2008
Updated information for 2008/09 web portal closure date.

Version 4 Published 12 December 2008
Updated information about closing F05 return

Version 5 Published 26 June 2009
Updated information about closing F05 return

Return Number (file extension)	Reference date	Return date	Year of return	Type of return
ILR - .F01	01 November 2008	01 December 2008	2008/09	Full ILR up to 1 November.
ILR - .F02	01 February 2009	16 February 2009	2008/09	Full ILR up to 1 February
ILR - .F03	01 May 2009	18 May 2009	2008/09	Full ILR up to 1 May
ILR - .F04	31 July 2009	07 September 2009	2008/09	Full ILR – all year activity
ILR - .F05	from 01 November 2009 [†]	23 November 2009 [†]	2008/09	Full ILR – all year activity including achievements.

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

The precise details for in year profile and contract adjustments for providers of the 16-18 Learner Responsive model, who do not receive grant funding are yet to be agreed. This process may require an earlier submission of F01 data for this type of provider. Further details regarding the re-profiling arrangements will be published by the LSC in the funding guidance for 2008/09.

From 2008/09 the ILRF02 and ILRF03 collections are compulsory full returns and should be returned according to the above timetable. All providers will be transmitting ILR returns via the web portal (<http://providers.lsc.gov.uk/dcs/>).

For all LR ILR collections, all providers are requested to return learner, learning aim, ESF (where applicable) and HE (where applicable) data sets. 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accurately record learners in the F04 return who have completed or withdrawn from their studies by 31 July.

The final LR ILR collection (ILRF05) from all providers should consist of a copy of the records sent at the fourth LR collection (ILRF04) with learning aim outcomes and grades added as known at the reference date. ILRF05 should also contain amendments to completion status and achievement for learners who at ILRF04 were expected to return for the 2008/09 teaching year and who subsequently did not do so.

† The date for return of ILR F05 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* board agreed at its meeting on 1 October 2008 that providers would be asked to plan on the basis that the final date for sending F05 returns for 2008/09 will be 15 January 2010. As for 2007/08 revised F05 returns will not be accepted by the web portal after this date. In a case where a provider sends incomplete information by that date then an agency or body for example Ofsted or the LSC, would be at liberty to take this into account when making decisions but no further data would be received or processed. *The information authority* board at its meeting on 10 June 2009 confirmed this date and arrangement..

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.

The reference dates for revised returns sent after 23 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.

Appendix A

Collection timetable for Employer Responsive

Version 1 Published 25 January 2008

Version 2 Published 05 August 2008

Collection	Month	In learning census date	Deadline for the return of ER 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
13	August – October 09		13/11/2009

From 2008/09 providers returning an employer responsive (ER) ILR return are asked to do so by the fourth working day after the end of the month. This will enable the LSC to make payments more quickly under new demand led funding arrangements.

Appendix A**Collection timetable for ASL**

Version 1 Published 25 January 2008

Version 2 Published 04 March 2008

Return Number (file extension)	Reference date	Return date	Year of return	Type of return
C01	01 November 2008	03 December 2008	2008/09	ASL format ILR up to 1 November
C02	01 February 2009	16 February 2009	2008/09	ASL format ILR up to 1 February
C03	01 May 2009	18 May 2009	2008/09	ASL format ILR up to 1 May
C04	31 July 2009	07 September 2009	2008/09	ASL format ILR – all year activity
C05	31 December 2009	01 February 2010	2008/09	ASL format ILR – all year activity including achievements

The ASL ILR timetable for 2008/09 is described above. **From 2008/09 providers for the first time are asked to make five, instead of three, ASL returns.** All providers will be transmitting ILR returns via the web portal.

For the all ASL ILR collections, all providers are requested to return learner and learning aim data sets. **Providers should update the completion status fields in the learning aim data set at each return to reflect the situation at the reference date.** In particular, for the fourth ASL ILR collection (C04) providers should accurately record learners who have completed or withdrawn from their studies by 31 July.

The final ASL ILR collection (C05) from all providers should consist of a copy of the records sent at the **fourth** ASL collection (C04) with learning aim outcomes added as known at the 31 December reference date. **C05** should also contain amendments to completion status for learners who at **C04** were expected to return for the **2009/10** teaching year and who subsequently did not do so.

Appendix A

Collection timetable for ESF short records

Version 1 Published 25 January 2008

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

From 2008/09 providers returning an ESF SR ILR return are asked to do so by the fourth working day after the end of the month.

Appendix A**Collection timetable for Ufi**

Version 1 Published 25 January 2008

Return Number (file extension)	Reference date	Return date	Year of return	Type of return
ILR - .U01	01 November 2008	01 December 2008	2008/09	Full ILR up to 1 November.
ILR - .U02	01 February 2009	02 March 2009	2008/09	Full ILR up to 1 February – including achievements where available.
ILR - .U03	01 May 2009	01 June 2009	2008/09	Full ILR up to 1 May - including achievements where available.
ILR - .U04	31 July 2009	07 September 2009	2008/09	Full ILR – all year activity – including achievements where available.
ILR - .U05	31 December 2009	01 February 2010	2008/09	Full ILR – all year activity – including achievements.

LearnDirect centres must not send ILR data directly to the LSC.

Ufi is the sole provider of Ufi provision. Ufi is responsible for returning data about Ufi provision to the LSC.

Ufi will transfer a file of ILR data for each area to which it is distributing LSC funding. This file will include a record for each learner for which Ufi is claiming learndirect funding.