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Education & Skills
Funding Agency



Skills Funding
Agency

Individualised learner record (ILR): R08

For Action

The ILR R10 data collection for the 2016 to 2017 funding year is now open and will close at 6:00pm on Tuesday 6 June. As always we recommend that you submit your data as early as possible.

If you need to submit an Earnings Adjustment Statement (EAS) and you do not have access to this on the data returns tab in the Hub, please email our [Service Desk](#) or call 0370 267 0001 to request this.

ILR Learner Entry Tool 2016 to 2017: version 2

For Action

Version 2 of the 2016 to 2017 ILR Learner Entry Tool is now available to download from [the hub](#).

This contains updates from version 3 of the 2016 to 2017 ILR specification.

If you use the Learner Entry Tool to create or edit your ILR files, version 1 of the tool does not contain the new fields that are required for apprenticeships on Funding model 36. You will need to download version 2 of the tool in order to create 2016 to 2017 ILR files for apprenticeship delivery using the new apprenticeship funding model (Funding model 36).

All apprenticeship starts from 1 May 2017

For Action

For all new apprenticeship starts from 1 May 2017, you must make sure you have completed the 'Apprenticeship contract type' (ACT) field in the ILR. You must record an ACT otherwise this will fail validation; record code 'ACT1' for levy contracted apprenticeships and 'ACT2' for non-levy contracted apprenticeships.

To receive payment for levy contracted apprentices there must be a matching record in the apprenticeship service, and this must be fully approved by you and the employer you are working with. You can easily check which apprentices are fully approved by looking at the apprenticeship data match report on the Hub. This will highlight any apprentices that are not fully approved. The deadline to correct any errors for apprentices due to be included in the June payment is Tue 6 June 2017. For more information on the data match please see page 17 of the [Apprenticeships Technical Funding Guide for starts May 2017](#).

To add an apprentice to the apprenticeship service, ask your employer to select "Add an apprentice".

Apprenticeship Grant for Employers (AGE) 16 – 24

For information

The AGE Programme ends for new learner starts on 31 July 2017. The last date to flag learners as requiring an AGE grant will be the R14 ILR return due by 19 October 2017. Please ensure that any learners starting prior to 1 August 2017 are recorded with the correct Learning delivery monitoring (LDM) code by this date. No AGE payments will be made on the 2017/18 ILR data.

Hub returns

For Information

In R09 we processed 3,167 files from 930 providers. Over 400 providers submitted their first R09 file in the last 3 days of the collection window.

Changes to EAS for R10

For Information

Upon submission of an EAS form the following reports will now be produced:

- EAS Submission Report
- SFA Funding Summary Report
- SFA Funding Claim Report

The EAS Submission Report will be displayed on the collection details screen and will enable you to review the figures you have submitted.

The SFA Funding Summary Report and SFA Funding Claim Report are now produced for all EAS submissions. When an EAS form is submitted, a zip file will be published on the Business Reports tab which includes both of these reports. For ILR submissions the reports will continue to be available in the standard zip file which contains the full set of reports.

ILR user groups

For Information

The Technical User Group met on 10 May to discuss the developments in data collections, the latest work in funding monitoring, and receive an update about the 2017 to 2018 ILR. The group also engaged in user research to support development within the Skills Funding Service and the apprenticeship service. The group also discussed the funding reports that will be available in R10 for the new apprenticeship funding methodology (funding model 36), including feedback and suggestions for future development.

A meeting of the Software Writers Group is scheduled for 21 June where we will talk to MI suppliers and own software writers. If you write MI or ILR related software and would be interested in joining the group, please contact [data enquiries](#)

ILR 2017 to 2018 publications update

For Information

We have published most of the ILR appendices for 2017 to 2018, including the XML schema file, code reference tables and privacy notice.

The following documents have not yet been published but will be made available by the end of June:

- Appendix A data collection timetable: this details the ILR return deadlines for 2017 to 2018 along with information about what the data is used for and the return requirements for different types of learning including apprenticeships, Adult education budget funded learning and non-funded learning.
- Appendix B Migration specification: this document will primarily be of interest to software suppliers and software writers. The document details the rules for migrating ILR records from the 2016 to 2017 format

to the 2017 to 2018 format.

- Appendix H Class Codes: this document contains details about the classification and coding system to be used to record non-regulated provision in the ILR.
- Provider Support Manual: this guidance document contains additional details and worked examples to support the completion of ILR returns. The document covers introductory and background information about the ILR as well as providing detailed guidance about completing the ILR for both apprenticeship and non-apprenticeship learning delivery.

ILR 2016 to 2017 destination data

For Information

Earlier this year, we reduced the validation rules that check destination records to warnings; due to a defect affecting these rules. For the R10 ILR return, the defect has been resolved by replacing four validation rules with two new rules. This has been done in order to continue enforcing the destination data collection requirements as published in the ILR specification.

Removed rules:

- R93 – error, triggered for ESF learners where no destination record is returned within the required timeframe
 - R94 – error, triggered for adult skills learners where no destination record is returned within the required timeframe
 - R95 and R98 – warnings, triggered for adult skills learners where no destination record is returned
- New rules
- R107 – warning, triggers for adult skills or ESF funded learners (Funding models 35, 70 and 81) where all learning is recorded as closed but no destination record has been returned. This does not trigger for learners on a break in learning, apprenticeship standards or traineeship programmes.
 - R108 – error, triggers for adult skills and ESF funded learners (Funding models 35, 70 and 81) where all learning is recorded as closed but no destination record has been returned within two months of the end of learning.

This does not trigger for learners on a break in learning, apprenticeship standards or traineeship programmes. Further details about these rule changes can be found in version 6 of the [ILR specification 2016 to 2017 validation rules](#).

For adult skills and ESF funded learners, destination and progression data should be collected at the point where the learner leaves the learning provider. There may be additional collection requirements for ESF funded learners which will be detailed in the ESF contract.

The new validation rules enforce that a destination record with an Outcome start date after the latest Learning actual end date is returned within two months of the latest Learning actual end date.

You can update destination data and add additional destination records if you receive further information about a learner's destination at a later date. The ILR specification 2016 to 2017 and [Provider support manual](#) contain further information about recording learner destination data.

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