

APPENDIX I – Forms

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

For 2008/09, providers will **not** need to complete or return a Reconciliation Exception form (ILRRECEXP) report with their F01 return. This is due to the introduction of demand led funding in 2008/09 and the changes that have taken place in the funding and data recording arrangements for some learners. An example of this is NVQ provision for adults that is delivered in the workplace and was previously funded by LSC FE funding. From 2008/09, this provision will be funded from the employer responsive funding stream and data about these learners recorded in the employer responsive ILR. These learners will be coded as continuing learners in the F04 and F05 of 2007/08 but will not appear in the F01 for 2008/09.

Further details about this change for 2008/09 can be found in the section 'ILR Reconciliation for full ILR Returns' in the 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 another 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

The Franchising Partners Register screen on the provider batch data collections website allows you to record details of the Franchising Partners referred to in your ILR file. A sample register of franchise and other partners is included in this Appendix, to help you collate the data that is needed. The screen should be completed and returned with each ILR return, for colleges and some other funded institutions. More details can be found in the '*ILR Specification 2008/09*' under the specification of franchise and partnership delivery provider number field, field A22.

For 2008/09 field A22 has been extended to 8 characters to allow the UKPRN to be recorded instead of a provider defined number. Where a franchise or other partner has already obtained a UKPRN this should be used and there would be no requirement to return this register.