

No	Issue raised	Main issue/ concern	Proposed action	Progress	Status	Owner
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 Update 9 June 2011: 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	In progress	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 Update 9 June 2011: 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	In progress	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	In progress	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 Jan starts in terms of changes to and accuracy of data. There is therefore no expectation from the IA that data about Jan enrolments would be complete and accurate in the Feb data returns. Lisa to seek clarification from Ofsted that	In progress	LM
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 name.	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	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		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	Lisa Macdougall informed attendees that the specification is available on the Data Service website - in the LIS updates section under DRAFT Estimated Systems Requirements		Closed	LM
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

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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	In progress	JO/SKa
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	In progress	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
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

Adult Safeguarded Learning Advisory Group:
Action Points from meetings - OPEN

NOT PROTECTED

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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 only 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 22 February 2010 :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. Update of 22 February 2010: 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. Update at 22 February 2010: 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. Update at 22 February 2010: 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. Update of 22 February 2010: National Employer Service providers are involved in the project. Selvy to invite Jagvir to the next meeting. Update of 22 February 2010: 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	Update of 21 October 2010: 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	Update of 22 February 2010: 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.	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	Update of 02 March 2010: Sarah Williams is still progressing through the queries. 21 October 2010: 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