





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"/>
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A27 Learning Start Date	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/> <input type="text" value="0"/>	A28 Planned End Date	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/> <input type="text" value="0"/>	A23 Delivery Location Postcode	<input type="text"/>	<input type="text"/>
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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"/>	A02 Contract Type (MOD only)	<input type="text"/>
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A64 Planned group-based hours	<input type="text"/>	A65 Planned one-to-one contact hours	<input type="text"/>
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I certify that the 'Start' information contained on this form is correct

Provider's Signature	_____	Print Name	_____	Date	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/> <input type="text" value="0"/>
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**End Information - only required for Programme Types listed in Field A15**

A31 Learning Actual End Date	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/> <input type="text" value="0"/>	A40 Achievement Date	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/> <input type="text" value="0"/>
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A34 Completion Status	<input type="text"/>	A35 Learning Outcome	<input type="text"/>	A50 Reason learning ended	<input type="text"/>
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I certify that the 'End' information contained on this form is correct

Provider's Signature	_____	Print Name	_____	Date	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/> <input type="text" value="0"/>
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**Notes for completion of Programme Aims**

A programme aim is required for all learners undertaking an apprenticeship, advanced apprenticeship or higher level apprenticeship programme. A separate programme aim must be recorded for each programme undertaken. If a learner progresses from an apprenticeship to an advanced apprenticeship, two programme aims should be recorded, one for each programme type.

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. Code 46 must be used in field A10 for the main apprenticeship aim.

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/Employability Skills programme (ESP)**

All employer responsive funded learning aims that are not part of an apprenticeship programme are either Train to Gain or ESP learning.

Train to Gain & ESP 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.



Learner's Names

A03 Learner Reference Number

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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

A02 Contract Type (MOD only)

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

A44 Employer identifier

A45 Workplace Location Postcode

A63 National Skills Academy

A21 Franchised out and partnership arrangement

A22 Franchise and partnership delivery provider number

A64 Planned group-based hours

A65 Planned one-to-one contact hours

(A64 & A65 TtG only - Not required for Apprenticeship Main Aims)

A54 Broker Contract No (TtG only)

A18 Main Delivery Method (TtG only) (not required for new starters in 09/10)

A61 Project Dossier Number

A62 Local Project No

A66 Employment status on day before starting learning aim

A67 Length of unemployment before starting ESF project

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

Provider's Signature

Print Name

Date

#### End Information

A31 Learning Actual End Date

A40 Achievement Date

A68 Employment Outcome (not required for apprenticeships or TtG)

A34 Completion Status

A35 Learning Outcome

A36 Learning Outcome Grade

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

#### Monitoring Information

A47 Local LSC Learning Aim Monitoring

A48 Provider Specified Learning Aim Data

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

**Subsidiary Aims (including Technical Certificates & Key Skills)**

**Start Information**

A04 Data Set Identifier Code   A02 Contract Type (MOD only)

A09 Learning Aim Reference No  A10 LSC Funding Stream  A15 Programme Type  Value as Part 2  A16 Programme Entry Route  A26 Framework Code  Value as Part 2  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

A21 Franchised out and partnership arrangement  A22 Franchise and partnership delivery provider number  A63 National Skills Academy  A49 Special Projects & Pilots

A61 Project Dossier Number  A62 Local Project No.  A66 Employment status on day before starting learning aim  A67 Length of unemployment before starting ESF project

**End Information**

A31 Learning Actual End Date     A50 Reason learning ended

A40 Achievement Date     A34 Completion Status  A35 Learning Outcome  A36 Learning Outcome Grade  A60 Credits Achieved (QCF learning aims only)

**Monitoring Information**

A47 Local LSC Learning Aim Monitoring

A48 Provider Specified Learning Aim Data

**Individual Learner Record - Part 1a- Special Monitoring Data**

Only complete this section once for each learner

L40 National Learner Monitoring

L41 Local LSC Learner Monitoring

L42 Provider Specified Learner Data