

Learner's Names

A03 Learner Reference Number

The Provider should X
this box If this is a
change notification

Box A

Individual Learner Record - Part 2 - Programme Aim Information - Required for all types of apprenticeship programmes

Start Information - only required for Programme Types listed in Field A15

A04 Data Set Identifier Code	<input type="text" value="3"/> <input type="text" value="5"/>	A09 Learning Aim Reference No.	<input type="text" value="Z"/> <input type="text" value="P"/> <input type="text" value="R"/> <input type="text" value="O"/> <input type="text" value="G"/> <input type="text" value="0"/> <input type="text" value="0"/> <input type="text" value="1"/>	A10 LSC Funding Stream	<input type="text" value="4"/> <input type="text" value="5"/>	A15 Programme Type	<input type="text"/>	A16 Programme Entry Route	<input type="text"/>	A26 Framework Code	<input type="text"/>
A27 Learning Start Date	<input type="text"/>	<input type="text" value="2"/> <input type="text" value="0"/>	A28 Planned End Date	<input type="text"/>	<input type="text" value="2"/> <input type="text" value="0"/>	A23 Delivery Location Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A51a Proportion of Funding	<input type="text"/>	A14 Reason for Full/Co Funding	<input type="text"/>	A46 National Learning Aim Monitoring	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	A02 Contract Type (MOD only)	<input type="text"/>

I certify that the 'Start' information contained on this form is correct

Provider's Signature _____ Print Name _____ Date

End Information - only required for Programme Types listed in Field A15

A31 Learning Actual End Date	<input type="text"/>	<input type="text" value="2"/> <input type="text" value="0"/>	A40 Achievement Date	<input type="text"/>	<input type="text" value="2"/> <input type="text" value="0"/>
A34 Completion Status	<input type="text"/>	A35 Learning Outcome	<input type="text"/>	A50 Reason learning ended	<input type="text"/>

I certify that the 'End' information contained on this form is correct

Provider's Signature _____ Print Name _____ Date

Notes for completion of Programme Aims

A programme aim is required for all learners undertaking an apprenticeship, advanced apprenticeship or higher level apprenticeship programme. This includes continuing learners from 2007/08 and new starters in 2008/09.

A programme aim is also required for learners undertaking progression pathways through the foundation learning tier that are funded under the employer responsive funding stream.

Apprenticeship programmes

Part 2 of this form must be completed with details of the apprenticeship programme being undertaken. The programme aim contains the fields needed to record details about the overall programme start, planned end, completion and outcome. There are also fields needed to calculate overall programme funding.

Framework achievement is recorded in field A40 of the programme aim on Part 2.

Other learning aim data set fields that are not shown on Part 2 of the form are not required for a programme aim and should be returned with a null value in an ILR batch file submission.

Part 3 of this form must be completed with details of the main competency based learning aim within the programme such as the NVQ or equivalent. The funding stream code used in field A10 for the main apprenticeship aim should be code 46.

Part 4 of the form should be used as many times as required to record details of all subsidiary learning aims being undertaken as part of the programme.

The Programme type (field A15) and Framework Code (field A26) should contain the same codes for the programme aim, the main learning aim and all subsidiary learning aims.

Train to Gain

All employer responsive funded learning that is not part of an apprenticeship programme is classified as Train to Gain in 2008/09.

Train to Gain learning aims should be recorded on Part 3 of this form. If several learning aims are being undertaken then multiple copies of Part 3 should be used.

Part 2 and Part 4 of this form are not required for non-apprenticeship learning.

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Box A

Individual Learner Record - Part 3 - Main Aim Information - Employer Responsive/ESF

Start Information - Required for all Employer Responsive Funded Provision

A04 Data Set Identifier Code **3 0**

A09 Learning Aim Reference No. A10 LSC Funding Stream A15 Programme Type A16 Programme Entry Route A26 Framework Code A53 Additional Learning /Social Needs

A27 Learning Start Date **2 0** A28 Planned End Date **2 0** A23 Delivery Location Postcode

A51a Proportion of Funding A14 Reason for Full/Co Funding A59 Planned Credit Value (QCF learning aims only) A46 National Learning Aim Monitoring A49 Special Projects & Pilots

A24 SOC Code A44 Employer identifier A45 Workplace Location Postcode

A54 Broker Contract No (TtG only) A18 Main Delivery Method (TtG only) A32 Guided Learning Hours (Employability Skills Programme only)

I certify that the 'Start' information contained on this form is correct
 Provider's Signature _____ Print Name _____ Date **2 0** A06 ESF Data Set

End Information

A31 Learning Actual End Date **2 0** A40 Achievement Date **2 0**

A34 Completion Status A35 Learning Outcome A36 Learning Outcome Grade

*Fields A37 & A38 should be left blank when the full aim has been achieved
 A37 No of Units Completed from a full learning aim* A38 Total Number of Units required to achieve full learning aim* A50 Reason learning ended A60 Credits Achieved (QCF learning aims only)

I certify that the 'End' information contained on this form is correct
 Provider's Signature _____ Print Name _____ Date **2 0**

Monitoring Information

A47 Local LSC Learning Aim Monitoring

A48 Provider Specified Learning Aim Data



Learner's Names

A03 Learner Reference Number

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Box A

The Provider should X this box
If this is a change notification

Individual Learner Record - Part 4 - Subsidiary Aim Information - Required for all types of apprenticeship programmes

Subsidiary Aims (including Technical Certificates & Key Skills) Please use separate Part 4 sheets for each Programme Type/Framework Code combination

A04 Data Set Identifier Code

(use this code for both aims on this sheet)

Start Information

A09 Learning Aim Reference No.

A10 LSC Funding Stream

A15 Programme Type

A16 Programme Entry Route

A26 Framework Code

A53 Additional Learning /Social Needs

A27 Learning Start Date

A28 Planned End Date

A23 Delivery Location Postcode

A51a Proportion of Funding

A14 Reason for Full/Co Funding

A59 Planned Credit Value (QCF learning aims only)

A46 National Learning Aim Monitoring

A49 Special Projects & Pilots

A31 Learning Actual End Date

A40 Achievement Date

A34 Completion Status

A35 Learning Outcome

A36 Learning Outcome Grade

*Fields A37 & A38 should be left blank when the full aim has been achieved

A37 No of Units Completed from a full learning aim*

A38 Total Number of Units required to achieve full learning aim*

A50 Reason learning ended

A60 Credits Achieved (QCF learning aims only)

Monitoring Information

A47 Local LSC Learning Aim Monitoring

A06 ESF Data Set

A48 Provider Specified Learning Aim Data

Start Information

A09 Learning Aim Reference No.

A10 LSC Funding Stream

A15 Programme Type

A16 Programme Entry Route

A26 Framework Code

A53 Additional Learning /Social Needs

A27 Learning Start Date

A28 Planned End Date

A23 Delivery Location Postcode

A51a Proportion of Funding

A14 Reason for Full/Co Funding

A59 Planned Credit Value (QCF learning aims only)

A46 National Learning Aim Monitoring

A49 Special Projects & Pilots

A31 Learning Actual End Date

A40 Achievement Date

A34 Completion Status

A35 Learning Outcome

A36 Learning Outcome Grade

*Fields A37 & A38 should be left blank when the full aim has been achieved

A37 No of Units Completed from a full learning aim*

A38 Total Number of Units required to achieve full learning aim*

A50 Reason learning ended

A60 Credits Achieved (QCF learning aims only)

Monitoring Information

A47 Local LSC Learning Aim Monitoring

A06 ESF Data Set

A48 Provider Specified Learning Aim Data

Provider's Signature & Date

