

## APPENDIX A

- Version 1 Published 18 December 2009 – changes from 2009/10 in yellow
- Version 2 Published 13 May 2010 – changes highlighted in green
- ER04 Close date and ER05 Open date amended
  - SR01 Open date, SR04 Close date and SR05 Open date amended.
- Version 3 Published 06 August 2010 – changes highlighted in blue
- Learner Responsive collection Open dates amended
  - ASL collection Open dates amended
  - Employer Responsive collection – guidance on timeliness standard added.

The open and close dates given are the dates on which the data collections web portal is available.

The close dates for each return are “hard closes”. That is, if a provider does not send an ILR return by 6pm on the close date for that return it will be unable to send this data to the Data Service until the next collection opens. The exception to this is the final collection of the year when it will not be possible to send the data after the close date.

### Collection timetable for Learner Responsive

Return Number (file extension)	Reference date	Open date	Return date and close date	Year of return	Type of return
ILR - .LR01	01 November 2010	02 November 2010	06 December 2010	2010/11	Full ILR up to 1 November
ILR - .LR02	01 February 2011	13 December 2010	14 February 2011	2010/11	Full ILR up to 1 February
ILR - .LR03	01 May 2011	28 February 2011	16 May 2011	2010/11	Full ILR up to 1 May
ILR - .LR04	31 July 2011	23 May 2011	05 September 2011	2010/11	Full ILR – all year activity
ILR - .LR05	01 November 2011	12 September 2011	21 November 2011	2010/11	Full ILR – all year activity including achievements

### ILR Return – LR04

Providers should update the completion status fields in the learning aim data set at each return to reflect the situation at each reference date. In particular providers are asked to

accurately record learners in the fourth learner responsive collection (LR04) return who have completed or withdrawn from their studies by 31 July.

Providers must send all outcome data for HE qualifications that are recorded in the learner responsive return by the LR04 return, with priority given to qualifications funded by HEFCE. This is to enable HEFCE to publish achievement data from FE providers at the same time as from HEIs.

### Final ILR Collection (LR05)

The final learner responsive ILR collection (LR05) from all providers must consist of a copy of the records sent at LR04 with learning aim outcomes and grades added as known at the reference date. LR05 should also contain amendments to completion status and achievement for learners who at LR04 were expected to return for the following teaching year (2011/12), and who subsequently did not do so.

The date for return of LR05 2010/11 is 21 November 2011. All providers making an LR05 return are asked to do so by this date. This means that no returns received after the close time on 21 November 2011 will be processed. In a case where a provider sends incomplete information by that date then an agency or body for example Ofsted, SFA or YPLA, would be at liberty to take this into account when making decisions but no further data would be received or processed.

### Collection timetable for ASL

Return Number (file extension)	Reference date	Open date	Return date and close date	Year of return	Type of return
ILR - .SL01	01 November 2010	02 November 2010	01 December 2010	2010/11	ASL format ILR up to 1 November
ILR - .SL02	01 February 2011	13 Dec 2010	21 February 2011	2010/11	ASL format ILR up to 1 February
ILR - .SL03	01 May 2011	28 Feb 2011	16 May 2011	2010/11	ASL format ILR up to 1 May
ILR - .SL04	31 July 2011	23 May 2011	5 September 2011	2010/11	ASL format ILR – all year activity
ILR - .SL05	31 December 2011	12 September 2011	16 January 2012	2010/11	ASL format ILR – all year activity including achievements

## Collection timetable for Employer Responsive

Return Number (file extension)	Month	Open date	Deadline for the return of ER data (4 <sup>th</sup> Working Day after last day of the month)	Close date (by 6pm on this date)
ILR - .ER01	August 2010	11/08/10	06/09/2010	06/09/2010
ILR - .ER02	September 2010	07/09/10	06/10/2010	06/10/2010
ILR - .ER03	October 2010	07/10/10	04/11/2010	04/11/2010
ILR - .ER04	November 2010	05/11/10	06/12/2010	06/12/2010
ILR - .ER05	December 2010	07/12/10	07/01/2011	07/01/2011
ILR - .ER06	January 2011	08/01/11	04/02/2011	04/02/2011
ILR - .ER07	February 2011	05/02/11	04/03/2011	04/03/2011
ILR - .ER08	March 2011	05/03/11	06/04/2011	06/04/2011
ILR - .ER09	April 2011	07/04/11	06/05/2011	06/05/2011
ILR - .ER10	May 2011	07/05/11	06/06/2011	06/06/2011
ILR - .ER11	June 2011	07/06/11	06/07/2011	06/07/2011
ILR - .ER12	July 2011	07/07/11	04/08/2011	04/08/2011
ILR - .ER13	August – October 2011	10/08/11	11/11/2011	

At its meeting on 16 June 2010 the information authority board agreed to a standard for employer responsive data timeliness. That standard is described below. For apprenticeship programmes, the standard for reporting starts applies to each individual learning aim within the programme, rather than the overall programme, as the learner may not start all learning aims at the same time.

**Starts must be reported within 2 reporting months** (includes the month in which the activity takes place)

- For a learner starting an aim in month X then a record for that start must be included at the latest in the return at the end of month X+1  
eg. A learner starts on 1 September 2010. This must be reported for the first time in the return for September (ER02) or October 2010 (ER03). That is at the latest in the return which closes on 4 November 2010 (ER03).

**Achievements must be reported within 3 reporting months** (includes the month in which the activity takes place)

- For a learner achieving an aim in month X that achievement must be recorded at the latest in the return at the end of month X+2  
eg. A learner achieves on 4 August 2010. This must be reported for the first time in the return for August (ER01), September (ER02) or October 2010 (ER03). That is at the latest in the return which closes on 4 November 2010 (ER03).

**Leavers / withdrawals must be reported within 3 reporting months (includes the month in which the activity takes place)**

- For a learner who leaves, completes or withdraws in month X that change must be recorded at the latest in the return at the end of month X+2  
*eg. A learner leaves on 29 October 2010. This must be reported for the first time in the return for October (ER03), November (ER04) or December 2010 (ER05). That is at the latest in the return which closes on 7 January 2011 (ER05).*

**Collection timetable for ESF SR**

Return Number (file extension)	Month	Reference Date	Open date	Deadline for the return of ER data (4 <sup>th</sup> Working Day after last day of the month)	Close date (by 6pm on this date)
ILR - .SR01	August 2010	31/08/10	11/08/10	06/09/2010	06/09/2010
ILR - .SR02	September 2010	30/09/10	07/09/10	06/10/2010	06/10/2010
ILR - .SR03	October 2010	31/10/10	07/10/10	04/11/2010	04/11/2010
ILR - .SR04	November 2010	30/11/10	05/11/10	06/12/2010	06/12/2010
ILR - .SR05	December 2010	31/12/10	07/12/10	07/01/2011	07/01/2011
ILR - .SR06	January 2011	31/01/11	08/01/11	04/02/2011	04/02/2011
ILR - .SR07	February 2011	28/02/11	05/02/11	04/03/2011	04/03/2011
ILR - .SR08	March 2011	31/03/11	05/03/11	06/04/2011	06/04/2011
ILR - .SR09	April 2011	30/04/11	07/04/11	06/05/2011	06/05/2011
ILR - .SR10	May 2011	31/05/11	07/05/11	06/06/2011	06/06/2011
ILR - .SR11	June 2011	30/06/11	07/06/11	06/07/2011	06/07/2011
ILR - .SR12	July 2011	31/07/11	07/07/11	04/08/2011	04/08/2011