

APPENDIX I Forms

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The forms described below are completed on-line through the Provider Batch section of the Data Collections Web Site. The forms are included as part of this Appendix as a guide to the information that on-line screens will request. Further information about using the provider batch data collection system can be found on the providers extranet website – <http://providers.lsc.gov.uk/dcs>.

1 ILRRECEXP

The Reconciliation Exception form is completed on-line through the provider batch data collections website. It allows you to explain the reasons for records that are missing across academic years. A form for your own use is included in this appendix, to help you collate the data that is needed. Further details about reconciliation can be found in the section 'ILR Reconciliation for full ILR Returns' in the *'ILR 2010/11 Learner Responsive Provider Support Manual'*.

2 ILRFRANIN

The ILRFRANIN screen on the provider batch data collections website allows you to record the aggregate number of students studying on provision delivered by the college on behalf of a school or a HE institution, that is franchised-in to the institution. A form for your own use is included in this appendix, to help you collate the data that is needed.

The ILRFRANIN data is an essential part of the ILR return and colleges should ensure that it is completed correctly. Other funded institutions should not complete this screen.

3 Register of Franchise and Other Partners

From 2010/11 it is not necessary to complete this form. Providers must use the UKPRN of the franchising provider in the Franchise and partnership delivery provider number field, field A22.