



Education & Skills  
Funding Agency

# **ILR Learner Entry Tool (2018 – 2019) User Guide**

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## Overview

### What does the ILR Learner Entry Tool do?

The ILR Learner Entry Tool (LET) is an application which enables users to create 2018 to 2019 Individualised Learner Record (ILR) data in XML file format manually using a data entry interface.

This software is supplied free of charge to users who will submit 2018/19 ILR data to the Education & Skills Funding Agency (ESFA) in the funding year but who do not have access to a data management system.

### Please note:

- LET will not be supported where data exceeds 500 learner records
- LET **does not** validate data
- Data files from the funding year 2017- 2018 can be imported to the 2018 – 2019 LET to retain and migrate continuing learner data
- **Only** one file at a time can be imported. Importing another file will overwrite existing data
- Data inputted into the LET is stored within the internal ILR file on the user's machine. The user is responsible for the security of all data input and stored
- It is not mandatory that LET is used to prepare data files prior to submission to the ESFA's data collection portal 'The Hub'

### ILR Learner Entry Operating System compatibility

LET will work with the following Windows operating systems:

Microsoft Vista/ Windows 7/ Windows 8/ Windows 8.1 and Windows 10

LET will operate in either a 32 bit or 64 bit environment.

Other system requirements:

Processor 1 Gigahertz minimum  
4GB RAM minimum, 8GB recommended  
Minimum resolution 1920 x 1080  
100 MB hard disk space minimum



## Prerequisite software

The following software must be pre-installed in order for the software to work:

.NET Framework version 4 (or a later .NET Framework version)

Please note this is already installed as part of the standard build for Windows 8 and above. If you are also using the Funding Information System (FIS) then .NET Framework 4.5 is installed as part of the pre-requisite installation process on all compatible operating systems.

If you are using Windows Vista or Windows 7, or if it is not already installed on the host PC, it can be downloaded and installed from the Microsoft website.

To see if your PC already has .NET Framework 4 installed, look for it under:

- Start, or search for Control Panels
- Navigate to Add/Remove Programs and check it is installed

## Downloading ILR Learner Entry

LET can be downloaded from the ESFA's Hub website at the following link:

<https://hub.fasst.org.uk/>

## How to Install ILR Learner Entry Tool

LET is a portable application in that it does not write to the host PC's registry, does not write or require configuration files, and only requires .NET Framework 4 runtime library in order to run.

The application is contained within a single '.exe' file named:

**'ILRLearnerEntry1819.exe'** which is supplied as a .zip file which is Winzip v2.0 legacy compression compliant. It is installed once the file has been extracted and placed in a folder chosen by the user.

## Running ILR Learner Entry Tool

To run the application, navigate to the folder location that the file **'ILRLearnerEntry1819.exe'** has been placed in and double click the file icon. This folder will now be the home folder of this instance of the application.

The application's repository data file named **'internal1819.ilr'** will be created at this point if it does not already exist.



The table below describes the two components of the application more fully.

Application component	Purpose
ILRLearnerEntry1819.exe	Main executable file which if activated will run the application. This should not be moved from the local folder as the application requires access to resource files in the local folder. A shortcut can be created and placed somewhere more convenient.
internal1819.ilr	<b>Data repository.</b> This is created when the application is started if it does not already exist. If this is renamed or deleted a new blank version will be created when LET is next run.

Once the application is installed the following screens and functionality will be accessible.

### Managing or deleting the ILR Learner Entry data repository

To delete or remove all data from LET, users will need to access the file named '**internal1819.ilr**', which can be found in the local folder with the '.exe' file.

- Renaming the 'internal1819.ilr' file will disassociate it from LET
- Changing the file name back to 'internal1819.ilr' will re-associate it

A possible naming convention users may wish to use is to add some text to the file name such as the current date and time or a data version reference. To create a new version close and reopen the application.

- Users can also permanently remove the data by using the Windows delete function on '**internal1819ilr**'. However, please be aware that ILR Learner Entry Tool does not have to capability to restore deleted data from the Recycle Bin or from a state of permanent deletion

### Individualised Learner Record (ILR) Specifications

Data entered into LET must comply with the ILR specifications, documents to assist can be found on:

<https://www.gov.uk/government/publications/ilr-specification-validation-rules-and-appendices-2018-to-2019>

<https://www.gov.uk/government/publications/ilr-guides-and-templates-for-2018-to-2019>



## Home screen

Learner count	305
Learning/Delivery count	1224
Adult skills	133
Other Adult	66
Non-funded (No ESFA funding for this learning aim)	7
Learners excluded from export count	0

## Function Tabs

**Home Page** - Provides a summary of records imported

**Learners** - to view a summary of all learners associated with the imported or created file

**Learner Destination and Progression** - to view learner destination and progress details

## UKPRN

Users are advised to input their UKPRN in the home screen. This will be used throughout the application and will also be used for the export ILR file filename and file header field.

## Learner Counts

Overall counts of: Learner and Learning Delivery, plus learners excluded from export. Various other items may appear depending upon the contents of the file, for example: Community Learning, Adult Skills, Other Adult and Non-funded counts.

## Export Data

This allows users to export data and create a new ILR data file in 2018 to 2019 funding year format. When exporting data you will be given the option of where to export the data.

## Open Export Folder

This will open the folder where the previous data has been exported to.

## Import Data

This allows users to import a 2017 to 2018 ILR data file which will be converted to 2018 to 2019 funding year format or to import an ILR data file in 2018 to 2019 funding year format.



## Learners screen

The screenshot shows the ILR Learner Entry Tool interface. At the top, there is a navigation bar with 'Home Page', 'Learners', and 'Learner Destination and Progression'. Below this is a 'Filter' box with an 'Add Learner' button. The main area displays a learner record for 'Testing123 A'. The record is highlighted in green, indicating it is a valid record. The record details include:

- Ref: 0001, ULN: 123456789, Name: Testing123 A, DoB: [blank]
- LEARNER: Testing123 A
- Learner reference number: 0001, Unique learner number (ULN): 123456789
- Previous reference number: [blank], Previous UKPRN: [blank]
- Campus Identifier: [blank]
- Given names: A, Family name: Testing123
- Date of birth: Select a date [13], Sex: F - Female

Below the learner details are several tabs: Learner, Learning Delivery, Employment Status, Learner Information, ILDD and Learning Support, Funding and Monitoring, Learner Provider Specified Monitoring, Learner RE Information, and Contact Preferences. The 'Learner Information' tab is active, showing fields for National Insurance number, Ethnicity (32 - Irish), Postcode Prior to Enrolment, Address, Postcode, Telephone, and Email. There are also checkboxes for 'Check box if the learner is living away from home in accommodation owned or managed by the provider' and 'Learner has not achieved an English GCSE (at grade A\*-C/9-4) by the end of year 11' and 'Learner has not achieved a Maths GCSE (at grade A\*-C/9-4) by the end of year 11'.

## The left-hand pane summary screen shows

### Function Tabs

**Add Learner** - to add a new learner to the overall data set.

**Filter** - to select a specific record from the list of learners beneath. This is a dynamic filter that compares the text entered by the user in this box against the Learner Reference Number, ULN and Name fields and displays records with any matching content.

### Summary List

A summary list of learner records in the current dataset.

- Invalid records first – grouped in learner reference number order - records highlighted in pink are incomplete
- Valid records - grouped in learner reference number order - records in green are complete



The top right-hand pane shows:

**Learner reference Number** – When adding learners a number is allocated

**Unique learner number (ULN)** - Mandatory field

**Previous reference number**

**Previous UKPRN**

**Campus Identifier**

**Given names** – Mandatory field

**Family name** – Mandatory field

**Date of birth**

**Sex** – mandatory field

Data entry can be conducted via keyboard controls, for instance using the Tab control to move between fields and Alt-Up and Alt-Down or key entry to record field contents in fields with drop-down functionality; key entry to enter data into text and numerical fields; and the space bar to assign a value to 'tick' boxes. A mouse controller can also be used to navigate around data entry screens and select data from the options in the drop-down fields.

Dates can be entered by typing the date using either the 'dd-mm-yyyy' or 'dd/mm/yyyy' formats; regardless of entry LET will display these as dd/mm/yyyy or there is a calendar for date selection.

The screenshot shows the ILR Learner Entry Tool v1.3 interface. At the top, there is a black header with the text "ILR Learner Entry Tool v1.3". Below the header, there is a navigation bar with three tabs: "Learner", "Learning Delivery", and "Employment Status". The "Learner" tab is currently selected. The main form area displays the following fields and values:

- LEARNER : Testing123 A
- Learner reference number : 0001
- Unique learner number (ULN) : 123456789
- Previous reference number : [empty]
- Previous UKPRN : [empty]
- Campus Identifier : [empty]
- Given names : A
- Family name : Testing123
- Date of birth : 01/01/2000
- Sex : F - Female

At the bottom right of the form, there are two buttons: "Delete Learner" and "Save".

## Main Function Tabs

Learner

Learning Delivery

Employment Status

## Additional Functions:

**Warning information** - to alert users to missing fields –Mandatory fields will be highlighted in Red until completed as shown below:





LEARNER :

Given Names - required  
Family Name - required  
Sex - required  
ULN - required  
Ethnicity - required  
Postcode required

Learner reference number: 0002 Unique learner number (ULN):  !  
 Previous reference number:  Previous UKPRN:   
 Campus Identifier:   
 Given names:  ! Family name:  !  
 Date of birth: Select a date  ! Sex:  !

**Delete Learner** - which allows deletion of the currently open Learner record.

**Save** - which saves all current data including the currently open learner record. LET does not save data automatically as it added but it will be saved automatically as the application is closed.

## Learner Tab (Learners screen)

Learner	<b>Learning Delivery</b>	Employment Status
Learner Provider Specified Monitoring	Learner HE Information	Contact Preferences
Learner Information	<b>LLDD and Learning Support</b>	Funding and Monitoring

Under the Learner Tab a variety of sub tabs will be displayed such as:

**Learner Information** – to supply further details relating to the learner. Mandatory fields are: Ethnicity, Postcode prior to enrolment and Postcode.

**LLDD and Learning Support** – to supply further details relating to any disability, health or learning difficulties. The only mandatory field is to confirm if the learner has/has not one or more of these conditions or has not supplied this information, this information is selected from a drop down list.

**Funding and Monitoring** – to supply details of any prior attainment, learning hours, pupil premiums, free meals eligibility etc.

**Learner Provider Specified Monitoring** – optional details to help providers and allow them to analyse ILR data to their own requirements.

**Learner HE Information** – where applicable, to supply information on a learners high level education, UCAS identifier, accommodation and financial support details.

**Contract Preferences** – preferences of how the learner would allow contact.



## Learning Delivery Tab (Learners screen)

This section covers the entry of programme or component aims for the learner.

### Function Tabs

**Add** - to add learner aims

**Remove** – to remove learner aims

Under the Learner Delivery Tab a variety of sub tabs will be displayed such as:

**Learning Information** – to supply further details at learning aim level.

Mandatory fields are: Aim Type, Learning aim ref, Funding model, Delivery location postcode, learning start date and Planned end date.

**Funding and Monitoring** – to supply details of any Learning support funding, Advanced Learning Loans Bursary funding, Apprenticeship contract type and information relative. A function tab to add details is available for each category.

**Provider Specified Info** – optional details to help providers and allow them to analyse ILR data to their own requirements.

**Learning Delivery HE** – where applicable, to supply further information at aim level on a learners.

**Financial Details** – facility to add details of Apprenticeship Financial records.

**Work Placement** – facility to add details of work placements and dates.

**End Details** – to supply details of employment outcomes, end dates, achievement dates and grades, if withdrawn the withdrawal reason.



## Employment Status Tab (Learners screen)

This section cover the entry of employment details for the learner. Details entered can cover if the learner is in paid employment, is looking/not looking for work, length and status of employments.

### Function Tabs

**Add** - to add employment details

**Remove** – to remove employment details

The screenshot shows the 'Employment Status' tab in the ILR Learner Entry Tool. The interface includes a navigation bar with 'Learner', 'Learning Delivery', and 'Employment Status' tabs. Below the navigation bar, there are input fields for 'Code' and 'Date', with 'Remove' and 'Add' buttons. The main content area is titled 'Employment Status' and contains the following fields:

- Employment status: [Dropdown menu]
- Date status applies: [Select a date] [15] [Date picker]
- Employer Identifier: [Text input]
- Agreement Identifier: [Text input]

Below these fields is the section 'Employment status monitoring types and codes' with the following fields:

- Is the learner self employed? [Checkbox]
- Length of unemployment: [Dropdown menu]
- Was the learner in full time education or training prior to enrolment? [Checkbox]
- Benefit status indicator: [Dropdown menu]
- Is the employer a small employer? (applicable programmes only) [Checkbox]
- Employment intensity indicator: [Dropdown menu]
- Length of employment: [Dropdown menu]



## Learner Destination and Progression screen

This section cover the outcome details of a learners

### Function Tabs

**Add DP** - to add a learners Destination and Progression record

ILR Learner Entry - 1819 - UKPRN : 10004000

The screenshot shows the top navigation bar with the Education & Skills Funding Agency logo and name. Below it are three tabs: 'Home Page', 'Learners', and 'Learner Destination and Progression'. The 'Learner Destination and Progression' tab is active. Below the tabs is a button labeled 'Add DP'.

Once 'Add DP' is selected the following data is mandatory:

**Learner Reference Number**

**Unique Learner Number**

**Outcome Record** – Type of outcome can be selected from the drop down list, examples are: Employed in paid employment, Gap year.

The screenshot shows the 'Learner Destination and Progression' form. At the top right are 'Delete DP' and 'Save' buttons. Below them are three red error messages: 'LearnRefNumber required.', 'ULN required.', and 'OutType required.'. There are two input fields for 'Learner reference number' and 'Unique learner number', both with red exclamation mark icons. Below these is a table with columns: 'Type', 'Code', 'Start', 'End', and 'Col'. To the right of the table are 'Add' and 'Remove' buttons. At the bottom is the 'Outcome Record' section with a 'Type' dropdown menu (with a red exclamation mark icon), a 'Code' input field, and three date pickers for 'Start date', 'End date', and 'Collection date'.



## Feedback

Please send feedback on any issues that you experience while using ILR Learner Entry application to [sde.servicedesk@education.gov.uk](mailto:sde.servicedesk@education.gov.uk)

## Application Versions

The following table shows the ILR Learner Entry 1819 versions that have been released and changes made in each version.

Version	Date	Changes made
V1.0	16/08/2018	First version of ILR Learner Entry application for funding year 2018 to 2019
V1.1	27/09/2018	Add Other system requirements under ILR Learner Entry Operating System compatibility section
V1.2	31/01/2019	Addition of ILR guidance links, expansion of details of functions and tabs for each section of LET