

No	Issue raised	Main issue/ concern	Proposed action	Progress	Status	Owner
27-10-11-01	Unitised codes on Skills for Life	Where a learner successfully completes one level and fails the next stage, it shows up as an error		Lisa informed the group that this was not an ILR validation rule and is probably in the MIS system validation	Closed	Lisa Macdougall
27-10-11-02	Time lag between awarding organisations stating the availability of certain courses and they being available on LARA	Training providers may end up delivering a course that has not been accredited		Lisa informed the group that the second LARA release aims to automate work flow processes with the aim to make it clearer where hold ups are in the process	Closed	Lisa Macdougall
27-10-11-03	Lack of headings on error reports	Unclear whether there is a problem with LIS or no errors	This was an issue with earlier LIS betas which should have been resolved.	Margaret Scott to check whether latest version being used and Hardip Ratan to check whether it's still an issue with current release	Closed	Hardip Ratan
27-10-11-04	Lack of Provider Funding Reports		These reports should be available in early November		Closed	
27-10-11-05	Information on return on investment on adult safeguarded learning		Research has been commissioned and has demonstrated the benefits of adult safeguarded learning	Ian Knowles to check if the information can be shared with providers and send Selvy Kasparis the information	In progress	Ian Knowles/ Selvy Kasparis
27-10-11-06	Link to non-regulated courses		Ian Knowles to provide the link on the Skills Funding Agency website		In progress	Ian Knowles/ Selvy Kasparis
27-10-11-07	Analysis of cohort progress when learning completed	Although some local authorities have built relationships with colleges in their areas to assess progression, it would be useful to monitor progress in a more generic way using Learning Records Service data	Mike Coulson to consider how this could be done	Mike Coulson to scope this possibility with Data Service	In progress	Mike Coulson
27-10-11-08	DSATs	Not currently applicable for ASL provision	If anyone interested, they can attend workshops in the new year and outline why DSATs should be extended to ASL	Anyone interested in these workshops should write to Selvy Kasparis who will inform Diane Rogers	Closed	Selvy Kasparis/ Diane Rogers

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27-10-11-09	Length of time to retain paper records	Cost of retaining paper records	Suggested that Account Managers would provide the appropriate time periods. Other attendees mentioned that records were retained for seven years for financial purposes and eleven years for ESF purposes		Closed	

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22-02-10-01	Clear definitions of sub-contractors, franchises and partnerships as Learner Responsive definitions may not work for ASL	The main issue here is where <b>only</b> delivery is undertaken externally, e.g. language learning in a living room. It was noted that UKPRN details were not available for some small training providers.	Jerry O'Shea to discuss proposed definitions with Lisa Macdougall	Jerry to look at general principles and what additional information to add to the definitions. Lisa Macdougall to discuss how to capture the data. Lisa's update at <b>22 February 2010</b> :ASL providers do not have to record where delivery is sub-contracted or delivered by a partner provider. Field A22 (containing the UKPRN) is only completed for LR and ER ILR returns	No progress reported by Jerry at meeting. Closed	JO and LM
22-02-10-02	Members names to be published on the website		Now that minutes finalised, group attendee names will be published on website	Selvy Kasparis to confirm details and add names to website	Closed	SK

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22-02-10-03	Consider ASL needs in Unique Learner Number (ULN) and other MIAP products	Difficulty in obtaining sufficient personal information from learners to obtain a ULN	Invite MIAP to next meeting. The ASL policy team would like to see the ULN applicable to all ASL learners For 2010/11 providers will receive a validation warning if the ULN is not present in an ASL return and the 9s have been used (if the learner started more than 60 days before the return ref date) or a warning if the ULN entered is not on the LRS table (again if the start date is more than 60 days before the ref date). Providers should endeavour to get a ULN where possible. 9s should be used temporarily where there is a hold up and zeros should be used if the learner will not supply their DOB or other data required for a ULN. A simple communication from MIAP that they could share with learners would be helpful in explaining the purpose, use and value etc. It was also suggested that a single simpler data protection/fair processing notice would be helpful.	Selvy Kasparis to invite MIAP colleague to next meeting. Selvy Kasparis to progress with MIAP. Lisa Macdougall to be part of process of simplifying data protection issues. Sarah Williams to progress with LSC.	Closed	SK/LM/SW
22-02-10-05	First Steps		Group informed that this has moved to Adult Responsive.	Noted. <b>Update of 22 February 2010:</b> Confirmed that First Steps will be part of the Foundation Learning Tier within ALR from 2010/11. There will be no change to coding apart from any general changes in the ILR.	Closed	

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22-02-10-06	Change in validation rules to take account of machinery of government changes		Validation rules that differentiate between 19+ funding and 14-19 funding necessary – Jerry O'Shea and Lisa Macdougall to discuss	Jerry and Lisa to progress. <b>Update at 22 February 2010:</b> Sarah Williams asked Jerry O'Shea to contact the team urgently if changes are needed as version 1 of the validation rules has been published.	Closed	JO/LM
22-02-10-08	Confirmation that returns are received and accepted even if they are not validated	Impact of not meeting the deadline at 6pm	Lisa Macdougall's understanding is that this is the case but will be confirmed at next meeting	Lisa to confirm with Data Service and feedback at next meeting. <b>Update at 22 February 2010:</b> The Data Collections portal is monitored and once the last file submitted by 6pm has been loaded then the period end processes will be activated (manually not automatically). Error/warning reports will be posted back once the file has been loaded (this should be relatively soon after file has been loaded but do not know exactly how long this takes). Providers are advised to ensure that a file has loaded without transmission errors or other major validation errors. A provider may still be able to upload a file later after 6pm but it will not be included in the period end processing. We are looking at communications and system messages with the Data Service to help make this clear to providers and help them with data submissions.	Closed	LM

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22-02-10-09	Paperless systems		Attendees were interested in which ASL providers may have been involved in the pilot and Selvy Kasparis offered to circulate the list	Selvy to speak to Jagvir Banning and circulate a list of the pilot providers to the group. <b>Update of 22 February 2010:</b> National Employer Service providers are involved in the project. Selvy to invite Jagvir to the next meeting. <b>Update of 22 February 2010:</b> John Green presented an update of the project to the group.	Closed	SK
22-02-10-11	A10 code for 2010/11	Group sought clarification on how to treat A10 code in view of change from the LSC to the Skills Funding Agency	Sarah Williams informed the group that where data was recorded as A10=80, this will now become A10=81 in 201/11 due to the change from the LSC to the Skills Funding Agency, unless they were delivering any YPLA provision.	Noted	Closed	SW
22-02-10-12	Definition of unfunded provision	Whether it is appropriate to record all funded and non-funded provision on the ILR	Sarah Williams to investigate and feedback to the group	<b>Update of 21 October 2010:</b> if the learner is definitely not funded by YPLA or SFA or LSC as was, then they do not record. The only instance where this type of provision would be recorded is when it is undertaken within a college. It would have an A10=99 to show as unfunded	Closed	SW
22-02-10-13	Individual queries raised by group at the meeting	Various ILR related queries were raised at the meeting	Sarah Williams to investigate and feedback to the group via email.	Email received and responded to	Closed	SW

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22-02-10-04	Learning Revolution		Jerry O'Shea and Lisa Macdougall to discuss data collections implications of single local authority plans (i.e. for museum, library and learning arms). Group suggested that approach mirrors and uses the joint DWP and local authority council tax process as the data sharing issues have been addressed	<a href="#">Update of 22 February 2010:</a> <a href="#">Jerry updated the group and stated that there are plans to introduce another return to record informal learning. A letter on the Learning Revolution was sent to local authorities on 08 February 2010.</a>	Closed	JO/LM
22-02-10-10	Funding rates	Queries were raised on how funding works for withdrawals and early achievements and what happens when guided learning hours (GLH) changes	These queries will be collated into a Frequently Asked Questions (FAQs) document and circulated via e-mail to the group	<b>Update of 02 March 2010:</b> Sarah Williams is still progressing through the queries. <b>21 October 2010:</b> Jerry O'Shea will be able to respond	Closed	SW
22-02-10-14	Data freezes for all returns	Group asked for clarification of when data freezes take place on ASL data	Mike Wicks to investigate and feedback to group. Lisa Macdougall said a download will be available with Outlook dates but can also do a pdf file for those who don't use Outlook		Closed	MW/LM

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22-02-10-07	ILR changes	Group expressed preference for a hard close date for the returns. The concern is how to treat delivery within an in-house department where money has exchanged hands.	Attendees raised the following: Request not to move SL04. Source of funding codes for ASL provider needs more clarification in the guidance. Confirmation of whether C05 collection date has been moved. Sarah Williams to confirm whether this is a franchise	Points noted and Lisa to take forward. There will be consultation about any proposals for moving ASL collection dates. Franchising is not recorded any differently. If the provider or local authority is funded by the LSC then the learners must be on their ASL return. Where only delivery is external the use of the postcode will enable tracking. Liaise with Data Service	Closed	LM/MW/S W
03-02-11-06	Address standard needed and adopted by the Data Service and the Learner Records Service	There is no consistent address standard, this is making ULN validation difficult for providers.	Pete Ashton informed the attendees that BS7666 will not be used as it is not suitable for the diversity of further education	<b>Update 9 June 2011:</b> Attendees informed that the need to collect full postal addresses will be reviewed	Closed	PA
03-02-11-02	ULNs and ASL learners - likelihood of mandatory ULNs	ASL providers have real difficulties with collection data for the learners. ALR has posed a lot of difficulties for them in creating and matching ULNs. Concern that ULNs may become mandatory for ASL	One of the possibilities suggested is that ULNs are not requested for courses less than 6 hours. This will make the process easier.	<b>Update 10 February 2011:</b> ULNs are not necessary for ASL courses. ULNs are also not necessary for courses less than 14 days in planned or actual duration in Adult LR. Discussion to be scoped further with specification team at next meeting. <b>Update at 9 June 2011:</b> No plans to change this	Closed	SKa

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03-02-11-03	Timeliness reports for ASL	The nature of courses mean they can be vague at the beginning and only become clear later. Attendees were concerned that timeliness reports for ASL would penalise them in light of Geoff Russell's letter and the quality reports which Ofsted uses	Find out from Data Service (Ellie Fraizer) if there are any planned ASL reports and ensure they are used for provider monitoring purposes rather than as a standard	<b>Update 14 February 2011 by Mike Wicks:</b> There are currently no plans to extend timeliness reports beyond ER provision. Geoff Russell's letter was not on the subject of timeliness per se; rather, it concerned providers' data integrity. While the principles and practices for FE data management set out by the information authority are not, I think, targeted at ASL, I would have thought that the expectation was that the principles should apply to all ILR returns, including ASL. I had understood that Ofsted's main interest in data quality assessments as part of the pre-inspection process was in LR and ER data, although of course they have long expressed an interest to seeing improvements in ASL data quality. <b>Update 9 June 2011:</b> Comms to Ofsted that the reports are general and not a	Closed	AB/MW MW to take forward comms to inspectors
03-02-11-04	Email confirmation of data submission	The group said that it would be useful to get an email notification to confirm that their data has been received and, if processed with errors, a link to the rule violation report	Alan Billingham to investigate the inclusion of an email confirmation in the data collection portal	<b>Update 14 February 2011:</b> This was an aspiration of the complete Strategic Replatforming Project but is no longer included in the current reduced scope project so will be carried forward for 2012/13.	Closed	AB/MW

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03-02-11-05	Postcode lookup is not up to date.	Genuine postcodes are being rejected. What is the source used for postcodes for data collections?	Find out what source is used for postcodes in the data service.	<b>Update 14 February 2011:</b> The postcode reference file is Post Code Anywhere and is updated quarterly. Only post codes that are incorrectly formatted are rejected by OLDC, post codes that are not recognised get a warning status. If postcode error cases that cause concern could be logged on the Service Desk they will be investigated. <b>Update 9 June 2011:</b> Discussion revolved around the fact that LRS default code was different to the ILR and whether fuzzy logic could be used to accept slight differences.	Closed	AB/MW
03-02-11-07	Employment status (full and part time definition) to identify learners on benefits	There isn't a definition for full time and part time for L37 completion	Liaise with policy team to obtain details	<b>Update 9 June 2011:</b> Lisa Maccougall informed attendees that the definition is for 16 hours which will be in the next version of the specification. Attendees suggested that 'retired' could be a category on enrolment form rather than not employed which offends certain learners. Attendees also ask how many hours learners work rather than asking whether they are full or part time workers.	Closed	LM

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03-02-11-01	Difficulty in obtain personal information (e.g. date of birth) from learners	ASL learners are resistant to give date of birth on their enrolment forms. This makes it very difficult to obtain/check previous ULN for a learner	Attendees suggested preparing materials that appeal to learner audience and encourage them to either remember or bring ULN details with them or be more willing to share sufficient details to obtain a ULN	Selvy Kasparis to invite LRS representative to next meeting to scope these issues <b>Update 9 June 2011:</b> For 2011/12 the ULN remains optional for ASL learners. There have been no requests to change this in the future at present. LRS representative not available to attend. Will invite for October meeting. <b>Update 27 October 2011:</b> Lisa confirmed that there is no need to collect personal information if the learner does not receive public funding.	Closed	SKa
09-06-11-01	Means of identifying fields in the single ILR	Concern that the single ILR does not contain means for identifying fields	Attendees suggested using a numbering system to find fields	Lisa Macdougall stated that the L and A codes cannot be used within the new structure and do not make any sense in this new context. There is a short xml name in the ILR specification that can be used in reports if providers do not want to use the full field	Closed	LM
09-06-11-02	Means of identifying fields in the single ILR	Concern that cannot identify the links between the L and A codes and new codes	<a href="#">Lisa Macdougall showed attendees the link to the mapping document on the website - Field Mappings from Flat File ILR to single ILR - which provides details of the old codes against the new codes</a>		Closed	LM
09-06-11-03	Clarification on the computer specification necessary for the single ILR in XML	Concern that current equipment cannot handle the additional file size	<a href="#">Lisa Macdougall informed attendees that the specification is available on the Data Service website - in the LIS updates section under DRAFT Estimated Systems Requirements</a>		Closed	LM

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09-06-11-04	Opt out option on privacy notices	Discussion around whether learners need to opt in or out for contact	Lisa Macdougall to confirm	All learners should be asked if they wish to opt out of contact. The tick boxes have been removed from the privacy notice as they are ILR fields and are not actually part of the data protection statement. Providers should refer to the ILR forms for an example of how to collect this data on enrolment forms.	Closed	LM
09-06-11-06	Availability of funding aim information	Query of whether LARA will contain all learning aims within it and whether LAD will have the funding rates for next year	Lisa Macdougall to confirm	New aims that don't start till 11/12 are largely on LAD already, with Validity and Funding information already loaded. The only aspect which isn't loaded is the information which is held in All_Annual_Values - so for example information about SFA Approval and Section 96 Approval is not on LAD and will only be visible on LARA.	Closed	LM
09-06-11-07	Emphasis placed by Ofsted on progression	The current L39 options are not suitable to indicate progression	Some attendees use bespoke fields or send surveys later. Possibility of tracking progression via Personal Learning Record discussed. Potential for a change request.	Selvy Kasparis to provide email addresses so attendees can discuss a change request. Mike Wicks to discuss PLR and progression with LRS	Closed	SKa/MW
09-06-11-08	Collection of NI numbers for learners on active benefits	There is nothing validate this information against		NI number and benefit status are being collected so that data for these learners can be matched back to DWP data to evidence progression into work. Where a provider has claimed job outcome incentive payments for learners this will be verified from DWP data.	Closed	LM

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09-06-11-09	Definition of SME	Unclear what definition to use	Sue Guinivan to find out and pass to Selvy Kasparis to circulate	Defined as: In relation to policy SME refers to an employer whose employees are being trained funded through workplace learning. There are eligibility rules attached to employees of an SME. An SME is defined as an employer with less than 250 employees.	Closed	SG/SKa
03-02-11-08	Identifying learners on benefits and the implications of learners leaving a course due to employment	What if a learner leaves a course due to employment? The course is to help them get a job but they don't complete the course, therefore the outcome can't be 'achieved' but it is a positive outcome.	Liaise with specification and policy teams to determine how to treat	Anita Holcroft to provide feedback at next meeting <b>Update 9 June 2011</b> : There is no requirement to record employment status or employment outcomes in the ILR for ASL learners for 11/12. However for ALR learners, this data is captured and the SFA are looking at possibly excluding learners who achieve a positive job outcome from success rates. This will be left open for update at October meeting. <b>Update 27 October 2011</b> : Nothing further to add as not being required for ASL.	Closed	AH/LM
03-02-11-09	Foundation learning fee remission - some currently fully funded learners will be co-funded	The policy is not fully formed and therefore there is some uncertainty on the treatment of some learners	Liaise with policy team to obtain details	Learners are eligible for fee remission for foundation learning if they do not have first full level 2 qualification. Further clarification to be sought from the SFA about whether learners who are unlikely to get to L2 are eligible for full funding for repeat L1 and entry level learning. <b>Update 27 October 2011</b> : Advised to continue current practice unless advised otherwise - agency unlikely to commit to providing guidance in this situation.	Closed	AH/LM

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03-02-11-10	SL02 and LR02 returns too early to ensure accuracy	The difference between the reference and return dates are too short to ensure accuracy and therefore data quality. Pressured due to minimum contract levels. January enrolments make accurate February returns accuracy difficult to manage.	A longer turn-around is being requested for data quality purposes	Lisa stated that the "6 week rule" still applies to January starts in terms of changes to and accuracy of data. There is therefore no expectation from <i>the information authority</i> that data about January enrolments would be complete and accurate in the February data returns. Lisa to seek clarification from Ofsted that they are in agreement with this. <b>Update 27 October 2011:</b> Lisa advised attendees to continue recording all learners even if they stayed for less than six weeks as it does not affect their success rates as data is only taken for funded learners in the success rates formula	Closed	LM
09-06-11-05	Informal Adult and Community Learning		Jerry O'Shea informed the meeting that BIS will be consulting the sector in November and encouraged attendees to respond	Jerry O'Shea to inform Selvy Kasparis when consultation starts so group members can be asked to respond to consultation	Closed	JO/SKa