

# Recording Foundation Learning on the ILR in 2010/11

Foundation Learning (FL) is made up of one or more learning aims below level 2 and is available to learners of all ages through both the learner responsive and employer responsive funding streams. This document describes:

- **Section 1:** Foundation Learning for young people aged 16-18 and adults aged 19-24 with LLDD (and ALS needs > £5,500)
- **Section 2:** Foundation Learning for adults.
- **Section 3:** Collection of data & data returns
- **Section 4:** Continuing learners who started a Progression Pathway prior to 2010/11
- **Section 5:** Continuing learners who started an E2E programme prior to 2010/11

The guidance in sections 1 and 2 applies to all new starters in 2010/11. Sections 4 and 5 contain information about continuing learners from 2009/10.

## Section 1: Foundation Learning for young people aged 16-18 and adults aged 19-24 with LLDD (and ALS needs > £5,500)

### Foundation Learning Programmes

Foundation Learning Programmes (previously known as progression pathways) are frameworks for learning that are specifically designed to promote progression to Level 2 and other positive destinations as well as to help learners to achieve formal qualifications. They are built from qualifications drawn from Entry Level and Level 1 of the Qualification and Credit Framework (QCF) and also include Functional Skills, which are NQF qualifications. Foundation Learning Programmes are made up of one or more qualifications from the foundation learning catalogue which includes the following types of qualifications

- vocational knowledge, skills and understanding;
- functional skills; and
- personal and social development.

If a programme has been put together for the learner according to the Foundation Learning specification then a programme aim and individual learning aims for all of the component qualifications being undertaken must be recorded. This is the case even if the learner is not completing all three strands of FL.

### Foundation Learning Weekly Aim

Some learners may not be able to commence QCF Qualifications or Functional Skills on day one of their programme. Where registration on a qualification at the start of the programme is not the best thing for an individual learner, then the learner may be enrolled on the foundation learning weekly aim. Once the learner commences their qualification(s) these should be entered as additional component learning aims and the weekly learning aim closed.

## Non QCF Learning Aims

During 2010/11, as a transition measure, where a learner's programme can not all be fully accredited through QCF qualifications from day one of their programme then, where this is agreed by the Local Authority in writing, the learning may be recorded as non-externally certified learner responsive other provision (non SfL) using a Z9OP class code as detailed in Appendix H to the ILR Specification.

Foundation Learning Programmes are recorded on the ILR by recording a programme aim and each individual component learning aim as follows:

### *Programme Aim*

- The Learning aim reference field, **field A09**, must contain the learning aim reference of ZPROG001
- The Funding model field, **field A10**, must be coded as 21 (16-18 Learner Responsive) or 22 (Adult Learner Responsive funding model for LLDD learners aged 19-24 with ALS needs >£5,500)
- The Source of funding field, **field A11** must be coded as 106 (where the provider has a direct allocation from the YPLA – not via the Local Authority) or 107 (where the provider is funded directly by the Local Authority). Code 107 is the most likely to apply.
- The Programme type field, **Field A15** must be coded as 19 (Foundation Learning Programme)
- The Framework code field, **field A26** must record code 055
- The National learning aim monitoring field, **field A46** must record one of the following codes to indicate the learner's initial intention for progression. It does not need to be updated if the learner's intentions change during the programme.
  - Code 112: Foundation learning programme – learners initial intention is to progress to an Apprenticeship or Skilled Work
  - Code 113: Foundation learning programme – learners initial intention is to progress to Independent Living or Supported Employment
  - Code 114: Foundation learning programme – learners initial intention is to progress to further learning at Level 2 or above
  - Code 115: Foundation learning programme – learners initial intention is to progress to further learning at entry or level 1
- When the learner has completed their Foundation Learning Programme they should record the learner's actual progression outcome in the Reason learning ended field, **field A50**. This data will be used for performance monitoring and for judgements on the effectiveness of provision.

## **Component Learning Aims** (including the FL weekly aim and non-externally certified aims)

Component Learning Aims should be recorded as and when they are started by the learner. Unless the learner is commencing all the aims at the start of the programme they should not all be entered when the programme aim is recorded.

- The Learning aim reference field, **field A09**, must contain the learning aim reference of the qualification being undertaken.  
**If the learner is undertaking the FL weekly aim then code ZFLW0001 should be recorded.**  
If the learner is undertaking a non-externally certified aim then a Z9OP class code should be recorded.
- The Funding model field, **field A10**, must be coded as 21 (16-18 Learner Responsive) or 22 (Adult Learner Responsive funding model for LLDD learners aged 19-24 with ALS needs > £5,500)
- The Source of funding field, **field A11** must be coded as 106 (where the provider has a direct allocation from YPLA – not via the Local Authority) or 107 (where the provider is funded directly by the Local Authority). Code 107 is the most likely to apply.
- The Programme type field, **field A15** must be coded as 19 (Foundation Learning Programme)
- The Framework code field, **field A26** must record code 055
- The National learning aim monitoring field, **field A46** must not be completed with codes 112-115. Only complete field A46 if any of the other national monitoring codes apply to the learning aim
- The Guided learning hours field, field A32 must be completed with the planned glh. Where the component learning aim does not have a listed funding rate eg. functional skills, this entry will be used to calculate funding. It is also taken into account in the calculation of full time for entitlement curriculum funding eligibility.

## **Individual Foundation Learning Aims (that are not part of an FL programme)**

If a learner is doing one or more qualifications that are in the Foundation Learning catalogue, but is not following a Foundation Learning programme put together in accordance with the specification, then they must not record a programme aim. Field A15 should be coded as 99 for individual foundation learning aims. Code 19 must not be used. For example, a learner undertaking short literacy and numeracy qualifications at entry level or level 1 would not be recorded as undertaking a foundation learning programme and a programme aim is not required.

- The Learning aim reference field, **field A09**, must contain the learning aim reference of the qualification or learning aim being undertaken.
- The Funding model field, **field A10**, must be coded as 21 (16-18 Learner Responsive) or 22 (Adult Learner Responsive funding model for LLDD learners aged 19-24 with ALS needs > £5,500)

- The Source of funding field, **field A11** must be coded as 106 (where the provider has a direct allocation from YPLA – not via the Local Authority) or 107 (where the provider is funded directly by the Local Authority). Code 107 is the most likely to apply.
- The Programme type field, **field A15** must be coded as 99
- The Framework code field, **field A26** must be coded as 000
- The National learning aim monitoring field, **field A46** is not used to record a progression intention for individual foundation learning aims. Only complete field A46 if any of the other national monitoring codes apply to the learning aim.

## Youth Community Action

Youth Community Action may be undertaken by some foundation learners in addition to their other learning aims. It may be part of an FL programme or may be an additional individual learning aim.

- The Learning aim reference field, **field A09**, must contain the learning aim reference of ZYCA0001.
- The Funding model field, **field A10**, must be coded as 21 (16-18 Learner Responsive) or 22 (Adult Learner Responsive funding model for LLDD learners aged 19-24 with ALS needs > £5,500)
- If the learner is undertaking a full foundation learning programme then the Programme type field, **field A15** must be coded as 19. If the learner is only undertaking individual foundation learning aims then field A15 must be coded as 99
- If the learner is undertaking a full foundation learning programme then the Framework code field, **field A26** must record code 055. If the learner is only undertaking individual foundation learning aims then field A26 must be coded as 000
- The National learning aim monitoring field, **field A46** is not used to record progression intention for Youth Community Action. Only complete field A46 if any of the other national monitoring codes apply to the learning aim.

## Entitlement Curriculum

Foundation Learners who qualify as full time 16-18 learners also qualify for Entitlement Curriculum funding. This is recorded using code 12 in the Eligibility for 16-18 funding entitlement field, field L28.

## Validation Rules

The following validation rules will apply in 2010/11 to foundation learning programmes:

- **Rule R41:** A learner cannot have an open E2E programme and an open foundation learning programme recorded in the ILR at the same time.

- **Rule R42:** A learner cannot have an open foundation learning weekly aim and another a foundation learning component learning aim recorded in the ILR at the same time.

## Section 2: Foundation Learning for Adults

The Foundation Learning Curriculum (FLC) is the generic name used to describe provision at entry level (which is seen as being 'bottomless' so accommodating current 'pre-entry' type provision) and level 1, and includes (but is not limited to) the units and qualifications at these levels within the Qualifications and Credit Framework (QCF).

The adult Foundation Learning Curriculum offer is centred around personalised learning programmes drawn from the following skills sets:

- personal and social development (PSD) skills
- vocational learning
- functional skills in English and maths (and adult basic skills in literacy, numeracy and ESOL) and ICT

It is not mandatory for adults to undertake learning from each of the 3 skills sets.

Additionally, for some adults a short episode of learning, known as Formal First Step learning, may be required before they embark on a personalised learning programme. A Formal First Step is a short episode of learning designed to build learners' confidence and support their planned progression into longer (often pre-level 2) formal learning. Not every learner at entry level and level 1 will require this provision but it will be appropriate for some learners.

Further information about foundation learning for adults is available on Skills Funding Agency Fact Sheet 1 – Foundation Learning Curriculum for adults which can be downloaded from: [http://readingroom.skillsfundingagency.bis.gov.uk/sfa/adult\\_flc\\_-\\_factsheet\\_-\\_april\\_10\\_-\\_final.doc](http://readingroom.skillsfundingagency.bis.gov.uk/sfa/adult_flc_-_factsheet_-_april_10_-_final.doc)

### How to record Foundation Learning for adults on the ILR

- Providers should record each individual learning aim(s) being undertaken
- A programme aim for adult learners following the foundation learning curriculum must not be recorded.
- The Funding model field, **field A10**, must be coded as 22 (Adult Learner Responsive funding model) or 45 (Employer Responsive Funding model)
- The Source of Funding field, **field A11** must be coded as 105 (Skills Funding Agency)
- The Programme type field, **Field A15** must be coded as 99 for all learning aims
- The National learning aim monitoring field, **field A46** must not be completed with codes 112-115. These codes are for use by young people following foundation learning programmes and are not applicable for adults. Only complete field A46 if any of the other national monitoring codes apply to the learning aim.

## How to record First Steps Learning on the ILR

- The Funding model field, **field A10** must be coded as 81 for First Steps learning aims that started on or after 1 August 2010 (continuing learning aims that started prior to 1 August 2010 and are coded using code 80 in field A10 do not need to be changed)
- The ASL provision type field, **Field A58** must be coded with code 05

First Steps learning should be recorded in most cases on the Learner Responsive ILR return. The only exception to this is if the provider only delivers ASL provision in addition to first steps learning. In this case the provider may return first steps learning aims on their ASL ILR return.

## Section 3: Collection of data & data returns

*The information authority* do not publish a standard form to collect the information for Foundation Learning. Providers should use their own enrolment forms and/or other documentation ensuring that the data protection statement, as detailed in Appendix F to the ILR specification for 2010/11, is included.

Data should be returned through the appropriate cycle of ILR returns dependent on the funding model. Data about learners funded through the 16-18 or adult learner responsive funding models is returned five times a year using the Learner responsive ILR return. Data about learners funded through the employer responsive funding model is returned monthly using the Employer responsive ILR return. This means that the majority of data about Foundation Learning will be returned using the LR ILR returns. Only data about adults funded through the ER funding model should be recorded on the ER ILR.

Appendix A of the ILR Specification for 2010/11 contains the collection timetable.

## Section 4: Continuing learners who started a Progression Pathway prior to 2010/11

Learners who started a foundation learning programme prior to 2010/11, will be undertaking one of four progression pathways, each with its own programme type code used in field A15. Data for these continuing learners does not need to be amended for 2010/11. Codes 11-14 used in field A15 will continue to be valid until the learners complete their programmes.

No new progression pathway starts can be recorded from 1 August 2010. Codes 11-14 in field A15 are not available for new starters in 2010/11

## **Section 5: Continuing learners who started an E2E programme prior to 2010/11**

Learners who started an E2E programme prior to 2010/11, will continue to record this on the ILR until the programme is completed. Data for these continuing learners does not need to be amended for 2010/11. Code 09 used in field A15 will continue to be valid until the learners complete their programmes or 31<sup>st</sup> July 2011 whichever is the earlier.

No new E2E starts can be recorded from 1 August 2010. The XE2E0001 learning aim reference and use of code 09 in field A15 is not available for new starters in 2010/11