

The single ILR for 2011/12

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setting data standards
for further education

What is the single ILR?

- Three areas of significant change:
 - single learner record
 - restructured learner record
 - learner record in XML format
- The same data items are collected in both the new single ILR and the original flat file format that has been used in previous years.

Why move to a single ILR?

Important changes to FE funding arrangements

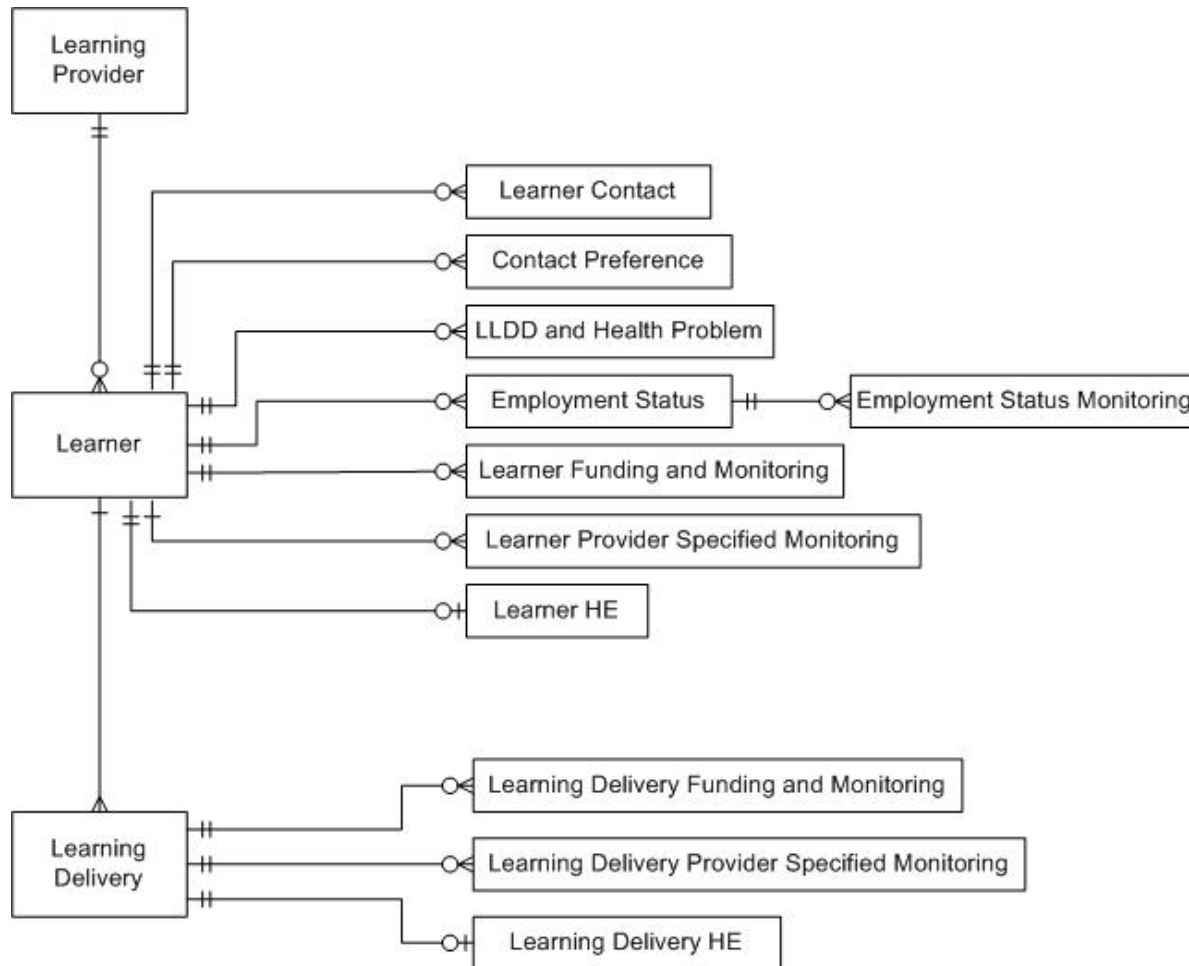
- Introduction of single Adult Skills Budget
- Funding Simplification
- Freedoms and Flexibilities
- Provider empowerment
- Introduction of minimum contract values

In response to these policy changes, *the information authority* and the Data Service have reviewed its data collection arrangements with a view to increasing efficiency; resulting in a move to a single ILR and the re-platforming of data collection systems.

Single ILR Documents

- version 2 of flat file ILR specification published at end of February 2011 to include late ILR changes
- single ILR specification and XML schema published at end of February 2011
- single ILR specification, XSD and business rules updated with corrections on 14 April 2011
- Mapping document from flat file to new field structure on IA website
- Provider support manual to be published this week (by 17 June)

Single ILR Structure



New relational structure (entity relationship diagram)

- **Learner**
 - Learner Contact
 - Contact Preference
 - LLDD and Health Problem
 - Employment Status incl additional monitoring
 - Learner Funding and Monitoring
 - Learner Provider Specified Monitoring
 - Learner HE (UCAS personal id, Nationality & Term time accommodation)
- **Learning Delivery**
 - Learning Delivery Funding and Monitoring
 - Learning Delivery Provider Specified Monitoring
 - Learning Delivery HE

Learner Contact

- **Learner Contact Entity** collects address details, telephone number, email address and postcode information.
- Home postcode (L17) now called Postcode prior to enrolment.
- In xml return a contact type is specified (either current or prior to enrolment) and a locator type (either address, postcode, telephone or email).
- **Learner Contact Preference Entity** collects Restricted Use indicator (contact purpose e.g. Survey, course information) and Preferred method of contact (e.g. Phone, email, post).
- Learners should be asked if they wish to opt out of any of the above on completion of the enrolment form

Learner Funding and Monitoring (FAM)

- **The following data items are now collected within the Learner Funding and Monitoring (FAM) Entity:**
 - Eligibility for 16-18 funding entitlement
 - Additional learning support (incl Learning Difficulty Assessment, Disabled Students Allowance)
 - Eligibility for disadvantage uplift
 - Learner support reason
 - Use of discretionary support funds
 - National Learner monitoring
- **Not known/not provided codes have been removed. Only record an entry if it applies.**

Employment Status Records

- There are 3 types of employment status records:
 - **DBS: Day before starting learning aim** (a separate record is created for each learning aim with a different start date). DBS records are required for ESF funded and ESF matched aims (includes all ER funded aims). Data taken from A66 and A27 for continuing learners
 - **FDL: First Day of Learning** (only one of these per learner – recorded on first enrolment). Data taken from field L37 for continuing learners. Date of FDL record for continuing learners if unknown should be set to 1/8/2001
 - **CES: Current Employment Status** (a learner may have more than one of these. A new record is created each time the learner's employment status changes to build up a record of the learner's employment history). Data taken from field L47 and date from field L48 for continuing learners

Employment Status Records (2)

In addition to the basic employment status of a learner the following information is captured:

- **Employer id number and workplace postcode** required for all learners with ER funded aims. This information can be recorded on either an FDL record at the start of learning or on a CES record if the employment status changes.
- For continuing learners a CES record will be created using the data held in A44 and A45 with the date of the record set to the learning aim start date from field A27.
- **Additional Employment Monitoring Data**
 - Full/Part time status – over 16 hrs to be recorded as full time
 - Benefit indicator – to identify those on Active benefits
 - Length of Unemployment – for learners with ESF and ESF matched aims (only recorded on DBS records with a status of unemployed)

Learning Delivery Funding and Monitoring (FAM)

- **The following data items are now collected within the Learning Delivery Funding and Monitoring (FAM) Entity:**
 - Sources of funding
 - Full or co funding indicator
 - Additional Learning Needs/Social Needs
 - ASL Provision Type
 - First Steps indicator
 - Re-tale indicator
 - National Skills Academy
 - Eligibility for enhanced ER funding
 - Learning Delivery Monitoring
 - Special Projects and Pilots
- All not known/not provided codes have been removed. Only record an entry if it applies.

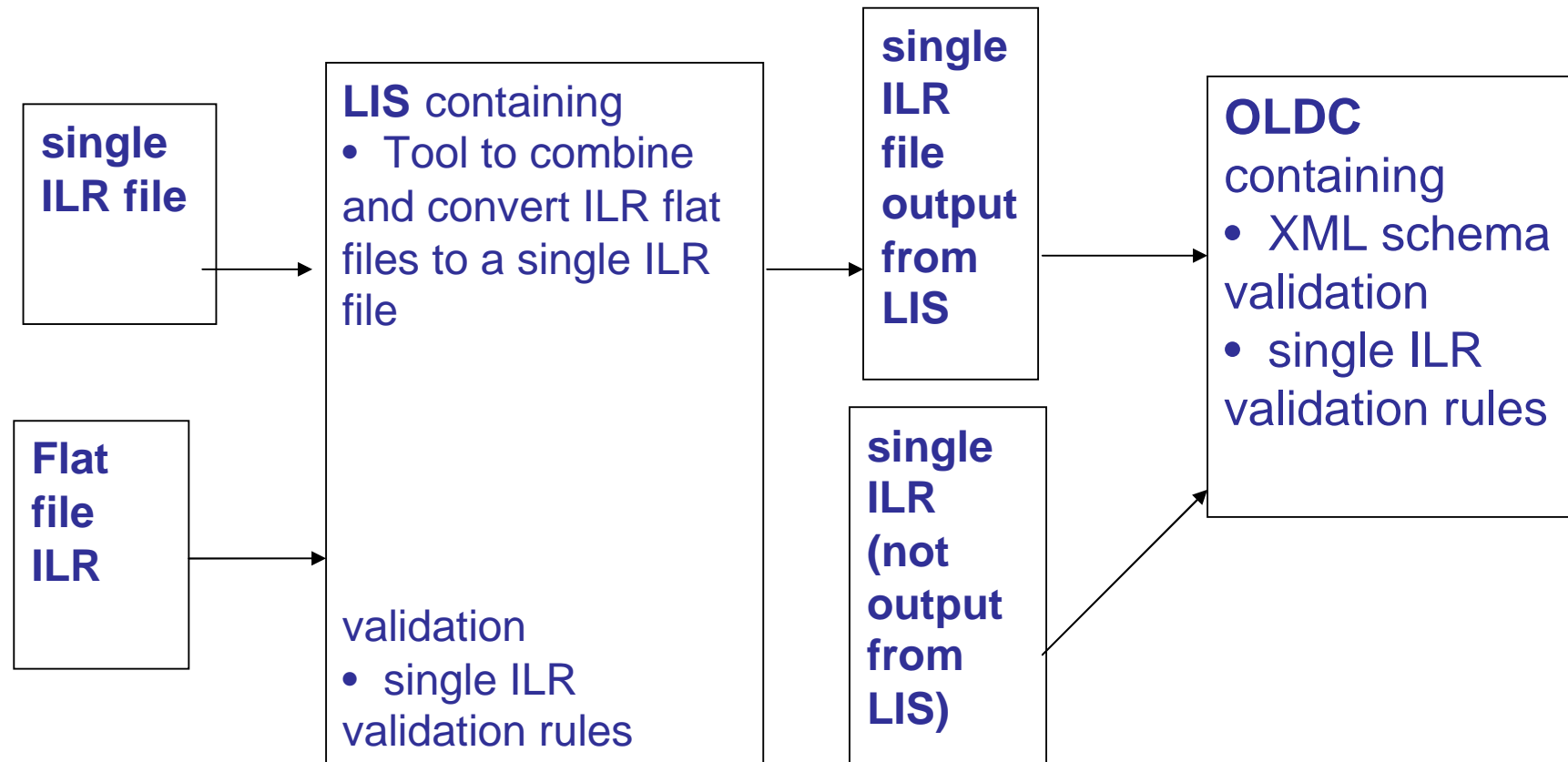
Transmission methods

Providers can send :

- only files in xml format
- either full returns containing all learners (A file) or;
- update only files containing a subset of learners (B file)
- **File header** – indicates whether you are returning an A or B type of file
- using only one transmission method. Providers using both POL and batch will need to move to batch only transmission for 2011/12
- Provider online (POL) will continue to be available in 2011/12 as a single transmission method. Records for LR or ASL funded learners cannot be sent using POL
- **Transmission numbers** - must be higher than that submitted previously for the file to be uploaded to OLDC

Single ILR

Data collection systems for 2011/12



How to create an XML file

- **From your MIS system**
 - Your MIS system may be capable of exporting an XML file ready to submit to the OLDC system.
 - Most MIS software suppliers that we engage with, are intending to provide this functionality either at the start of the ILR year or at some stage during the 2011/12 ILR year.
- **Using the LIS**
 - If your MIS system cannot export an XML file, then the LIS will convert a flat file ILR to XML format.

How to create a single ILR file

- **Export from single MIS system** if it contains all your learners
- **Using the LIS**
 - If you have separate LR, ER, ASL or ESF SR files from different MIS
 - will combine files from separate MIS
 - can merge a mixture of flat files and XML files

Deleting learners

- **A files only**
 - send an A file transmission with the learner (and associated) learning aims removed from the file.
- **A or B files**
 - send an A or B file with the learners indicated for deletion at the start of the file. Only the Learner reference number of learners who need to be deleted needs to be sent. None of the other learner fields or learning delivery fields need to be included.
- **Learner deletion flag**
 - L08 has been removed from the single ILR specification.
 - maintain a record within your own system of learner records to be deleted
 - Use one of the methods outlined above

Merging learner records

- learner in more than one collection with the **same** learner reference number:
 - Merge records together to form a single learner record - all the learner data fields match
- learner in more than one collection with **different** learner reference numbers:
 - Merge records together to form a single learner record, or
 - keep as separate records
- Inform Data service of any learner reference number changes between years
- Duplicate learner reference numbers must be cleansed for 2011/12, that is, the same number cannot be used for more than one learner

New learners

- All new learners starting in 2011/12 and onwards, must be recorded with a single learner record and therefore, have only one learner reference number

2011/12 ILR Collection timetable

- Collection timetable:
 - identifies the date by which data must be up to date
 - states the purpose for the extract and which organisation has requested it
 - define which learners should be included all data stored in a year to date database
- all data stored in a year to date database
- Provider responsibility:
 - data must be fully up to date at each return/ extract date for purposes listed. It is a “hard close”
 - do not have to make a return if nothing has changed

2011/12 ILR Collection timetable - summary

- **Colleges, Sixth-forms, Specialist colleges and Local Authorities** need to ensure data is up to date for a quarterly extract in December, February, May and July.
- **Private training organisations classified as 'Other'** need to ensure that data is up to date on a monthly basis. The data extract will be taken following the fourth working day of the month.
- **16 – 18 Apprenticeships** – All providers delivering 16 – 18 Apprenticeships must ensure their data is up to date on a monthly basis.

Key messages for providers

- send one file for 2011/12 containing all learners at the provider regardless of funding model
- need to nominate one function only to be responsible for merging and transmitting all files to OLDC
- need to understand single ILR even if you input ILR flat files into LIS as:
 - data in the LIS will be stored in single file format
 - validation will be reported in single file terminology
- careful management of file transmission numbers and A & B files is required, particularly when merging files

2011/12 ILR Changes

- **Completed programmes**
- **Move from UPIN to UKPRN**
- **Apprenticeship data requirements**
- **New & removed fields and field name changes**
- **Changes to existing fields**
- **Changes to validation rules**

Completed programmes

The following programmes/initiatives have now ended and all learning aims associated with these programmes must be closed by the end of 2010/11:

- **Entry to Employment (E2E)** any learners from 2010/11 who were on E2E programmes should have been moved over to a Foundation Learning (FL) programme.
- **Programmes for the Unemployed (PfU)** – Programmes for the Long term unemployed, Response to redundancy and Employability Skills Programme.
- **Train to Gain (TtG)** – references to TtG in the ILR have been removed and there should be no new TtG starts recorded in 2011/12.

Move from UPIN to UKPRN

2011/12

- The UPIN has been removed from the filename for the ILR and replaced with the UKPRN.

2012/13

- The UPIN will no longer be recorded in the ILR- the UKPRN will be the only provider reference number used.
- The UKPRN recorded in the ILR is checked against records from the UKRLP database to ensure that it is valid.

Apprenticeship data requirements (1)

Programme aim only fields – the following data are now only collected and reported once on the Programme aim:

- Source of funding (A11);
- Programme entry route (A16);
- National learning aim monitoring (A46);
- Special projects and pilots (A49);
- National Skills Academy (A63);
- Eligibility for enhanced ER funding (A69); and
- Contracting organisation code (A70).

Component aim only fields – the following two fields have been removed from the programme aim. These fields will be collected at component aim level only:

- Proportion of funding remaining (A51a); and
- Full/co-funding indicator (A71)

New fields in the ILR

Learner fields

- **Email address (L51)**
 - optional for all learners
 - record learner's personal email address and not a college-issued email address unless issued by an outsourced service, for example Hotmail.
- **Restricted use contact method (L52)**
 - required for all learners
 - records opt out preferences for contact by post and/or e-mail and/or telephone

Learning Delivery fields

- **Full/co-funding indicator (A71)** – replaces A14
 - required for LR and ER funded aims only
- **Additional provider specified learning aim data (A72)**
 - available to providers for additional monitoring information for own purposes
 - added as a new field at the end of the learning aim data set to retain the integrity of the current ILR flat file structure rather than increasing the number of occurrences of the existing provider monitoring field.

Fields Removed

Learner fields

- Contract/allocation type (L02); and
- Local learner monitoring (L41).

Learning Delivery fields

- Contract/allocation type (A02);
- Reason for full/co-funding of learning aim (A14); and
- Local learning aim monitoring (A47).

HE fields

- Contract/allocation type (H02); and
- New entrant to Higher Education (H12)

Changes to scope of collection

- **Planned credit value and Credits achieved**
 - only needs to be collected if you are participating in the QCF unit funding trials
- **National Insurance number**
 - required for all learners in receipt of active benefits or learners who have been referred to learning by Job Centre Plus. Active benefits are currently defined as Job Seekers Allowance (JSA) and Employment Support Allowance - Work Related Activity Group (ESA (WRAG)).
- **Workplace location postcode, Employer identifier**
 - no longer collected for LR funded learners, as E2E has ceased

Code changes in existing fields (1)

- **Ethnicity**

- uses new codes from 2011 Census
- old codes no longer valid.
- data for continuing learners will need to be mapped to the new codes
- using code mapping table in Annex 2 of **Appendix B** to the ILR specification,
- description for code 99 has been changed to 'Not provided' only.

- **Country of domicile**

- codes in **Appendix D** have been updated

- **Additional learning support (ALS)**

- new codes added to identify whether a learner has high or low projected ALS costs at the start of learning. Determines funding agency for 19-24 yr old learners
- field completed at start of learning – not updated
- ALS cost field only needs to be completed with actual costs if they are greater than £5,500

Code changes in existing fields (2)

- **Employment status on first day of learning, Current employment status**
 - new codes added to identify learners in receipt of active benefits, and to distinguish between full and part time employment status (full time= 16 hrs or more per week)
- **Discretionary support funds**
 - Categories for 16-18 yr old learners amended to:
 - transport
 - books and equipment;
 - food/meals; and
 - other (including exam re-sit fees and loans for emergency accommodation).
- **Programme type**
 - Higher Level Apprenticeships split into level 4 and level 5 Apprenticeships (2 new codes)
 - code 10 for Higher Apprenticeships not valid for new starters in 2011/12.

Code changes in existing fields (3)

- **Programme entry route**

- existing codes rationalised to more clearly identify progression to different apprenticeship levels.
- codes 04, 06, 09, 10, 13, 14 and 15 have been removed and data for continuing learners must be mapped to the new codes – see the mapping table in the ILR Specification.

- **Main delivery method**

- new code added to record mixed classroom/workplace delivery.
- all codes except NVQ codes (14-16) can be used by providers delivering either LR or ER funded aims.

- **Reason learning ended**

- field removed and replaced by two new fields in single ILR: Reason for withdrawal and Actual Progression Route

Code changes in existing fields (4)

- **Contracting Organisation code**
 - YPLA funded aims should record a YPLA regional code from Appendix E not a local authority code
- **National Skills Academy**
 - new code for Environmental Technologies NSA
- **Major source of tuition fees**
 - code description changed for codes 31 and 33 to align with the HESA Specification.

Key Validation Rule Changes

Postcode Validation

applies to all postcode fields: Postcode prior to enrolment (previously Home postcode), Current postcode, Delivery location postcode, Workplace location postcode

–from 1 August 2011, all postcodes entered must be valid postcodes on the UK postcodes table (validation warning for first 60 days after aim start date then validation error and learner rejected).

–full validation check only takes place in OLDC not LIS

–invalid postcodes for any continuing learners must be updated before first return of 2011/12 or the learner's record will be rejected

–a value of ZZ99 ZZZ can be used for unknown postcodes

ULN Validation

–requirement for a ULN extended to all learners with ESF funded learning aims for 2011/12

Learning aim reference validity

–new rule to ensure that the learning aim reference used must be valid for funding at the start of learning.

All validation error reports will refer to new ILR field names and structure

Guidance changes to fields

- **Eligibility for 16-18 funding** – Additional guidance added about eligibility to 16-18 funding entitlement funding
- **Destination** – Clarification added that this data is only required for ESF funded or ESF matched LR funded learners.
- **Sources of funding** – clarification on when to use Skills Funding Agency and YPLA codes. Importance of changing funding agency for the following academic year for learners who turn 19 during their programme.

Further information

Email: cst@theia.org.uk

For the single ILR specification, data model and mapping document:
http://www.theia.org.uk/ilr/ilrdocuments/201112_ilrdetail.htm

Provider support manual due to be published by end of next week (17 June)

Further information on the enhancements to data collection systems:
http://www.thedataservice.org.uk/News/enhancements_dc_systems