

Education  
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Guidance

# SFA: payments and data

Updated 15 July 2015

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# 1.

## Introduction

This page brings together all the latest information on payments and

Individualised Learner Record (ILR) data collection. This ensures that colleges, training organisations, local authorities and employers (further education providers) can access all of the information on the current data collection in one place.

We are committed to ensuring you can make accurate data returns, recognising that funding and allocations calculations are based on them. If you are concerned about funding or allocations, please contact your named Skills Funding Agency Central Delivery Service (CDS) adviser or your Education Funding Agency relationship manager.

If you have any queries about ILR R12, please contact the [service desk](#).

# 2.

## Funding year 2014 to 2015: ILR R12

The ILR R12 data collection opens on Monday, 20 July and closes at 6pm on Thursday, 6 August.

We are completing essential system maintenance between the 24 July and 27 July. You will not be able to access some services on the Hub during this time.

We will close the contracts and finance tab and the data collections facility at 4pm on Thursday, 23 July and we will reopen at 8am on Tuesday, 28 July. The learning aims search facility will remain available.

In order to minimise inconvenience to providers wishing to make an early return, we will open the R12 collection 3 days early on 20 July.

As is normal practice, we recommend that you submit your data early if possible.

If you are due to make a return for R12, you must submit your files to the data collections facility in [the Hub](#).

## 2.1 Data collection timetable

We have published the ILR collection timetable in the [ILR specification 2014 to 2015 appendix A](#).

A [data maintenance schedule for 2014 to 2015](#) has been published on GOV.UK. The schedule details ILR data collection periods, planned learning aims reference data updates and proposed essential maintenance windows.

## 2.2 R12 reports

The following reports are available from the Funding Information System (FIS) and the Hub:

- rules violations
- rules violations summary
- indicative PFR summary
- indicative PFR occupancy
- EFA funding claim
- SFA funding claim
- EFA 16-19 maths and English
- EFA 16-19 maths and English by learner
- SFA funding model 35 summary report
- SFA funding model 35 summary report by learner
- PFR 24+ advanced learning loans bursary occupancy report
- community learning report (learners by non-single budget category) (Hub

only)

- EFA summary of funding valid reports
- EFA high needs students (HNS) summary report
- EFA high needs students (HNS) student level report
- PFR aims without a matching contract report (Hub only)

Please ensure that you always check your rule violations and funding reports and then update your data as required.

The FIS guidance and known issues documents are available on [GOV.UK](https://www.gov.uk).

## 2.3 Reports on the final day of the collection

We endeavour to produce your provider funding reports (PFR) in good time for you to make appropriate amends to your data prior to final submission. During busy times, and especially at the end of the collection, we cannot guarantee the immediate production and return of your PFR. This process may take some time.

If you plan to submit corrected data following receipt of a PFR, you should send your first file early in the collection window.

## 2.4 Updated Funding Information System (FIS)

The latest component set for FIS is available to download to support the opening of R12. The [Funding Information Software](#) page on the Hub confirms the latest version numbers for the FIS component set and the reference data sets.

This component set fixes a number of known issues, including amalgamation

and contains the latest version of the funding calculations, validation rules and derived variables.

Always use the most current version of the component set if you are using FIS to validate your data.

Ensure your own organisation is selected within the “Select Data Provider” option.

The user guide and known issues log contain further information and you can find both documents on [GOV.UK](#).

## 2.5 Learning aims search

We have updated the learning aim search facility on [the Hub](#) with three new searches and guidance on how to use the search. We have also published new guidance to support these searches and we have updated the known issues. We have included both documents on the links list on the [learning aims search page on the Hub](#)

- The ‘All Aims’ criteria now has check boxes allowing you to select one or more validity categories, so that you can find out whether the associated learning aims are available for funding. You can define a ‘start and end date’ for more refined results.
- You can look for changes to a learning aim, or any associated validity, funding or annual value record within a specified date range. You can find the ‘Records Changed From’ search within ‘Additional [Filters](#)’.
- The word ‘Standards’ will appear in the ‘Type of Learning’ options list and will display the details of apprenticeship standards, similar to that for the existing frameworks option. This option has been added in advance of [the Hub](#)

apprenticeship standards data being uploaded.

## **2.6 Earning adjustment statement (EAS)**

Please remember to update your EAS files BEFORE you submit your ILR data. This will ensure that you receive a valid final provider funding report (PFR) as this report collects data from a range of different collections, including EAS.

## **2.7 Hard close for European Social Fund (ESF) data**

In order to receive an ESF summarisation report covering your R13 data, you should submit data by 31 August. Your summarisation report will be available from Friday, 4 September. An additional summarisation report will be available at the close of R13, from 15 September, from your ESF Adviser. The 15 September report will not be available on the Hub, nor reconciled financially, until month end.

If a provider submits data only at the R14 hard close, and if we were to find any discrepancies in the data, the provider may suffer unintended financial consequences and possible recovery of funds.

We would therefore appreciate it if ESF providers could work towards submitting complete data no later than the close of R13 on 14 September. The SFA will then use this data to reconcile contracts. Where we discover any discrepancies, we have until R14 to consider further amendments, manual calculations or adjustments.

We are working closely with providers to ensure that data is as correct as

possible in advance of R14 so that we can reconcile contracts and pay providers the due amount.

For ESF 2007 to 2013 contracts which finish by 31 July 2015, the ILR R14 collection represents the last opportunity to submit data. R14 will close on 23 October 2015.

As with all other provision, ESF providers should continue to submit data through to the close of R14 to ensure a full year's reporting.

## 2.8 ILR learner entry

An ILR learner entry tool is available for download. This software is supplied free of charge to providers who will submit ILR data to the Skills Funding Agency in the funding year 2014 to 2015 but who do not have access to a data management system. It is optional to use ILR Learner Entry to prepare data files prior to submission to the Skills Funding Agency's data collection portal.

You can download the ILR learner entry tool from the useful links area on the front page of [the Hub](#). A user guide is available on [GOV.UK](#).

## 2.9 Unique Learner Numbers and Employer Reference Numbers

We update the Hub with new ERNs and ULNs every two hours between 7:45am and 5:45pm, Monday to Friday. Please allow sufficient time for us to update these databases before you submit your ILR data.

## 2.10 Submit zipped files to the Hub

All files submitted to the Hub should be zipped. Please do not include files which are already zipped into your final submitted file as we cannot process these.

## 2.11 Hub user log-ins

To submit files using the data returns tab on the Hub, you need to ensure that your users have access to the specific roles on the Hub. Users can check their access by logging on using their unique credentials and password to [the Hub registration site](#)\_\_. Guides to user roles as well as requesting and approving Hub roles are available on [the Hub page](#)\_\_.

## 2.12 Service Desk

[Email our service desk](#) for general and technical support on using and installing our systems, or call us on 0370 267 0001. In order for the service desk to prioritise R12 enquiries, please put “R12” in the email subject header so that the team can help you with your query as quickly as possible.

# 3.

## Funding year 2014 to 2015: ILR R13



We will open the data collections facility in [the Hub](#)\_\_ for an additional week this year to give providers more time to submit ILR R13 returns. R13 is a key return for SFA full-year reconciliation, management information and



community learning data, and for EFA end-year performance and monitoring.

ESF providers will be able to submit ESF data by 31 August and receive an up to date ESF summarisation report, available from 4 September. This report lets providers know if their data is complete. ESF providers then have the opportunity to amend their data between 7 September and 14 September. An additional summarisation report will be available at the close of R13 from 15 September from your ESF Adviser. The 15 September report will not be available on the Hub, nor reconciled financially, until month end. The next scheduled ESF summarisation report will be available on 6 October, with further reports on 24 October and 5 November.

**ILR R13 collection open dates:**

9am Monday, 24 August to 6pm Monday 31 August

9am Monday, 7 September to 6pm Monday, 14 September.

The collection closes for a week to allow for the first data return of the 2015 to 2016 funding year (ILR R01) to complete.

**ILR R01 collection dates:**

9am Friday, 21 August to 6pm Friday, 4 September.

If you have any queries about your ILR returns, please contact the [Service Desk](#).

Join [feconnect](#), our online community, where you can talk to colleagues about ILR data and funding issues and help each other to resolve problems.

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