Individualised Learner Record 2005/06

Specification of the Individualised Learner Record for 2005/06

Version 3
January 2006

Contents:

Annexes:

Document history:

Version 1.0   published 8 March 2005. Changes from the 2004/05 specification are underlined.

Version 2.0   published 7 November 2005. Changes from version 1.0 are highlighted and are as follows:

- additional notes added to L08, A28 and A50
- removal of paragraphs in fields L28 and A28 which relate to migration of learners
- change in notes for WBL revised in field L44
- change in notes for FE for field A10
- additional notes added for WBL to A10, A15, A26 to identify trial higher level apprenticeships
- change in notes for A27
- new values added to field A46
- addition of the value of ME in field E22
- minor grammatical changes to last paragraph in guidance for field A34

Version 3.0   published 6 January 2006. Changes from version 2.0 are highlighted and are as follows:

- additional meaning to values 12 and 13 in A18 with accompanying notes for NVQs for IT Users (ITQ).
- new value added to field A46

INTRODUCTION

1   The Learning and Skills Council (the LSC) has produced this manual to assist providers in preparing individualised learner record (ILR) data for the 2005/06 year. It includes the specification of the ILR batch file for 2005/06.

2   You should return ILR data to the LSC in 2005/06 if you receive one or more of the following types of funding from the LSC:
*   further education (FE)
*   work based learning (WBL)
*   adult and community learning (ACL)
*   European social funding (ESF)
*   other LSC funding and have agreed to return ILR data.

3   You are asked to return ILR data either in the form of a batch file or directly to the LSC system, record by record, using the provider online (POL) system.

4   You should return ILR data using the POL system if:

*   you receive WBL funding and have agreed to do so with your local LSC; or
*   you deliver ESF co-financing provision that is not FE provision or WBL provision and have agreed to do so with your local LSC.

5   You should return ILR data in a batch file in all other cases. The University for Industry (UfI) returns data in a batch file describing the provision for which it receives funding. Individual UfI hubs no longer return ILR data directly to the LSC.

Overview

6   The LSC collects ILR data to:

*   monitor individual provider's delivery against costed provision plan or contract;
*   inform local decisions about plans and provision, including strategic area reviews;
*   monitor progress to targets;
*   inform national planning, including policy development and modelling;
*   monitor quality improvement and evaluate the effectiveness of providers across the learning and skills sector;
*   enable it to make its case to government for levels of funding appropriate to the sector ; and to
*   demonstrate the outcomes of its distribution of funds.

Summary of Changes for <u>2005/06</u>

7   Changes to the ILR for 2005/06 are summarised below:

- <u>re-use of OPP field to collect proportion of funding remaining</u>
- <u>renamed placement employer name and placement employer postcode fields</u>
- <u>removal of ESF main co-financing activity field E17</u>
- <u>use special projects and pilot field A49 to identify learning in CoVES</u>
- <u>changes to codes in the following existing fields:</u>

    - <u>L36 (learner status on last working day before learning</u>
    - <u>A11 (source of funding)</u>
    - <u>A14 (Reason for partial or full non-payment of tuition fees)</u>
    - <u>A16 (programme entry route)</u>
    - <u>A34 (completion status)</u>
    - <u>A46 (national learning aim monitoring)</u>

- <u>change to the reference and return dates for F05 for 2004/05 and 2005/06.</u>
- <u>use of the reference date in the footer record for the F05 return.</u>

RELATED DOCUMENTS

8   This document, the ILR Specification, is the technical specification for the ILR. The related documents listed below contain additional guidance for particular ILR returns or funding streams.

FE Provider Support Manual

9   Guidance about making FE ILR returns. It includes details of the coverage and scope of these collections. It can be <u>downloaded</u> from the LSC website at:

www.lsc.gov.uk/National/Partners/Data/DataCollection/ILR

WBL/Co-financed ESF Provider Support Manual

10   Guidance about making WBL ILR returns. It includes details of the coverage and scope of these collections. It can be <u>downloaded</u> from the LSC website at:

www.lsc.gov.uk/National/Partners/Data/DataCollection/ILR

ACL Provider Support Manual

11   Guidance about making ACL ILR returns. It includes details of the coverage and scope of the ACL collection. It can be <u>downloaded</u> from the LSC website at:

www.lsc.gov.uk/National/Partners/Data/DataCollection/ILR

Funding Guidance For Further Education

12   Principles, definitions and guidance about FE funding. It can be <u>downloaded</u> from the LSC web site at:

www.lsc.gov.uk/National/Documents/SubjectListing/FundingLearning/Further Education

Requirements for funding WBL for young people in 2005/06

13   Funding principles, definitions and guidance about WBL funding. It can be <u>downloaded</u> from the LSC web site at:

www.lsc.gov.uk/National/Documents/SubjectListing/FundingLearning/WorkBa sedLearning

ILR SPECIFICATION

14   An ILR file contains a header record, a footer record and several physical records, known as data sets, for each learner. There are four types of data set:

- a learner data set
- a learning aim data set
- ESF co-financing data set
- HE data set.

15   The ILR is made up of 178 fields, arranged into the four data sets as laid out in pages 18 to 24. A more detailed definition of the fields can be found in the sections *'Learner data set layout'*, *'Learning aim data set layout'* , *'ESF co-financing data set layout'* and *'Higher Education data set layout'*.

Learner Data Set

16   In each return there is only one learner data set, for each learner on a programme of learning at a provider. The learner data set contains basic information specific to the learner such as their name, date of birth, sex and ethnicity.

17   Each learner data set has associated with it one or more learning aim data sets and one ESF co-financing data set as shown in figure 1 on page 8. These other data sets are linked to the learner data set. That is, the learner data set 'owns' these other data sets.

18   Providers should report all learning aims being followed by the learner.

Learning Aim Data Set

19   There is one learning aim data set for each learning aim that a learner is studying. A learning aim data set contains learning aim related information such as start date, end date, fee information and outcome. The information in

a learning aim data set relates specifically to the learner data set that owns the learning aim data set.

For example

- where a learner is studying three GCE A levels; there would be three learning aim data sets

- where a learner is studying on an Advanced Apprenticeship programme comprising an NVQ, three key skills and a technical certificate; there would be five learning aims.

20   For WBL – the aim within a learning programme that generates the majority of the funding is defined as the main aim. As such there can be only one main aim within each programme. The main aim will determine the achievement payments and is identified in the ILR using code 40 in the LSC funding stream, field A10. Further information on the definition of a main aim is provided in the description of this field.

21   For WBL – where the learning programme is composed of more than one learning aim, all other aims within the programme are defined as subsidiary learning aims. This includes learning aims for technical certificates and key skills that form part of an Apprenticeship or Advanced Apprenticeship programme; and learning aims for qualifications delivered as part of an E2E programme.

22   For WBL – for Apprenticeship and Advanced Apprenticeship programmes, a separate learning aim record for the framework is not required. Framework achievement is recorded against the main aim. The start date, planned end date, actual end date, completion and outcome fields on the main aim relate to the main aim rather than the framework. The descriptions of these fields have further information.

ESF co-financing data set

23   An ESF co-financing data set is requested for each learning aim for which LSC ESF co-financing is claimed and each learning aim matched to such funding. In the case of ESF co-financing the local LSC will inform providers which programmes an ESF co-financing data set is requested for.

24   The ESF co-financing data set holds information for Learners on co-financed ESF projects. The learning aim data set owns the ESF co-financing set, there is a one to one relationship between the learning aim and ESF co-financing data set.

HE data set

25   For FE - If a learning aim data set for a learner is recorded as Higher Education Funding Council for England (HEFCE) funded and/or indicated as Higher Education (HE) level on the LSCs learning aim database (LAD), an HE

data set is requested. An HE data set would need to be completed for each of the learner's learning aims where they were recorded as HEFCE funded and/or indicated as HE level. These HE data sets are requested by HEFCE and the Higher Education Statistics Agency (HESA).

26   For WBL, ACL and ESF SR – HE data sets are not returned.

Figure 1. Individualised learner record structure
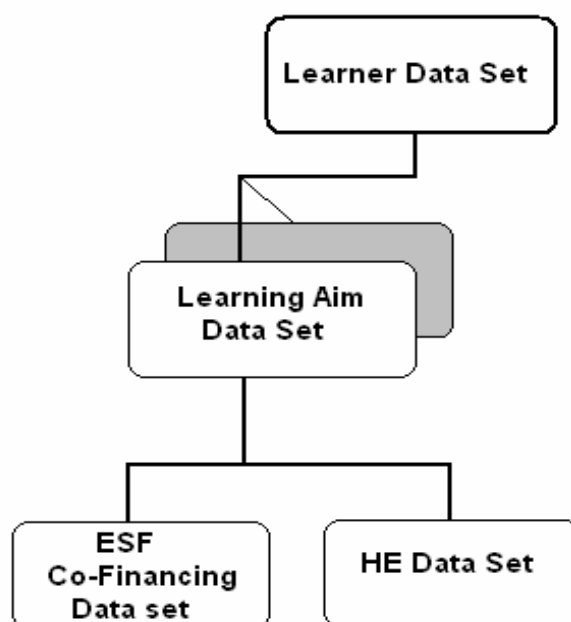
FORMAT OF THE ILR BATCH DATA FILE

Filename

27   The ILR format data files should be given a 21 character filename followed by a three-character extension. The filename format is:

FLLLLLLDDAAAYYYYBBBSS.CCC where:

F   is type of transmission made

A – for a Year to date transmission (all records)
B – for a Whole single record transmission (changes only)

LLLLLL   is the provider number (for example 123456 *as taken from the PIMS database*) *Note: multi site providers with more than one provider number wishing to <u>send</u> a combined file should return the number of the site making the transmission*

DD   is the allocation type: FE providers should use 01, UfI should use 04 and WBL, ACL and ESF SR providers 00

AAA	is the abridged LSC number of funding LSC (such as 240, see Annex E) for WBL and ESF SR return types. *Note: Providers contracting with more than one LSC wishing to <u>send</u> a combined file should use 999 – this would include providers contracting under lead arrangements. Providers should use 000 when making a return in the FE or ACL cycle of returns.*
YYYY	the year of the collection (for example <u>2005/06</u> would be <u>0506</u>)
BBB	the transmission number for that period – up to 999 transmissions can be made in a collection period
SS	the serial number of the file. Note: when transmitting ILR data to the online data collection system, the data must be contained in a single file
CCC	file extension - the collection:

WBL returns are W01 to W13

FE returns are F01, F02 (ESF), F03 (ESF), F04 or F05; and X01 to X99 for interim returns outside the normal schedule.

Ufl returns are U01 to U05
ACL returns are C01 to C03
ESF SR returns are S01 to S12

Format of Data Required

28   The data on the file should be in ASCII character format using only characters specified for each individual field.

29   Each data set should be contained in a single computer record. Each computer record should be a fixed length with no field separators. Each computer record should use the character pair, carriage return followed by line feed, as a terminator. These have the hexadecimal codes 0D and 0A respectively.

30   Each file should contain a set of complete learner records. Each file should have its own header and footer record as defined below. Each file will have the following format:

- header record
- learner records
- footer record

with the learner records ordered as follows:

```
Learner record one ──┬──▶  Learner data set contained on a single
                     │     computer record
                     │
                     └──▶  Other data sets, each contained on a
                           single computer record (the order of the
                           non-Learner data sets is not important)


Learner record two ──┬──▶  Learner data set contained on a single
                     │     computer record
                     │
                     └──▶  Other data sets, each contained on a
                           single computer record (the order of the
                           non-Learner data sets is not important)


Other learner    ─────▶    Further learner records as above, each
records                    data set contained on a single computer
                           record


Final learner record ─┬─▶  Learner data set contained on a single
                      │     computer record
                      │
                      └─▶  Other Learner data sets, each contained on
                            a single computer record (the order of the
                            non-Learner data sets is not important)
```

Header Record

31   The header record has the following reference:
LLLLLLDDBBBBBBBBBBBB00AAACCCCEEEPPPDDMMYYYYXZ[S…S][T
…T][V…V][…]

where:

LLLLLL   provider number (as taken from the PIMS database)
                        *Note: multi site providers with more than one provider
                        number wishing to <u>send</u> a combined file should return
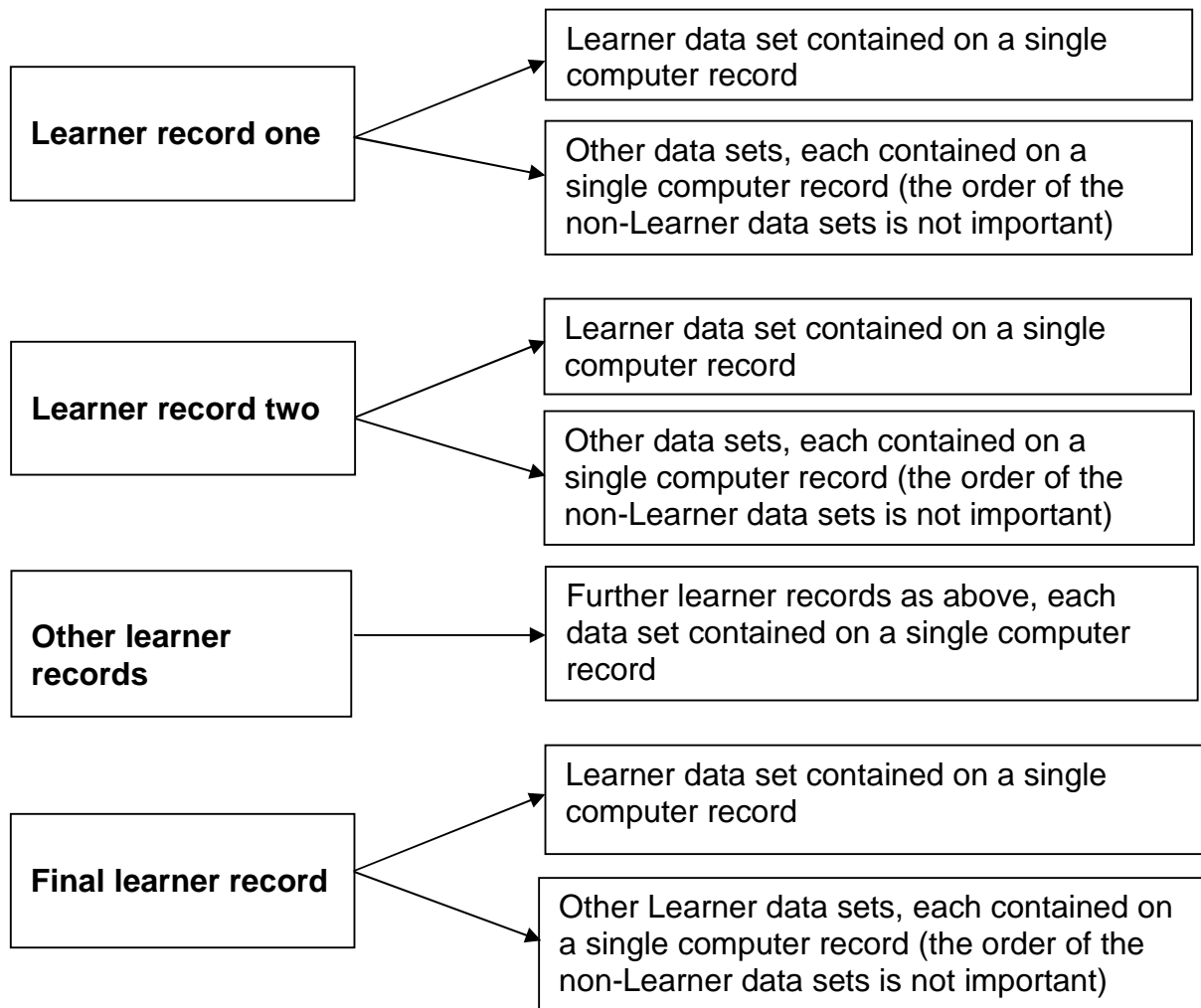   999999*

DD   is the allocation type: FE providers should use 01, Ufl
                        should use 04 and WBL, ACL and ESF SR providers 00.

BBBBBBBBBBBB   12 spaces for the header record

00   zero zero

AAA	is the three-character abridged number of funding LSC (such as 240, see Annex E). *Note: Providers contracting with more than one local LSC wishing to <u>send</u> a combined file should use 999. Providers transmitting a file in the FE or ACL cycle of returns should use 000. FE providers <u>sending</u> a file in the WBL cycle of returns (that is the extension is W01 –W13) must use the particular LSC ID, not 000.*
CCCC	is the year of the collection (for example, <u>2005/06</u> is <u>0506</u>)
EEE	is the collection (For WBL this is W01 – W13. For FE this is F01 – F05 or X01 – X99. For UfI returns this is U01 – U05. For ACL returns this is C01 – C03. For ESF SR returns this is S01 – S12.)
PPP	the transmission number for that collection – up to 999 transmissions can be made for each collection.
DDMMYYYY	is the date of preparation of the file (date format). For example, 3 December <u>2005</u> would be entered as <u>03122005</u>
X	is type of transmission where:
	A for a year to date transmission (all records) B for a whole single record transmission (changes only)
Z	is the type of data where:
	1 live data 2 test data.
[S…S]	40 characters reserved to indicate the name of the software supplier. This information will be used to prepare reports on returns by software supplier. Providers that write their own software for producing ILR files should use 'OWN SOFTWARE'.
[T…T]	30 characters reserved to indicate the name of the software package used to make the return.
[V…V]	20 characters reserved to indicate the version number of the software package used to make the return.
[…]	the remaining characters to 365 are spaces.

Footer Record

32   The footer record has the following reference:
LLLLLLDDZZZZZZZZZZZZ99AACCCCEEPPPDDMMYYYYNNNNNNNDD
MMYYYY[…]

where:

LLLLLL	provider number (as taken from the PIMS database) *Note: multi site providers with more than one provider number wishing to send a combined file should return 999999*
DD	is the allocation type: FE providers should use 01, UfI should use 04 and WBL, ACL and ESF SR providers 00.
ZZZZZZZZZZZZ	twelve Zs for the footer record
99	99
AAA	is the three-character abridged number of funding LSC (such as 240, see Annex E). *Note: Providers contracting with more than one local LSC wishing to send a combined file should use 999. Providers transmitting a file in the FE or ACL cycle of returns should use 000. FE providers sending a file in the WBL cycle of returns (that is the extension is W01 –W13) must use the particular LSC ID, not 000.*
CCCC	is the year of the collection (for example, 2005/06 is 0506)
EEE	is the collection (For WBL this is W01 – W13. For FE this is F01 – F05 or X01 – X99. For UfI returns this is U01 – U05. For ACL returns this is C01 – C03. For ESF SR returns this is S01 – S12.)
PPP	the transmission number for that collection – up to 999 transmissions can be made for each collection.
DDMMYYYY	is the date of preparation of the file (date format). For example, 3 December 2005 would be entered as 03122005
NNNNNNN	the total count of all records in the file including the learner records and the header and footer records (right justified and zero fill to the left as necessary)
DDMMYYYY	the reference date for this transmission. This is only applicable to in-year returns with the extensions X01 to

X99 <u>and to the F05 return. The reference date for F05 is defined by the provider but should be at least 1 November 2006. The field</u> should be zero filled for other returns.

[…]   characters 59 to 365 are spaces

FIELD STATUS

33   Each field in the ILR has one or more status which depends on the context in which data are being sent. There are three types of status:

- required
- not required
- optional

Required

34   Where the status is required the fields must hold valid data and must be supplied – null values should only be provided when appropriate for example the learning actual end date field must contain a date when learning is complete and must be null before learning is complete.

.
Not Required

35   Not required fields must always contain null values .

Optional

36   Optional fields should be supplied if data are held – null values are acceptable.

RETURNING DATA

Cycle of returns

37   There are five cycles of returns for <u>2005/06</u>:

- one for colleges, institutions and other providers in receipt of LSC FE funding (the FE cycle of returns);
- one for providers in receipt of LSC WBL funding (the WBL cycle of returns);
- one for providers returning the ESF short record;
- one for ACL providers (ACL cycle); and
- one for UfI, to be returned by UfI, not by individual hubs.

UfI

38   From 2004/05 University for Industry (UfI) became the sole provider of UfI provision. UfI is responsible for returning data about UfI provision, on a quarterly basis, to the LSC. <u>The fields required for UfI are the same as those required for FE.</u>

Frequency of Returns

39   The frequency of returns for the five cycles of returns are:

Cycle	Frequency
WBL and ESF short record	Monthly in line with the timetable
FE standard cycle	Three main and two partial returns for the year
FE more frequent cycle	As agreed with your local LSC
ACL	Three returns for the year
UfI	Five returns for the year

40   The collection timetable for the five cycles of returns are attached at annex A.

41   For FE – Details about more frequent returns of data are outlined in paragraphs 95 and 96 of Circular 03/15 Plan-led Funding for Further Education. Circular 03/15 is available from the LSC website.

Type of return

42   Providers making WBL or ESF SR batch returns may make two types of transmission, they can choose to return either;

        A – A year to date transmission - all records for the year to date or

        B – Whole single record – changes to whole records since the last transmission

43   FE and ACL providers make batch, all records for the year to date, returns as they did in the previous year when returning individualised learner record (ILR) returns.

44   Providers sending year-to-date files should note that a second or subsequent transmission within a period will overwrite the previous transmission. This means that providers cannot split their data into separate files and transmit each file separately.

Providers sending data in more than one cycle of returns

45 Some providers are in receipt of LSC funding from more than one stream. In this situation the provider will need to make a return for each funding stream in line with the appropriate cycle of returns and at the appropriate frequency.

For example

FE college with LSC FE and LSC WBL Funding

WBL cycle of returns

46 An FE college which is also a WBL provider is requested in its WBL cycle of ILR returns:

- to send a record for each learner for whom it is in receipt of WBL funding. This record must contain learning aim data sets, as described earlier, for all parts of the WBL programme, including the funded NVQ and all other related learning aims including key skills and basic skills

- not to send records, in its WBL cycle of returns, for learners for whom it is receiving no LSC WBL funding

- for learners for whom it is in receipt of LSC WBL funding not to send data sets for learning aims unrelated to the WBL programme, for example for a programme funded by LSC FE funding

- to send learning aim data sets in WBL format only, for more information see the data set format field, field A08.

FE cycle of returns

47 An FE college which is also a WBL provider is requested in its FE cycle of ILR returns:

- to send a record for each learner for whom it is in receipt of LSC FE funding

- to send a record for each learner on any other programme except those on programmes for which it is in receipt of LSC WBL funding.

LSC co-financed ESF projects

48 For the purpose of ILR data collection each LSC co-financed ESF project is related to either a WBL programme or a FE programme. Colleges are requested to return ESF co-financing data sets in the cycle of returns appropriate to the co-financed ESF project. That is for a LSC co-financed ESF project related to WBL, data are requested in the WBL cycle of returns, and for a LSC co-financed ESF project related to FE, data are requested in the FE cycle of returns.

Batch Returns

49   A batch return consists of an ILR record for each learner who has at any time received learning during the year 2005/06 - these should include;

- new records for all learners who have started since the start of the year, 1 August 2005. (For FE this should not include learners who have enrolled on or after 1 August 2005 and withdrawn before 1 October 2005, unless the learners are direct ESF beneficiaries, see the *'FE Provider Support Manual 2005/06'* for further details.)

- an updated record for all learners whose details have changed since the previous return

- learners whose date of leaving is before 1 August 2005 should not be included in 2005/06 returns. For WBL this should be reported in 2004/05 file format in W13 of 2004/05.

Whole Single Record (Changes Only)

50   A provider can also choose to supply data on a whole single record basis. Whole single record transmissions are made where a provider wishes to report only changes made since the last transmission. A change would include any record that has been added, updated or deleted since the last transmission, examples of a change to a learner record include;

- a new learner
- a change of circumstance (for example moved house)
- achievement of an NVQ and or completion of a framework
- a leaving learning
- deleting a learner record.

51   If whole single record transmissions are used then all data sets must be supplied for each learner record each time data are sent for that learner, as follows:

- for WBL learners this would include the learner data set and the learning aim data sets. If that learner is also supported by LSC ESF co-financing or is matched to an LSC ESF co-financed project then the ESF data set must also be supplied

- in no circumstances should the learning aims or ESF data set be supplied without the associated learner data set for that learner.

Returning Data On-Line

52   In 2005/06 the LSC will be supplying providers with the learner information suite (LIS). This software allows all providers to validate data prior to transmission to the LSC and will additionally for FE providers calculate funding.

53   Once a provider has prepared its ILR batch file it must return it to the LSC using the LSCs web portal (http://providers.lsc.gov.uk). Further guidance on the process for returning data in this way can be found on the web portal.

LEARNER DATA SET LAYOUT

No.	Field Name	Field length	Field Start Pos.	Field End Pos.	Field type	Status (required for)
L01	Provider number	6	1	6	numeric	ALL
L02	Contract/Allocation type	2	7	8	numeric	FE
L03	Learner reference number	12	9	20	alphanumeric	ALL
L04	Data set identifier code	2	21	22	numeric	ALL
L05	Learning aim data sets	2	23	24	numeric	ALL
L06	ESF co-financing data sets	2	25	26	numeric	ALL
L07	HE data sets	2	27	28	numeric	ALL
L08	Deletion flag	1	29	29	alphabetic	WBL/ESF SR
L09	Learner surname/family name	20	30	49	alphabetic	FE/WBL/ESF SR
L10	Learner forenames	40	50	89	alphabetic	FE/WBL/ESF SR
L11	Date of birth	8	90	97	date	ALL
L12	Ethnicity	2	98	99	numeric	ALL
L13	Sex	1	100	100	alphabetic	ALL
L14	Learning difficulties and / or disabilities and / or health problems	1	101	101	numeric	ALL
L15	Disability	2	102	103	numeric	FE/WBL
L16	Learning difficulty	2	104	105	numeric	FE/WBL
L17	Home postcode	8	106	113	alphanumeric	ALL
L18	Address line 1	30	114	143	alphanumeric	FE/WBL/ESF SR
L19	Address line 2	30	144	173	alphanumeric	FE/WBL/ESF SR
L20	Address line 3	30	174	203	alphanumeric	FE/WBL/ ESF SR
L21	Address line 4	30	204	233	alphanumeric	FE Optional/ WBL Optional/ ESF SR Optional
L22	Current Postcode	8	234	241	alphanumeric	FE Optional/WBL Optional
L23	Telephone number	15	242	256	alphanumeric	FE Optional/WBL Optional/ESF SR Optional
L24	Country of domicile	3	257	259	numeric	FE/WBL
L25	LSC number of funding LSC	3	260	262	numeric	WBL/ACL/ESF SR
L26	National insurance number	9	263	271	alphanumeric	WBL/FE[†]
L27	Restricted use indicator	1	272	272	numeric	FE/WBL/ESF SR
L28	Eligibility for enhanced funding (occurs 2)	2	273	276	numeric	FE/WBL
						(contd)

No.	Field Name	Field length	Field Start Pos.	Field End Pos.	Field type	Status (required for)
	LEARNER DATA SET LAYOUT					
L29	Additional support	2	277	278	numeric	FE
L31	Additional support cost	6	279	284	numeric	FE
L32	Eligibility for disadvantage uplift	2	285	286	numeric	FE
L33	Disadvantage uplift factor	6	287	292	numeric	FE
L34	Learner support reason (occurs 4)	2	293	300	numeric	FE/WBL
L35	Prior attainment level	2	301	302	numeric	FE/WBL/ESF SR
L36	Learner status on last working day before learning	2	303	304	numeric	WBL
L37	Employment status on first day of learning	2	305	306	numeric	WBL
L38	Employment status on last day of learning	2	307	308	numeric	WBL
L39	Destination	2	309	310	numeric	FE*/WBL/ESF SR
L40	National learner monitoring (occurs 2)	2	311	314	numeric	FE/WBL/ACL
L41	Local learner monitoring (occurs 2)	12	315	338	numeric	FE Optional/ WBL Optional/ ESF SR Optional
L42	Provider specified learner data (occurs 2)	12	339	362	alphanumeric	ALL optional
L44	NES delivery LSC number	3	363	365	numeric	WBL#

FE[†] – only where requested for pilot projects
FE* – required for ESF co-financed projects only
WBL# - only for NES contracts

No.	Field Name	Field length	Field Start Pos.	Field End Pos.	Field type	Status (required for)
	LEARNING AIM DATA SET LAYOUT					
A01	Provider number	6	1	6	numeric	ALL
A02	Contract/Allocation type	2	7	8	numeric	FE/WBL
A03	Learner reference number	12	9	20	alphanumeric	ALL
A04	Data set identifier code	2	21	22	numeric	ALL
A05	Learning aim data set sequence	2	23	24	numeric	ALL
A06	ESF co-financing data sets	2	25	26	numeric	ALL
A07	HE data sets	2	27	28	numeric	ALL
A08	Data set format	1	29	29	numeric	ALL
A09	Learning aim reference	8	30	37	alphanumeric	ALL
A10	LSC funding stream	2	38	39	numeric	ALL
A11	Source of funding (occurs 2)	3	40	45	numeric	FE/ACL
A12	Implied rate of LSC FE funding for ESF which is not LSC ESF co-financed (occurs 2)	3	46	51	numeric	FE
A13	Tuition fee received for year	5	52	56	numeric	FE/ACL
A14	Reason for partial or full non- payment of tuition fees	2	57	58	numeric	FE/ACL
A15	Programme type	2	59	60	numeric	WBL
A16	Programme entry route	2	61	62	numeric	WBL
A17	Delivery mode	1	63	63	numeric	FE
A18	Main delivery method	2	64	65	numeric	FE
A19	Employer role	1	66	66	numeric	FE
A20	Resit	1	67	67	numeric	FE
A21	Franchised out and partnership arrangement	2	68	69	numeric	FE
A22	Franchise and partnership delivery provider number	6	70	75	alphanumeric	FE
A23	Delivery location postcode	8	76	83	alphanumeric	ALL
A24	Occupation relating to learning aim	4	84	87	numeric	FE*/WBL/ESF SR
						(contd)

LEARNING AIM DATA SET LAYOUT

No.	Field Name	Field length	Field Start Pos.	Field End Pos.	Field type	Status (required for)
A26	Sector framework of learning	3	88	90	numeric	WBL
A27	Learning start date	8	91	98	date	ALL
A28	Learning planned end date	8	99	106	date	ALL
A31	Learning actual end date	8	107	114	date	ALL
A32	Guided learning hours	5	115	119	numeric	FE/WBL Providers Basic Skills Pilot/ACL
A33	Blank field	5	120	124	space filled	Blank field
A34	Completion status	1	125	125	numeric	ALL
A35	Learning outcome	1	126	126	numeric	ALL
A36	Learning outcome grade	3	127	129	alphanumeric	FE
A37	Number of units completed	2	130	131	numeric	FE/WBL
A38	Number of units to achieve full qualification	2	132	133	numeric	FE/WBL
A39	Eligibility for achievement funding	1	134	134	numeric	FE
A40	Achievement date	8	135	142	date	WBL
A43	Sector framework achievement date	8	143	150	date	WBL
A44	Employer identifier	30	151	180	alphanumeric	FE†/WBL
A45	Workplace location postcode	8	181	188	alphanumeric	FE†/WBL
A46	National learning aim monitoring (occurs 2)	2	189	192	numeric	ALL
A47	Local learning aim monitoring (occurs2)	12	193	216	numeric	FE Optional/ WBL Optional/ESF SR Optional
A48	Provider specified learning aim data (occurs 2)	12	217	240	alphanumeric	ALL Optional
A49	Special projects and pilots	5	241	245	alphanumeric	FE/WBL/ESF SR
A50	Reason learning ended	2	246	247	numeric	WBL
A51a	Proportion of funding remaining	2	248	249	numeric	WBL
A52	Distance learning funding	5	250	254	numeric	FE
A53	Additional learning needs	2	255	256	numeric	WBL
			257	365	space filled	

FE* - required for ESF co-financed projects only
FE† - required for NETP learners only

No.	Field Name	Field length	Field Start Pos.	Field End Pos.	Field type	Status (required for)
ESF CO-FINANCING DATA SET LAYOUT						
E01	Provider number	6	1	6	numeric	FE/WBL/ESF SR
E02	Contract/Allocation type	2	7	8	numeric	FE/WBL
E03	Learner reference number	12	9	20	alphanumeric	FE/WBL/ESF SR
E04	Data set identifier code	2	21	22	numeric	FE/WBL/ESF SR
E05	Learning aim data set sequence	2	23	24	numeric	FE/WBL/ESF SR
E06	ESF co-financing data set sequence	2	25	26	numeric	FE/WBL/ESF SR
E07	HE data sets	2	27	28	numeric	FE/WBL/ESF SR
E08	Date started ESF co-financing	8	29	36	date	FE/WBL/ESF SR
E09	Planned end date for ESF co-financing	8	37	44	date	FE/WBL/ESF SR
E10	Date ended ESF co-financing	8	45	52	date	FE/WBL/ESF SR
E11	Industrial sector of learner's employer	2	53	54	numeric	FE/WBL/ESF SR
E12	Employment status on day before starting ESF project	2	55	56	numeric	FE/WBL/ESF SR
E13	Learner's employment status	2	57	58	numeric	FE/WBL/ESF SR
E14	Length of unemployment before starting ESF project	2	59	60	numeric	FE/WBL/ESF SR
E15	Type and size of learner's employer	2	61	62	numeric	FE/WBL/ESF SR
E16	Addressing gender stereotyping (occurs 5)	1	63	67	alphabetic	FE/WBL/ESF SR
E17	Main co-financing activity (occurs 5)	1	68	72	alphabetic	blank field
E18	Delivery mode (occurs 4)	1	73	76	alphabetic	FE/WBL/ESF SR
E19	Support measures to be accessed by the learner (occurs 5)	1	77	81	alphabetic	FE/WBL/ESF SR
E20	Learner background (occurs 3)	2	82	87	numeric	FE/WBL/ESF SR
E21	Support measures for learners with disabilities	2	88	89	numeric	FE/WBL/ESF SR
E22	Project dossier number	9	90	98	alphanumeric	FE/WBL/ESF SR
E23	Local project number	3	99	101	numeric	FE/WBL/ESF SR
			102	365	space filled	

No.	Field name	Field length	Field start	Field end	Field type	Status (required for)
HIGHER EDUCATION DATA SET LAYOUT						
H01	Provider number	6	1	6	numeric	FE/HE
H02	Contract / Allocation type	2	7	8	numeric	FE/HE
H03	Learner reference number	12	9	20	alphanumeric	FE/HE
H04	Data set identifier code	2	21	22	numeric	FE/HE
H05	Learning aim data set sequence	2	23	24	numeric	FE/HE
H06	ESF co-financing data set sequence	2	25	26	numeric	FE/HE
H07	HE data set sequence	2	27	28	numeric	FE/HE
H08	Learning aim reference code	8	29	36	alphanumeric	FE/HE
H09	Learner instance number	20	37	56	alphanumeric	FE/HE
H10	Learner nationality	4	57	60	alphanumeric	Optional
H11	Highest qualification on entry	2	61	62	numeric	FE/HE
H12	New entrant to HE	1	63	63	numeric	FE/HE
H13	Type of programme year	1	64	64	numeric	FE/HE
H14	Mode applicable to Funding Council early statistics, HESES	2	65	66	numeric	FE/HE
H15	Level applicable to Funding Council HESES	2	67	68	numeric	FE/HE
H16	Completion of year of programme of study	1	69	69	numeric	FE/HE
H17	Learner FTE	5	70	74	numeric	FE/HE
H18	Year of programme of study	2	75	76	numeric	FE/HE
H19	Fee band	2	77	78	numeric	FE/HE
H20	Major source of tuition fees	2	79	80	numeric	FE/HE
H21	Term time accommodation	1	81	81	numeric	FE/HE*
H22	UCAS applicant number	9	82	90	numeric	FE/HE*
H23	SOC occupation code	4	91	94	numeric	FE/HE*
H24	Last institution	7	95	101	alphanumeric	FE/HE*
H25	Year left last institution	4	102	105	numeric	FE/HE*
H26	Number of A levels	2	106	107	numeric	FE/HE*

* see individual fields for details

(contd)

HIGHER EDUCATION DATA SET LAYOUT

No.	Field name	Field length	Field start	Field end	Field type	Status
H27	A/AS level score	2	108	109	numeric	FE/HE*
H28	Number of SCE Highers and CSYS	2	110	111	numeric	FE/HE
H29	Scottish higher points	2	112	113	numeric	FE/HE*
H30	Number of vocational qualifications	2	114	115	numeric	FE/HE*
H31	Reason for leaving	2	116	117	numeric	FE/HE*
H32	Proportion not taught by this institution	5	118	122	numeric	FE/HE*
H33	Proportion taught in Superclass 1 subject	5	123	127	numeric	FE/HE
H34	Proportion taught in Superclass 2 subject	5	128	132	numeric	FE/HE
H35	Proportion taught in Superclass 3 subject	5	133	137	numeric	FE/HE
H36	Socio-economic Indicator	1	138	138	numeric	FE/HE
			139	365	space filled	

* see individual fields for details

LEARNER DATA SET FIELDS

Field	**L01**	Provider number	
Required for	FE WBL ACL ESF SR	**Field: length** **type** **justification**	6 numeric not necessary

Description	the provider number of the provider contracted by the LSC to provide learning to this learner
Reason required	to identify the contracted provider
Valid entries	a valid provider number

Notes

providers uncertain of their provider number should contact their local LSC

Notes for FE and ACL

the provider number will be the same for all learners in the return

Notes for WBL and ESF SR

providers should check with their local LSC at the start of the contracting year that this is unchanged.

LEARNER DATA SET FIELDS

Field	**L02**	Contract/Allocation type	
Required for	FE	**Field: length**	2
		type	numeric
		justification	not necessary

Description	the type of allocation or contract for this provision
Reason required	to identify the type of allocation or contract
Valid entries	01 sector further education colleges and other further education institutions (external institutions)
	04 Ufl hub provision
Null Value	zero <u>fill.</u> <u>Use null value if field not required (WBL, ACL and ESF SR)</u>

Notes

this field is applicable to FE providers only

for definition of a further education corporation see the 'Further and Higher Education Act 1992'

LEARNER DATA SET FIELDS

Field	L03	Learner reference number	
Required for	FE WBL ACL ESF SR	**Field: length** **type** **justification**	12 alphanumeric left justify, space <u>fill</u> to the right

Description	the provider's reference number for the learner
Reason required	to enable the learner to be identified for matching purposes, to maintain data integrity and assist with query resolution
Valid entries	code format BBBBBBBBBBBB BBBBBBBBBBBB is any combination of 12 alphabetic characters or numeric digits to be used as a learner reference number. Assigned by the provider.

Notes
this will be the learner's reference code assigned by the provider the learner reference number should be retained by the learner for any period of study with the provider and should not be reused for a different learner.
Notes for WBL the number should be retained following any period of absence.

LEARNER DATA SET FIELDS

Field	**L04**	Data set identifier code	
Required for	FE WBL ACL ESF SR	**Field: length** **type** **justification**	2 numeric not necessary

Description	the identifier for the type of data set
Reason required	internal validation and integrity checks
Valid entries	10 (in all cases) for the learner data set

LEARNER DATA SET FIELDS

Field	**L05**	Learning aim data sets	
Required for	FE	**Field: length**	2
	WBL	**type**	numeric
	ACL	**justification**	right justify, zero fill to the left
	ESF SR		

Description	the number of associated learning aim data sets
Reason required	internal validation and integrity checks
Valid entries	00 to 98

Notes for FE and ACL

this learning aim data sets field should never be 00

Notes for WBL and ESF SR

where the deletion flag field is set to 'Y', the learning aim data sets field should be 00

the learning aim data sets field will only ever be 00 for deleted records.

LEARNER DATA SET FIELDS

Field	**L06**	ESF co-financing data sets	
Required for	FE WBL ACL ESF SR	**Field: length** **type** **justification**	2 numeric not necessary

Description	the number of associated ESF co-financing data sets
Reason required	internal validation and integrity checks
Valid entries	00

Notes

this field must always be 00 as ESF data are collected at learning aim, not learner level

the number of ESF co-financing data sets attached to this learner at the learning aim level, should be recorded in the ESF co-financing data sets field in the learning aim data set.

LEARNER DATA SET FIELDS

Field	**L07**	HE data sets

Required for	FE	**Field: length**	2
	WBL	**type**	numeric
	ACL	**justification**	<u>not necessary</u>
	ESF SR		

Description	the number of associated HE data sets.
Reason required	internal validation and integrity checks
Valid entries	00

Notes

this field must always be 00 as HE data are collected at learning aim, not learner level

the number of HE data sets attached to this learner at the learning aim level should be recorded in the HE data sets field at learning aim level .

LEARNER DATA SET FIELDS

Field	**L08**	Deletion flag	
Required for	WBL ESF SR	**Field: length** **type** **justification**	1 alphabetic not necessary

Description	indicates that a learner's whole record is to be deleted
Reason required	to enable a learner's record to be removed from the database
Valid entries	Y Yes – delete this learner
	N No – do not delete this learner
Null Value	space <u>fill</u>. <u>Use null value if field not required (FE and ACL)</u>

Notes for WBL and ESF SR

this field enables a provider to delete an erroneous learner record

when transmitting a record to be deleted, providers should complete the learner data set only with the deletion flag field set to 'Y'. No learning aim data sets should be attached

when transmitting a new or updated record the deletion flag should be set to 'N' – do not delete this record. Learning aim data sets should be attached

completion information should be transmitted for the first time with the deletion flag set to 'N' – do not delete this record. Learning aim data sets should be attached.

<u>This field should be used by ILR batch providers, to delete a learner's record from the database. This field is not applicable to POL users. It does not appear on the ILR form as it is a system generated field.</u>

<u>When transmitting a record to be deleted, providers should complete the learner data set only with the deletion flag field set to 'Y'. No learning aim data sets should be attached.</u>

<u>Providers should note that to delete a learner that has been transmitted via a previous batch file in the current year they must include the learner in a subsequent batch file with this field set to 'Y'. It is not sufficient to simply remove the learner record from the subsequent batch file, as the learner will remain in the calculations database and will continue to appear on the provider funding reports.</u>

LEARNER DATA SET FIELDS

Field	**L09**	Learner surname/family name	
Required for	FE	**Field: length**	20
	WBL	**type**	Alphabetic
	ESF SR	**justification**	left justify, space fill to the right

Description	the surname/family name of the learner
Reason required	to inform surveys and match data to monitor progression, retention and achievement, <u>for identification, linking of data sets and ease of reference in case of enquiries</u>
Valid entries	alphabetic characters, spaces, hyphens and apostrophes only
Null value	space <u>fill. Use null value if field not required (ACL)</u>

Notes for FE, WBL and ESF SR

this information will be used:

- by the LSC and partner organisations for matching records for statistical purposes (information on partner organisations and the data protection statement can be found at Annex F with further information on the LSC website)

- by the LSC in surveys

- by the LSC to send further information to learners

this field can be mixed case

this field should not include maiden names for example Mary Jones - nee Smith / Mary Jones - was Smith

LEARNER DATA SET FIELDS

Field	**L10**	Learner forenames	
Required for	FE	**Field: length**	40
	WBL	**type**	alphabetic
	ESF SR	**justification**	left justify, space fill to the right

Description	the forenames (first names) of the learner
Reason required	to inform surveys, match data to monitor progression, retention and achievement and to track post 16 education, training and employment of young people
Valid entries	alphabetic characters, spaces, hyphens and apostrophes only
Null value	space fill. Use null value if field not required (ACL)

Notes for FE, WBL and ESF SR

as many learner first names as will fit into the field, separated by spaces, should be provided

this information will be used:

- by the LSC and partner organisations for matching records for statistical purposes (information on partner organisations and the data protection statement can be found at Annex F with further information on the LSC website)

- by the LSC in surveys

- by the LSC to send further information to learners

this field can be mixed case

this field should not include nicknames for example Gareth – Gaz

LEARNER DATA SET FIELDS

Field	**L11**	Date of birth	
Required for	FE WBL ACL ESF SR	**Field: length** **type** **justification**	8 date date format

Description	the date of birth of the learner
Reason required	monitor and report on provision by learners characteristics, monitor equality and diversity, inform local and national planning, <u>for determining learner ages on particular dates and for analysis of the age structure and profile of the learner population</u>
Valid entries	a valid date, using the date pattern DDMMYYYY:
Examples	a date of birth of 17 January 1967 appears as 17011967
	a date of birth of 5 October 1951 appears as 05101951
Null Value	zero <u>fill</u>

Notes

the year should be shown in full with four digits

Notes for FE, ACL and ESF SR

where a learner declines to provide a date of birth, the entry should be eight zeros, but this should only be used as a last resort. Providers must not estimate the learner's date of birth

Notes for WBL

a date of birth must be supplied

LEARNER DATA SET FIELDS

Field	**L12**	Ethnicity	
Required for	FE WBL ACL ESF SR	**Field: length** **type** **justification**	2 numeric not necessary

Description	the ethnic origin of the learner, based on the 2001 census
Reason required	to monitor the distribution of ethnic groups amongst learners in the context of adequacy and sufficiency
Valid entries	11 Asian or Asian British – Bangladeshi 12 Asian or Asian British – Indian 13 Asian or Asian British – Pakistani 14 Asian or Asian British - any other Asian background 15 Black or Black British – African 16 Black or Black British – Caribbean 17 Black or Black British - any other Black background 18 Chinese 19 Mixed - White and Asian 20 Mixed - White and Black African 21 Mixed - White and Black Caribbean 22 Mixed - any other Mixed background 23 White – British 24 White – Irish 25 White - any other White background 98 any other 99 not known/not provided

Notes
learners whose ethnic origin is not listed or feel that they cannot be classified in any other category should enter code 98. Learners who do not wish to supply information about their ethnicity should enter 99 'Not Known / Not Provided'.

LEARNER DATA SET FIELDS

Field	**L13**	Sex	
Required for	FE WBL ACL ESF SR	**Field: length** **type** **justification**	1 alphabetic not necessary

Description	the sex of the learner
Reason required	to describe the structure and nature of the learner population in the sector
Valid entries	F female
	M male

LEARNER DATA SET FIELDS

Field	**L14**	Learning difficulties and/or disabilities and/or health problems	
Required for	FE WBL ACL ESF SR	**Field: length** **type** **justification**	1 numeric not necessary

Description	whether the learner considers that they have a learning difficulty, disability or health problem
Reason required	to monitor the distribution of learners with learning difficulties, disabilities or health problems
Valid entries	1 learner considers himself or herself to have a learning difficulty and/or disability and/or health problem
	2 learner does not consider himself or herself to have a learning difficulty and/or disability and/or health problem
	9 no information provided by the learner

Notes

this field should be completed on the basis of the learner's self-assessment

the LSC recognises that many learners for whom information is recorded in this field will not be able to identify themselves as having learning difficulties. This information will be recorded as a result of interviews with learners, their parents, guardians, teachers or advocates

in discharging its functions for the provision of education and training the LSC must have regard to the needs of persons with learning difficulties and/or disabilities. The LSC needs to be aware of all LSC funded learners with learning disabilities and/or disabilities not just those for whom additional support is provided

LEARNER DATA SET FIELDS

Field	**L15**	Disability	
Required for	FE WBL	**Field: length** **type** **justification**	2 numeric not necessary

Description	the learner's main disability
Reason required	to monitor the extent and effect of disability
Valid entries	01 visual impairment 02 hearing impairment 03 disability affecting mobility 04 other physical disability 05 other medical condition (for example epilepsy, asthma, diabetes) 06 emotional/behavioural difficulties 07 mental ill health 08 temporary disability after illness (for example post-viral) or accident 09 profound complex disabilities 90 multiple disabilities 97 other 98 no disability 99 not known/information not provided
Null value	zero <u>fill. Use null value if field not required (ACL and ESF SR)</u>

Notes for FE and WBL

if the learner considers himself or herself to have a disability, this field should be used to record the learner's main disability. Where a learner has more than one disability, the main one should be recorded

where there are two or more of equal severity, code 90 should be used

where the learner has no disability, code 98 should be used

this field should be completed on the learner's self-assessment

the LSC recognises that many learners for whom information is recorded in this field will not be able to identify themselves as having learning difficulties. This information will be recorded as a result of interviews with learners, their parents, guardians, teachers or advocates

in discharging its functions for the provision of education and training the LSC must have regard to the needs of persons with learning difficulties. The LSC needs to be aware of all LSC FE funded learners with learning difficulties not just those for whom additional support is being claimed

LEARNER DATA SET FIELDS

Field	**L16**	Learning difficulty	
Required for	FE WBL	**Field: length** **type** **justification**	2 numeric not necessary

Description	the learner's main learning difficulty.
Reason required	to monitor the extent and effect of learning difficulties
Valid entries	01 moderate learning difficulty 02 severe learning difficulty 10 dyslexia 11 dyscalculia 19 other specific learning difficulty 90 multiple learning difficulties 97 other 98 no learning difficulty 99 not known/information not provided
Null value	zero fill. Use null value if field not required (ACL and ESF SR)

Notes for FE

if the learner considers himself or herself to have a learning difficulty, this should be used to record the learner's main learning difficulty

where a learner has more than one learning difficulty, the main one should be recorded

where there are two or more of equal severity, code 90 should be used

where the learner has no learning difficulty, code 98 should be used

this field should be completed on the learner's self-assessment

Notes for FE and WBL

the LSC recognises that many learners for whom information is recorded in this field will not be able to identify themselves as having learning difficulties. This information will be recorded as a result of interviews with learners, their parents, guardians, teachers or advocates

in discharging its functions for the provision of education and training the LSC must have regard to the needs of persons with learning difficulties. The LSC needs to be aware of all LSC FE funded learners with learning difficulties not just those for whom additional support is being claimed

LEARNER DATA SET FIELDS

Field	**L17**	Home postcode	
Required for	FE		8
	WBL	**Field: length**	
	ACL	**type**	alphanumeric
	ESF SR	**justification**	see annex C

Description	the permanent or home postcode of the learner prior to enrolling at the provider
Reason required	to establish catchment areas in the context of monitoring adequacy and sufficiency of provision, for demographic analysis and to support disadvantage uplift. Monitor recruitment and home to study patterns
Valid entries	an alphabetic code of up to eight characters that is a valid UK postcode
Null value	where the country of domicile of the learner is not a UK country this field must be left blank. The null value in this case would be eight spaces

Notes

the justification for this field is particularly important to allow accurate demographic analyses. Full valid postcodes should be supplied, left justified with a single space between the outward and inward components of the postcode, and space fill to the right

the Learner Information Suite (LIS) currently checks the format of the whole postcode, but only checks the specific code in the outward part of the postcode, that is the first element of the postcode

for any learners whose home address is British Forces Post Office (BFPO) the standard postcode to return is NW7 1PX

where the home postcode of a learner is not known then institutions should use ZZ99▼ZZZ. If the outward part of the postcode, the first part, is known but the inward part, the second part, is not known, then the known outward part should be returned and ZZZ should be returned in the inward part

(contd)

LEARNER DATA SET FIELDS

Notes (contd)

for a homeless learner living in supported accommodation, you should use the address of the accommodation. For a homeless learner that does not have an address, you can use the following entries

Home postcode, field L17 – enter ZZ99 ZZZ.
Address line 1, field L18 – enter "homeless no address".
Address line 2, field L19 – use the null value.
Address line 3, field L20 – use the null value.
Address line 4, field L21 – use the null value.

this must only be used for homeless learners that do not have an address as experience shows us that address information can be obtained for almost all learners. You may be asked to explain the reason for a high incidence of ZZ99 ZZZ postcodes

experience shows us that postcodes may be obtained for almost all learners. Providers may be asked to explain the reason for a high incidence of missing codes compared to other similar providers and where this explanation is not reasonable, to supply data containing more complete postcode information

valid post code format for the outward element is nXX where n is 0-9 and X is capital letters excluding C, I, K, M, O and V

Notes for WBL

for reasons of security it has been agreed that learners with the MOD should supply 'the base' postcode. The provision of such information could, in future, impact on funding for providers.

Examples	M2▼5BZ▼▼	DN16▼9AA
	DN5▼7XY▼	ECA1▼1HQ
	NW7▼1PX▼	(BFPO postcode)
	CV35▼ZZZ	(known outward postcode but inward postcode is unknown)
	ZZ99▼ZZZ	(whole postcode is unknown)
	where ▼ represents a space	

LEARNER DATA SET FIELDS

Field	**L18**	Address line 1	
Required for	FE	**Field: length**	30
	WBL	**type**	alphanumeric
	ESF SR	**justification**	left justify, space <u>fill</u> to the right

Description	the first line of the address of a learner's <u>current</u> place of residence
Reason required	to inform surveys
Valid entries	valid entries are alphabetic characters, commas, hyphens, apostrophes, slashes, full stops, spaces and numeric digits only
Null value	space fill. <u>Use null value if not required (ACL)</u>

Notes for FE, WBL and ESF SR

normally this would include the house/flat number or name and the street name

<u>This address is the learner's current place of residence. Where a learner is living away from home, this address should relate to the current postcode field, field L22.</u>

for a homeless learner living in supported accommodation, you should use the address of the accommodation. For a homeless learner that does not have an address, you can use the following entries

> Home postcode, field L17 – enter ZZ99 ZZZ
> Address line 1, field L18 – enter "homeless no address"
> Address line 2, field L19 – use the null value
> Address line 3, field L20 – use the null value
> Address line 4, field L21 – use the null value

this must only be used for homeless learners that do not have an address as experience shows us that address information can be obtained for almost all learners. You may be asked to explain the reason for a high incidence of "homeless no address" information

Notes for WBL

for reasons of security it has been agreed that learners with the MOD should supply 'the base' address

LEARNER DATA SET FIELDS

Field	**L19**	Address line 2	
Required for	FE	**Field: length**	30
	WBL	**type**	alphanumeric
	ESF SR	**justification**	left justify, space <u>fill</u> to the right

Description	the second line of the address of a learner's <u>current</u> place of residence
Reason required	to inform surveys
Valid entries	valid entries are alphabetic characters, commas, hyphens, apostrophes, slashes, full stops, spaces and numeric digits only.
Null Value	space fill. <u>Use null value if not required (ACL)</u>

Notes for WBL

<u>This address is the learner's current place of residence. Where a learner is living away from home, this address should relate to the current postcode field, field L22.</u>

for reasons of security it has been agreed that learners with the MOD should supply 'the base' address.

LEARNER DATA SET FIELDS

Field	**L20**	Address line 3	
Required for	FE	**Field: length**	30
	WBL	**type**	alphanumeric
	ESF SR	**justification**	left justify, space <u>fill</u> to the right

Description	the third line of the address of a learner's <u>current</u> place of residence
Reason required	to inform surveys
Valid entries	valid entries are alphabetic characters, commas, hyphens, apostrophes, slashes, full stops, spaces and numeric digits only.
Null Value	space fill. <u>Use null value if not required (ACL)</u>

Notes for WBL

<u>This address is the learner's current place of residence. Where a learner is living away from home, this address should relate to the current postcode field, field L22.</u>

for reasons of security it has been agreed that learners with the MOD should supply 'the base' address.

LEARNER DATA SET FIELDS

Field	**L21**	Address line 4	
Required for	FE (optional) WBL (optional) ESF SR (optional)	**Field: length** **type** **justification**	30 alphanumeric left justify, space <u>fill</u> to the right

Description	the fourth line of the address of a learner's <u>current</u> place of residence
Reason required	to inform surveys
Valid entries	valid entries are alphabetic characters, commas, hyphens, apostrophes, slashes, full stops, spaces and numeric digits only.
Null Value	space fill. <u>Use null value if not required (ACL)</u>

Notes for FE, WBL and ESF SR

this field is optional and is not required if the learner's full address can be held in fields L18 – L20

Notes for WBL

<u>This address is the learner's current place of residence. Where a learner is living away from home, this address should relate to the current postcode field, field L22.</u>

for reasons of security it has been agreed that learners with the MOD should supply 'the base' address

LEARNER DATA SET FIELDS

Field	**L22**	Current postcode	
Required for	FE (optional) WBL (optional)	**Field: length** **type** **justification**	8 alphanumeric see annex C

Description	the postcode of the learners current or last known residence
Reason required	to inform surveys and to allow analysis of delivery patterns.
Valid entries	a valid UK postcode. (See annex C for further information)
Null value	space fill. A generic postcode is not required for this field. Use null value if not required (ACL and ESF SR)

Notes for FE and WBL

the postcode at the learner's current place of residence. This may differ from the home postcode field where a learner has changed residence since enrolling, for example if they are living away from home. In this circumstance the address in field L18 – L21 should relate to the postcode in this field.

current postcode is different to home postcode in that home postcode is the code prior to enrolling. This field should be the postcode of the learner's current or last known residence and may be used to contact the learner for surveys. Also see restricted use indicator, field L27

LEARNER DATA SET FIELDS

Field	**L23**	Telephone number	
Required for	FE (optional) WBL (optional) ESF SR (optional)	**Field: length** **type** **justification**	15 alphanumeric left justify, space fill to the right

Description	the home telephone number of the learner
Reason required	used for learner surveys
Valid entries	string of numeric digits, which may contain spaces between the STD code and main number.
Null value	space fill. Use null value it not required (ACL)

Notes for FE, WBL and ESF SR

if no telephone number is provided, the null value of 15 spaces should be used

this field must not include brackets. Trailing spaces are allowed. The '+' symbol is allowed as the first character

a telephone number is not required if the learner has indicated that they do not wish to be contacted for research purposes. See also restricted use indicator, field L27.

LEARNER DATA SET FIELDS

Field	**L24**	Country of domicile	
Required for	FE WBL	**Field: length** **type** **justification**	3 numeric not necessary

Description	the country where the learner is ordinarily resident
Reason required	to allow differentiation between overseas learners and home learners, a key distinction since the LSC only funds provision for home learners, except in exceptional circumstances. home learners are learners whose country of domicile is the UK or another European Community (EC) country, or part of the European Economic Area if they satisfy the 'ordinary residence test' as defined in the 1962 Education Act schedule 1
Valid entries	three-digit numeric code as listed in annex D. For example: **Country** **Code** England 399 Northern Ireland 099 Scotland 299 Wales 599 Channel Islands 199 Isle of Man 999
Null value	zero fill. Use null value if not required (ACL and ESF SR)

Notes for FE and WBL

the country of domicile field, should be treated as a self-assessment field and should reflect the learner's normal country of residence. That is the country the learner would normally regard themselves as going home to

in cases of doubt, the most recent country should be used. Where a provider wishes the learner to benefit from LSC FE or the HEFCE funding as indicated by the source of funding field, the provider should ensure that reasonable evidence exists, for example proof of residence as a refugee status to support this claim. Where such funding is indicated in the source of funding field and this is not consistent with the country of domicile returned, the validation rules will not reject the record but providers should ensure that they have adequate audit evidence to substantiate funding claims in such cases

the list of countries is listed in annex D to this specification.

where there is no domicile code for the learner's country of normal residence, 998 can be used for 'Other'

where the country of domicile is not known 782 can be used

LEARNER DATA SET FIELDS

Field	**L25**	LSC number of funding LSC	
Required for	WBL	**Field: length**	3
	ACL	**type**	numeric
	ESF SR	**justification**	not necessary

Description	the LSC number of the local LSC which funds the learner
Reason required	to identify the LSC which funds the learner
Valid entries	a valid LSC number. A full list is included at annex E
Null value	zero <u>fill. Use null value if not required (FE)</u>

Notes for WBL

this is the LSC number of the local LSC that the learner will be reported against on provider funding reports

for providers that <u>have a regional contract</u> this is the LSC number of the LSC that has agreed the learner activity in its area and which the learner is profiled against.

for providers that are not under <u>regional contracting</u> arrangements this is the LSC number of the local LSC contracted with the provider to deliver the training to this learner. This is the case even where a provider has contracts with more than one LSC and has entered 999 in the field of the same name in the header record

where a provider is contracting with the national <u>employer</u> service, this field should be 002 for all learners

Notes for ACL

this is the local LSC number from which the provider receives their ACL allocation

Notes for ESF SR

this is the local LSC number with which the provider is contracting.

LEARNER DATA SET FIELDS

Field	**L26**	National insurance number	
Required for	FE – see notes	**Field: length**	9
	WBL	**type**	alphanumeric
		justification	<u>not necessary</u>

Description	the national insurance number for the learner
Reason required	to allow the Inland Revenue to identify learners eligible for national insurance credits
Valid entries	a valid national insurance number in the format XXnnnnnnX, where X is alphabetic and n is numeric
Null value	space fill. <u>Use null value if not required (ACL and ESF SR)</u>

Notes for WBL

the provider should treat the completion of this field as compulsory and seek to obtain a learners NI number on start or shortly after. Learners who do not know their NI number should be encouraged to obtain it by the provider. All employed status learners must have NI numbers in order to be paid by the employer

learner details supplied without an NI number will be identified in a control report produced by the local LSC and discussed at the provider review. All learners should receive an NI number through the post from the Contributions Agency.

for learners where country of domicile is a UK country do not use temporary national insurance numbers.

Notes for WBL and FE where requested

the first character must not be D, F, I, Q, U or V and the second character must not be D, F, I, O, Q, U or V. Characters 3 to 8 must be numeric and character 9 must be A, B, C, D or space

temporary numbers in accordance with the protocol of 'TN' 'DoB' 'Gender' must not be used

Notes for FE

for some pilot projects you may be asked to return the NI number. You will be informed if this is the case. You must use the null value if you have not been asked to complete this field.

LEARNER DATA SET FIELDS

Field	**L27**	Restricted use indicator	
Required for	FE	**Field: length**	1
	WBL	**type**	numeric
	ESF SR	**justification**	not necessary

Description	indicates restrictions on the use of the learner record
Reason required	to take into account learners wishes about the use of their data
Valid entries	1 learner has withheld permission for the LSC or other users to contact them
	2 learner is not to be contacted, for example where a learner has died, or suffered severe illness during the programme
	3 learner has only withheld permission to be contacted about courses or learning opportunities by post
	4 learner has only withheld permission to be contacted for survey and research
	9 no additional restrictions on the use of this learners record
Null value	zero fill. Use null value if not required (ACL)

Notes for FE, WBL and ESF SR

the data protection statement – listed at Annex F – must be included on all forms that collect ILR information.

the LSC has published data sharing protocols that can be found on the website at - www.lsc.gov.uk/National/Partners/Data

'other users' are defined as partner organisations that are listed on the LSC website. They may receive aggregated information on learners rather than whole data sets

code 3 should be used where a learner has indicated they do not wish to be sent information on courses or learning opportunities, but have not withheld permission to be contacted for research or surveys.

code 4 should be used where a learner has indicated they do not wish to be contacted by telephone or post by the LSC or its partner organisations, for the purposes of surveys and research, but have not withheld permission to be contacted by post about courses or learning opportunities.

LEARNER DATA SET FIELDS

Field	**L28**	Eligibility for enhanced funding (occurs 2)	
Required for	FE WBL	**Field: length** **type** **justification**	2 (occurs 2) numeric not necessary

Description	to indicate eligibility for enhanced funding		
Reason required	to calculate funding and monitor eligibility for enhanced funding		
Valid entries		**FE**	**WBL**
	12 16-18 funding entitlement and programme includes key skills	Y	
	13 16-18 funding entitlement and the learner's learning difficulties and/or disabilities are such that the QCA key skills qualification is inappropriate	Y	
	14 eligibility for guarantee or extended guarantee group		Y
	15 entitlement to 16 – 18 funding for WBL, where the learner is 19 or over		Y
	99 not eligible for enhanced funding	Y	Y
Null value	zero <u>fill. Use null value if not required (ACL and ESF SR)</u>		

Notes for FE and WBL

where more than one entry can be supplied, the most significant entry should be followed by the least significant

where only one entry can be supplied, the second occurrence should be 99 filled

Notes for FE

use code 12 where a learner on an entitlement programme has identified basic skills needs and is following a certificate in adult literacy or numeracy because key skills are not appropriate. See the *'Funding Guidance for FE"* for further details.

where an entry of 12 or 13 is made, the learner's date of birth must not be before 1 August <u>1982.</u>

where code 12 is used the ILR should include a learning aim for each of the key skills, unless the learner is in the second year and has completed all of the key skills in year one. Annex D of '*Funding Guidance for FE*' has further information on key skills.

LEARNER DATA SET FIELDS

Notes for WBL

for further guidance on using code 14 please see the '*Requirements for funding WBL for young people in 2005/06*'

code 15 must only be used where:

- the learner is 19 or over and has transferred from another provider or LSC on the same programme and was aged 16-18 at the start of that programme; or

- the learner is 19 or over and has eligibility for guarantee or extended guarantee. In this case, code 14 should also be used in field L28.

code 15 should not be used as default for all learners who are aged 16-18 at the start of their programme.

E2E learners should use the null value, unless they have other learning aims outside of E2E.

LEARNER DATA SET FIELDS

Field	**L29**	Additional support	
Required for	FE	**Field: length**	2
		type	numeric
		justification	not necessary

Description	the type of additional learning support applicable to the learner
Reason required	to monitor learners assessed as requiring additional support
Valid entries	41 learner has been assessed as requiring additional support
	71 learner is in receipt of disabled learners allowance
	97 learner has been assessed on entry as having no need of additional support
	98 <u>learner has not been assessed on entry to establish whether there is a need to provide additional support</u>
Null value	zero <u>fill. Use null value if not required (WBL, ACL, ESF SR)</u>

Notes for FE

additional support is: "any activity that provides direct support for learning to individual learners, over and above that which is provided normally in a standard learning programme which leads to their primary learning goal. The additional support is required to help learners gain access to, progress towards and successfully achieve their learning goals. The need for additional support may arise from a learning difficulty and disability, or from literacy, numeracy or language support requirements."

for further information see the circulars section of the LSC website www.lsc.gov.uk for additional support arrangements.

it is important to distinguish between additional support and learner support. The purpose of learner support funds is to provide financial help to learners whose access to, or completion of, education might be inhibited by financial considerations. These funds can assist learners with the costs of childcare, residential accommodation or general access needs.

the inclusion of this field does not imply any changes to which learners are assessed or how they are assessed. Instead providers are requested to record the result of any assessment which takes place.

code 71 was introduced for 2000/01 to identify learners in receipt of the disabled learner's allowance, note this code only applies to HEFCE funded learners

audit process – the LSC expects providers to keep specific audit evidence. The learner's agreement should give a summary of the additional support to be provided and a copy of an additional learning support costs form should be retained with the learning agreement. The information contained on the form should be supported by further detailed costs analysis. This is intended as auditable evidence in support of a claim for additional support funds.

LEARNER DATA SET FIELDS

Field	**L31**		Additional support cost
Required for	FE	**Field: length**	6
		type	numeric
		justification	right justify, zero fill to the left

Description	to indicate the level of additional support the provider is claiming for the learner
Reason required	to record the additional support costs incurred for the teaching year by providers in making the necessary provision for learners such as those with learning difficulties and or disabilities and to allow the LIS to determine funding for additional support
Valid entries	up to six digits
	actual amount in pounds to the nearest whole pound
Null value	zero fill. Use null value if not required (WBL, ACL and ESF SR)

Notes for FE

where no additional support costs have been incurred, the null value should be used

the additional support costs correspond to the amount of extra resource identified by the institution as required to meet the needs of learners such as those with learning difficulties and/or disabilities per year

additional funding may be claimed where an institution provides additional support to a learner and the extra costs of doing so are above a threshold level

where a learner for whom additional support costs are incurred withdraws the actual, not projected, support cost should be recorded

additional support is defined as any activity which provides direct support for learning to individual learners, which is over and above that which is normally provided in a standard learning programme which leads to their primary learning goal. The additional support is required to help learners gain access to, progress towards and successfully achieve their learning goals. The need for additional support may arise from a learning difficulty or disability or from literacy, numeracy or language support requirements

a validation warning will be produced if the value is greater than 19000.

LEARNER DATA SET FIELDS

Field	**L32**	Eligibility for disadvantage uplift	
Required for	FE	**Field: length** **type** **justification**	2 numeric not necessary

Description	indicates the reason for disadvantage uplift for learners for whom uplift is claimed
Reason required	to monitor disadvantage and calculate funding
Valid entries	01 from deprived area (ward based uplift) postcode on LSC's file
	02 from deprived area (ward based uplift) postcode not on LSC's file
	71 studying basic skills programme
	73 supported by single regeneration budget (SRB)
	96 learner group eligible for disadvantage uplift as described in '*Funding Guidance for FE*'
	98 other - further information may be requested
	99 not eligible for disadvantage uplift
Null value	zero <u>fill. Use null value if not required (WBL, ACL and ESF SR)</u>

Notes

some learners will qualify for a disadvantage uplift for two or even three reasons. Nearly half of basic skills learners are already eligible for an uplift. In these circumstances, the provider may claim the highest uplift factor.

learners benefiting directly from single regeneration budget (SRB) funding will also be eligible for the disadvantage uplift. Where a provider intends to use this reason for claiming disadvantage uplift funds, it should first discuss the matter with its local LSC to establish which SRB project is being used to justify additional funds and how the learners affected are to be identified

(contd)

LEARNER DATA SET FIELDS

Notes (contd)

Code 96 should be used to record the following reasons for disadvantage uplift;

homeless
ex-offender
mental health problems
traveller
statutory education interrupted
in or recently left care
asylum seeker
refugee
living in hostel or residential centre
full-time carer for dependent relative living at home
recovering from alcohol or drug dependency

for a full list of learner groups eligible for a disadvantage uplift, see *'Funding Guidance for FE'*.

providers should not systematically collect information about sensitive items of data such as 'recovering from alcohol or drug dependency' or 'ex-offender'. Instead where they become aware of learners in such categories while counselling or supporting them they may claim disadvantage uplift funding for them.

LEARNER DATA SET FIELDS

Field	**L33**	Disadvantage uplift factor	
Required for	FE	**Field: length**	6
		type	numeric
		justification	fixed with decimal point in second position

Description	the disadvantage uplift factor for a learner for whom a disadvantage uplift is being claimed
Reason required	to identify learners when the provider is claiming additional funding for the disadvantage uplift and to indicate the disadvantage uplift factor which applies
Valid entries	0.0000 or a value from 1.0000 to 1.2500
	a value of 1.0796 would be recorded as '1.0796'. 1.06 would be recorded as '1.0600'
	the default value would be '0.0000'
Null value	zero fill with the decimal point in second position. Use null value if not required (WBL, ACL and ESF SR

Notes
for many learners eligible for <u>disadvantage uplift</u> funding the factor can be entered automatically from the file of postcodes and factors available on the LSC's website
where a learner comes from a ward eligible for <u>disadvantage uplift</u> funding and the postcode is not on the LSC's file of postcodes and <u>disadvantage uplift factors</u>, the factor can be entered manually from the file of wards and <u>disadvantage uplift factors</u> also available on the website. The revised index should be used
for special cases and where the postcode is not on the LSC's file, <u>providers</u> should keep evidence of the learner's eligibility for <u>disadvantage uplift funding</u>
where a learner is not eligible for a disadvantage uplift this field should be null. Further information on the disadvantage uplift can be found in '*Funding Guidance for FE'*

LEARNER DATA SET FIELDS

Field	L34	Learner support reason (occurs 4)	
Required for	FE WBL	**Field: length** **type** **justification**	2 (occurs 4) numeric not necessary

Description	identifies categories of learner support for the learner.
Reason required	to identify the demand for, and participation in, learner support and to assist in the evaluation of its effectiveness.
Valid entries	01 general access support (fees, books, accommodation & meals, other excluding transport) 02 childcare support 03 residential bursary 04 access support (transport only) funded from provider or LEA partnership LSF 11 access support refused 12 childcare support refused 13 residential bursary refused 24 adult learning grant (ALG) pilot 25 educational maintenance allowance (EMA) 32 career development loan 41 time off for study 49 learner living on campus (accommodation owned or managed by provider) 50 learner living off campus (accommodation leased by provider and sub-let to learner) 51 learner living off campus (privately managed accommodation on provider recommended list) 52 learner living off campus (privately managed accommodation not on provider recommended list) 53-96 Unassigned 99 no learner support or no more of the above
Null value	zero fill. Use null value if not required (ACL and ESF SR)

Notes for FE

the aggregate forms used in monitoring learners in receipt of learner support prior to 2005/06 have been withdrawn. From 2005/06 data from the ILR will be the sole source of learner volume information used to inform allocations and monitor learner support

where more than one category of learner support applies to a learner, enter up to four codes in the learner support reason fields. These different reasons should be justified from the left and 99 filled to the right

LEARNER DATA SET FIELDS

Notes for FE (contd)

the same learner support reason should not be entered more than once, except an entry of 99

learner in residence codes, codes 49 – 52 should be used for learners who need to live away from usual home for the purposes of study. When completing learner support reason, field L34 these codes take precedence over all others

it is important to complete this field carefully since the number of learners who have to study away from home may be used for the allocation of residential bursary funds

code 24 which was reserved for the first adult pilot scheme, should be used for learners supported by the Adult Learning Grant (ALG) pilot

use code 25 where the learner is in receipt of an educational maintenance allowance (EMA)

Notes for WBL

the only valid entry in this field for WBL is 41 or 99. The default value should be 99. Time off for study is the government guarantee that any young person who has not reached level 2 and who has become employed in a job without training has the right (by law) to seek time off from their employer to receive training at level 2 or higher.

Examples for FE

A learner with only one learner support reason should be entered in this way:
01999999

a learner with two learner support reasons should be entered in this way:
01029999

a learner with three learner support reasons should be entered in this way:
01020399

a learner with four learner support reasons should be entered in this way:
01020304

Examples for WBL

a learner with time off for study should be entered as:
41999999

a learner without time off for study should be entered as:
99999999

LEARNER DATA SET FIELDS

Field	L35	Prior attainment level	
Required for	FE		
	WBL	**Field: length**	2
	ESF SR	**type**	numeric
		justification	not necessary

Description	the learner's prior attainment on commencing the current programme
Reason required	to allow analysis of the level of prior attainment of learners and to help with value-added analyses
Valid entries	09 entry level
	07 other qualifications below level 1
	01 level 1
	02 level 2
	03 level 3
	04 level 4
	05 level 5
	97 other qualification, level not known
	98 not known
	99 no qualifications
Null value	zero fill. Use null value if not required (ACL)

Notes for FE

a programme including AS levels and A2s is treated as a single programme

Notes for FE, WBL and ESF SR

for a full list of level definitions please see annex G.

for learners undertaking a full level 2 or full level 3 qualification it is very important that the prior attainment level of the learner is returned in this field since it is being used to measure the LSC's contribution to reducing the number of adults who lack NVQ 2 or equivalent as part of the Skills Strategy. The LSC and DfES are working closely with colleges to improve the recording of prior attainment level in this field. During 2005/06 a focus of this work will be on doing so for all learners on full level 2 or level 3 qualifications. This will be the subject of a credibility check and local LSC follow up

LEARNER DATA SET FIELDS

Field	**L36**	Learner status on last working day before learning
Required for	WBL	**Field: length** 2 **type** numeric **justification** not necessary

Description	to identify what the learner was doing prior to joining the programme
Reason required	to monitor the effect of programmes on employment
Valid entries	01 Employed
	02 learner on E2E and on the caseload of a personal advisor
	03 learner on the caseload of a personal advisor but not on E2E
	04 new deal gateway
	05 NVQ learning or E2E programme (not on the caseload of a personal advisor)
	06 Apprenticeship or Advanced Apprenticeship WBL programme
	07 Not in employment or in training or in education
	97 other (includes those not in employment, training or education)
	98 not known / not provided
Null value	zero fill. Use null value if not required (FE, ACL and ESF SR)

Notes for WBL

the last working day is defined as the last working day prior to commencing learning, for example, if learning began on a Monday, the last working day would be the previous Friday

code 01 - should be used if the learner worked under a contract of employment (16 hours per week or more), or was self-employed, on the last weekday before they started on the learning programme.

use code 02 if the learner was undertaking E2E following an plan agreed with a personal advisor

use code 03 if the learner was receiving help from a personal advisor as set out in a plan agreed with them, but did not undertake E2E

use code 97 for learners who were unemployed or worked under a contract of less than 16 hours per week on the last weekday before starting the learning programme

codes 05 or 06 should be used if the learner transferring from another WBL programme

LEARNER DATA SET FIELDS

Field	**L37**	Employment status on first day of learning	
Required for	WBL	**Field: length**	2
		type	numeric
		justification	not necessary

Description	identifies whether the learner is employed on the first day of learning
Reason required	to monitor the effect of programmes on employment
Valid entries	01 employed
	02 not employed
	98 not known/not provided
Null value	zero <u>fill. Use null value if not required (FE, ACL and ESF SR)</u>

Notes for WBL

the first day of learning here is the first day of any learning undertaken with the provider

definition of an employee. An employee is someone who works under a contract of employment, which can be written, verbal or implied. It does not include a learner receiving a learning allowance or topped up learning allowance.

LEARNER DATA SET FIELDS

Field	**L38**	Employment status on last day of learning	
Required for	WBL	**Field: length** **type** **justification**	2 numeric not necessary

Description	identifies whether the learner is employed on the last day of learning
Reason required	to monitor the effect of programmes on employment
Valid entries	01 employed 02 not employed 98 not known/not provided
Null value	zero fill. Use null value if not required (FE, ACL and ESF SR)

Notes for WBL

where a learner has not finished their learning programme the null value should be used

LEARNER DATA SET FIELDS

Field	**L39**	Destination	
Required for	FE – see notes WBL ESF SR	**Field: length** **type** **justification**	2 numeric not necessary

Description	identifies the destination of the learner after completion of learning
Reason required	to monitor learner destinations and effectiveness of learning with respect to employment
Valid entries	04 part time employment 10 full time employment 11 unemployed 53 self employed 54 entered further education 55 entered higher education 59 found voluntary work 61 death 75 full-time education or training 93 WBL Apprenticeship or Advanced Apprenticeship framework continuing – awaiting start of next component learning aim 94 WBL Apprenticeship or Advanced Apprenticeship learning aims completed – awaiting confirmation of framework achievement 95 continuing existing programme of learning 97 Other 98 destination unknown
Null value	zero fill. Use null value if not required (ACL)

Notes for WBL, FE on co-financed ESF projects or matched to one, and ESF SR

code 75 should be used for learners who have entered education or training that is not further education (code 54) or higher education (code 55).

code 61 should be used where the learner has died. Restricted use indicator, field L27, must be returned as value 2, to indicate that the learner is not to be contacted

Notes for FE

this field is not required for FE learners who are not LSC ESF co-financed or matched to one. The null value must be used.

LEARNER DATA SET FIELDS

Notes for WBL

the default value used should be code 95

code 97 should be used for learners that have transferred to a new employer/provider/local LSC in the same programme type.

code 93 should be used where an Apprenticeship or Advanced Apprenticeship framework is still being followed but no learning aim is currently active. Code 95 should be used when the next component learning aim of the framework starts. Code 93 must not be used where the learner has withdrawn from the Apprenticeship or Advanced Apprenticeship framework.

code 94 should be used where all learning aim components of an Apprenticeship or Advanced Apprenticeship are completed and the learner is awaiting confirmation of the framework achievement. This code must not be used where there is an active learning aim on the Apprenticeship or Advanced Apprenticeship or where a framework achievement date has been returned against the Apprenticeship or Advanced Apprenticeship framework. Once confirmation of the framework has been acknowledged the field should be changed to reflect the destination of the learner.

LEARNER DATA SET FIELDS

Field	L40	National learner monitoring (occurs 2)	
Required for	FE	**Field: length**	2 (occurs 2)
	WBL	**type**	numeric
	ACL	**justification**	not necessary

Description	indicates participation in programmes or initiatives
Reason required	to monitor participation in programmes and initiatives. Can be used tactically in year to identify new programmes and initiatives by using codes described as unassigned at the start of the year

Valid entries			FE	WBL	ACL
	10	graduate apprenticeship	Y		
	11	learner enrolled at an HE institution that returns an ILR	Y		
	12 – 19	unassigned	Y	Y	Y
	99	none or no more of above	Y	Y	Y

Null value	zero fill. Use null value if not required (ESF SR)

Notes for FE, WBL and ACL

use of unassigned codes to be authorised by the data collection and development manager at national office of the LSC

the LSC will monitor and review the use of these fields to make sure data are collected in the most helpful way

enter all that apply as a concatenated string starting from the left and 99 filled, therefore if only 1 applied the string could be 1099, if 2 applied the string could be 1011

the same value may not be used more than once except for 99

LEARNER DATA SET FIELDS

Field	**L41**	Local learner monitoring (occurs 2)	
Required for	FE (optional) WBL (optional) ESF SR (optional)	**Field: length** **type** **justification**	12 (occurs 2) numeric right justify, zero fill to the left

Description	a field which local LSCs can ask providers to complete for learners it funds to standards it will publish
Reason required	local LSC analysis
Valid entries	any numeric characters
Null value	zero fill. Use null value if not required. (ACL)

Notes for FE, WBL and ESF SR

each local LSC will inform its providers about the information it wishes to see in these fields

a similar local learning monitoring field also appears in the learning aim data set which also occurs twice

these fields will allow local LSCs to define monitoring information relevant to them in consultation with their providers

a minus value may not be used

each local LSC will publish how it requests this field to be completed.

Notes for WBL

multi-site providers contracting with more than one local LSC should return the appropriate values used by the local LSC which is providing the main LSC funding for the learner

LEARNER DATA SET FIELDS

Field	**L42**	Provider specified learner data (occurs 2)	
Required for	FE (optional) WBL (optional) ACL (optional) ESF SR (optional)	**Field: length** **type** **justification**	12 (occurs 2) alphanumeric left justify, space fill to the right

Description	provider specified data at the discretion of the provider
Reason required	to help a provider and allow it to analyse the ILR to its own requirements
Valid entries	all characters except wildcards *, ?, % _ (underscore) and the end of file marker
Null Value	where a provider decides not to use this field it should be space filled

Notes

the validation rules for this field allow all characters except *, ?, %, _ (underscore) and the end of file marker to be used.

LEARNER DATA SET FIELDS

Field	**L44**	NES delivery LSC number	
Required for	WBL – see notes	**Field: length** **type** **justification**	3 numeric not necessary

Description	the LSC number of the LSC in which the learning takes place
Reason required	to monitor delivery of the National Employer Service contracts
Valid entries	a valid LSC number. A full list is included at annex E
Null value	zero fill. Use null value if not required.

Notes for WBL

This field is only used by providers with contracts with the NES and will record the LSC number of the LSC in which the learning takes place.

for providers who do not contract with the national employer service the null value must be used.

The National Contracts Service became the National Employer Service in January 2005. The name of this field has been changed in 2005/06 to reflect this. The data collected by the field has not been changed.

LEARNING AIM DATA SET LAYOUT

No.	Field Name	Field length	Field Start Pos.	Field End Pos.	Field type	Status (required for)
A01	Provider number	6	1	6	numeric	ALL
A02	Contract / Allocation type	2	7	8	numeric	FE/WBL
A03	Learner reference number	12	9	20	alphanumeric	ALL
A04	Data set identifier code	2	21	22	numeric	ALL
A05	Learning aim data set sequence	2	23	24	numeric	ALL
A06	ESF co-financing data sets	2	25	26	numeric	ALL
A07	HE data sets	2	27	28	numeric	ALL
A08	Data set format	1	29	29	numeric	ALL
A09	Learning aim reference	8	30	37	alphanumeric	ALL
A10	LSC funding stream	2	38	39	numeric	ALL
A11	Source of funding (occurs 2)	3	40	45	numeric	FE/ACL
A12	Implied rate of LSC FE funding for ESF which is not LSC ESF co-financed (occurs 2)	3	46	51	numeric	FE
A13	Tuition fee received for year	5	52	56	numeric	FE/ACL
A14	Reason for partial or full non-payment of tuition fees	2	57	58	numeric	FE/ACL
A15	Programme type	2	59	60	numeric	WBL
A16	Programme entry route	2	61	62	numeric	WBL
A17	Delivery mode	1	63	63	numeric	FE
A18	Main delivery method	2	64	65	numeric	FE
A19	Employer role	1	66	66	numeric	FE
A20	Resit	1	67	67	numeric	FE
A21	Franchised out and partnership arrangement	2	68	69	numeric	FE
A22	Franchise and partnership delivery provider number	6	70	75	alphanumeric	FE
A23	Delivery location postcode	8	76	83	alphanumeric	ALL
A24	Occupation relating to learning aim	4	84	87	numeric	FE*/WBL/ ESF SR
A26	Sector framework of learning	3	88	90	numeric	WBL
A27	Learning start date	8	91	98	date	ALL
A28	Learning planned end date	8	99	106	date	ALL
A31	Learning actual end date	8	107	114	date	ALL
A32	Guided learning hours	5	115	119	numeric	FE/WBL Providers Basic Skills Pilot /ACL
A33	Blank field	5	120	124	space filled	Blank field
						(contd)

LEARNING AIM DATA SET LAYOUT

No.	Field Name	Field length	Field Start Pos.	Field End Pos.	Field type	Status
A34	Completion status	1	125	125	numeric	ALL
A35	Learning outcome	1	126	126	numeric	ALL
A36	Learning outcome grade	3	127	129	alphanumeric	FE
A37	Number of units completed	2	130	131	numeric	FE/WBL
A38	Number of units to achieve full qualification	2	132	133	numeric	FE/WBL
A39	Eligibility for achievement funding	1	134	134	numeric	FE
A40	Achievement date	8	135	142	date	WBL
A43	Sector framework achievement date	8	143	150	date	WBL
A44	Employer identifier	30	151	180	alphanumeric	FE[†]/WBL
A45	Workplace location postcode	8	181	188	alphanumeric	FE[†]/WBL
A46	National learning aim monitoring (occurs 2)	2	189	192	numeric	FE/WBL/ACL
A47	Local learning aim monitoring (occurs2)	12	193	216	numeric	FE/WBL optional
A48	Provider specified learning aim data (occurs 2)	12	217	240	alphanumeric	ALL Optional
A49	Special projects and pilots	5	241	245	alphanumeric	FE/WBL/ ESF SR
A50	Reason learning ended	2	246	247	numeric	WBL
A51a	Proportion of funding remaining	2	248	249	numeric	WBL
A52	Distance learning funding	5	250	254	numeric	FE
A53	Additional learning needs	2	255	256	numeric	WBL
			257	365	space filled	

FE* - required for ESF co-financed projects only
FE[†] - required for NETP learners only

LEARNING AIM DATA SET FIELDS

Field	**A01**	Provider number	
Required for	FE WBL ACL ESR SR	**Field: length** **type** **justification**	6 numeric not necessary

Description	the provider number of the provider contracted by the LSC to provide learning to this learner
Reason required	to identify the contracted provider
Valid entries	a valid provider number

Notes

a provider uncertain of its provider number should contact its local LSC

this number will be the same for all data sets for the learner

Notes for FE and ACL

the provider number will be the same for all learners in the return

Notes for WBL and ESF SR

providers should check with their local LSC at the start of the contracting year that this is unchanged.

LEARNING AIM DATA SET FIELDS

Field	A02	Contract/Allocation type		
Required for	FE WBL	**Field: length** **type** **justification**	2 numeric not necessary	

			FE	WBL
Description	the type of allocation or contract for this provision			
Reason required	to identify the type of allocation or contract			
Valid entries			**FE**	**WBL**
	01	sector further education colleges and other further education institutions (external institutions)	Y	
	04	Ufl hub provision	Y	
	12	WBL Ministry of Defence (MOD) contract		Y
Null value	zero <u>fill. Use the null value if not required.</u>			

Notes

use code 12 where the WBL contract is to deliver training solely for the Ministry of Defence (MOD).

for WBL other than MOD contracts – The null value must be used

codes 11, 13 and 14, which were used to indicate lead/feed and managing agent arrangements are not required and were removed in 2004/05. The null value should be used for these learners.

LEARNING AIM DATA SET FIELDS

Field	A03	Learner reference number	
Required for	FE	**Field: length**	12
	WBL	**type**	alphanumeric
	ACL	**justification**	left justify, space fill to the right
	ESF SR		

Description	the provider's reference number for the learner
Reason required	to enable the learner to be identified for matching purposes, to maintain data integrity and assist with query resolution
Valid entries	code format BBBBBBBBBBBB
	BBBBBBBBBBBB is any combination of 12 alphabetic characters or numeric digits to be used as a learner reference number. Assigned by the provider.

Notes

this will be the learner's reference code assigned by the provider

the learner reference number should be retained by the learner for any period of study with the provider and should not be reused for a different learner.

Notes for WBL

the number should be retained following any period of absence.

LEARNING AIM DATA SET FIELDS

Field	A04	Data set identifier code	
Required for	FE WBL ACL ESF SR	**Field: length** **type** **justification**	2 numeric not necessary

Description	the identifier for the type of data set.
Reason required	Internal validation and integrity checks.
Valid entries	30 (in all cases) for the learning aim data set

LEARNING AIM DATA SET FIELDS

Field	A05	Learning aim data set sequence	
Required for	FE		
	WBL	**Field: length**	2
	ACL	**type**	numeric
	ESF SR	**justification**	right justify, zero fill to the left

Description	the sequence number for the learning aim data set
Reason required	internal validation and integrity checks.
Valid entries	01 to 98

Notes

this field should feature a sequence number to identify learning aims where more than one learning aim is undertaken

the learning aim data set sequence must not be greater than the entry in the learning aim data sets, field L05 at learner level

LEARNING AIM DATA SET FIELDS

Field	A06	ESF co-financing data sets	
Required for	FE	**Field: length**	2
	WBL	**type**	numeric
	ACL	**justification**	not necessary
	ESF SR		

Description	the number of ESF co-financing data sets attached to this learning aim
Reason required	internal validation and integrity checks
Valid entries	00 no ESF co-financing data sets for this learning aim
	01 one ESF co-financing data set for this learning aim

Notes

an entry of 00 would be used where ESF co-financing funds are not being claimed

this field is required for internal validation

Notes for FE, WBL and ESF SR

where a learner has been matched for co-financing purposes, an associated ESF data set will be required. This field should have an entry of 01

Notes for ACL

00 will always be used

LEARNING AIM DATA SET FIELDS

Field	**A07**	HE data sets	
Required for	FE	**Field: length**	2
	WBL	**type**	numeric
	ACL	**justification**	not necessary
	ESF SR		

Description	the number of HE data sets for the learning aim
Reason required	internal validation and integrity checks.
Valid entries	00 no HE data sets for this learning aim
	01 HE data set attached

Notes for FE

an entry of 00 would be used where the learning aim is not HE level

where the source of funding field is set to 'supported by HEFCE funding' or 'eligible for HEFCE funding but funding not being claimed' this field should be set to 01 with an HE data set attached

Notes for WBL, ACL and ESF SR

00 will always be used

LEARNING AIM DATA SET FIELDS

Field	**A08**	Data set format	
Required for	FE WBL ACL ESF SR	**Field: length** **type** **justification**	1 numeric not necessary

Description	format of the data included in the data set
Reason required	to identify the type of data
Valid entries	1 FE
	2 WBL
	3 ACL
	4 ESF SR

Notes

this is a compulsory field and will be used to identify the type of data being returned

Notes for FE

where data are returned in an FE cycle of returns then all learning aim data sets are requested in FE format and this field must be set to 1

use code 1, FE, for UfI returns

Notes for WBL

where data are returned in a WBL cycle of returns then all learning aim data sets are requested in WBL format and this field must be set to 2

Notes for ACL

where data are requested in an ACL cycle of returns then all learning aim data sets are requested in ACL format and this field must be set to 3

Notes for ESF SR

where data are returned in an ESF Short record cycle of returns then all learning aim records are requested in ESF SR format and this field must be set to 4.

LEARNING AIM DATA SET FIELDS

Field	**A09**	Learning aim reference		
Required for	FE	**Field: length**	8	
	WBL	**type**	alphanumeric	
	ACL	**justification**	not necessary	
	ESF SR			

Description	the learning aim reference code for the learning being undertaken
Reason required	Funding <u>and to monitor learning aims in the sector</u>
Valid entries	a valid entry from the learning aim database (LAD). The status must not read 'code unavailable' or in the case of new starters 'code unavailable for new starters'

Notes

the LAD contains codes for externally validated learning aims offered in the sector. This includes both funded and non funded learning aims

where there is no specific learning aim code on the database refer to annex H for details of class codes that can be used

providers are requested to notify the LSC of learning aims missing from the database when they start to enrol learners on the learning aim. Where a provider delays requesting a code this may delay processing of the ILR data online. The LSC would not expect providers to request codes for use in <u>2005/06</u> after July <u>2006</u>

Notes for FE and ACL

if the learning aim is not one of the types which have class codes listed in annex H then it will be necessary to notify the LSC so that a new learning aim code can be raised. The 'Partners' channel of the LSC website has full instructions and forms under the 'data' section. A temporary code will be issued for each learning aim until a permanent code is raised.

temporary codes may not be used in the final ILR return

Notes for FE

providers should return a record in the learning aim data set for tutorial and enrichment studies (CMISC001) in all cases where there is such study which is not covered by a learning aim code

(contd)

LEARNING AIM DATA SET FIELDS

Notes for WBL

all E2E learners (new starts) will have code XE2E0001 as their main learning aim

E2E replaces NVQ level 1 programmes for learners under the age of 19. Learners aged under 19 should not have a main aim which is an NVQ level 1. They may have a subsidiary aim which is an NVQ level 1

Notes for ACL

provider devised Basic Skills courses that are based on the national standards for literacy, language and numeracy should use class codes listed under Short Basic Skills Courses (other provision) and Basic Skills Course (other provision) in Annex H

all non externally certified provision – except Basic Skills as listed above – should be recorded using the Z9OP class codes listed in Annex H. These codes are new for 2005/06 and replace the C9OP class codes used in previous years.

LEARNING AIM DATA SET FIELDS

Field	**A10**	LSC funding stream	
Required for	FE	**Field: length**	2
	WBL	**type**	numeric
	ACL	**justification**	not necessary
	ESF SR		

Description	identifies the source of any LSC funding for this learning aim
Reason required	to calculate LSC funding for this learner and aim
Valid entries	10 adult & community learning
	20 further education
	30 reserved for school sixth form
	40 work based learning
	41 WBL technical certificate funded as part of a framework
	42 WBL key skills funded as part of a framework
	70 LSC ESF co-financed
	80 other LSC funding stream (further details may be requested)
	99 no LSC funding for this learning aim

Notes

the provider should indicate in this field the source of any funding it is receiving directly from the LSC for this learning aim

do not use code 30. This value is reserved for collection of data from school sixth forms.

Notes for FE

where this aim is being undertaken as part of an employer training pilot (ETP), basic skills in local communities project, new technology institutes pilot, sector strategy pilot or Offender Learning and Support Service (OLASS) pilot use code 80, since these arrangements are not subject to FE formula funding.

Notes for WBL

for Apprenticeship and Advanced Apprenticeship (including trial Higher Level Apprenticeship) programmes, the main funded aim is the NVQ (or the aim that replaces it within an employer approved scheme)

(contd)

LEARNING AIM DATA SET FIELDS

Notes for WBL (contd)

for NVQ learning, the main funded aim will be the NVQ aim

for E2E, the main funded learning aim will be the XE2E0001 aim

- use code 40 for the main funded aim
- use code 41 for technical certificates that are funded as part of a framework
- use code 42 for key skills that are funded as part of a framework
- use code 99 for all non-funded aims that are part of a framework. This includes subsidiary NVQs or aims followed as part of an E2E or NVQ programme

code 80 must be used for employer training pilots, sector strategy pilots and 24+ employee initiative, since these arrangements are not subject to WBL formula funding.

Recording ESF co-financing (FE, WBL, ESF SR):

if code 70 is used there must be an associated ESF data set to accompany this learning aim data set

for a learning aim which is 100% ESF funded ('direct beneficiary') use code 70. The number of ESF co-financing datasets, field A06 must be set to 01 and an ESF co-financing data set should be completed

for a learning aim that is used as match as part of an ESF co-financed project ('matched beneficiary') and is funded under WBL or FE, use code 40, 41 or 42 for WBL; code 10 or 80 for ESF SR; or code 20 for FE. The number of ESF co-financing datasets, field A06 must be set to 01 and an ESF co-financing data set should be completed.

LEARNING AIM DATA SET FIELDS

Field	**A11**	Source of funding (occurs 2)	
Required for	FE ACL	**Field: length** **type** **justification**	3 (occurs 2) numeric not necessary

Description	source of funding other than the LSC
Reason required	to monitor specific sources of funding and to determine the extent of different sources of funding in the sector
Valid entries	001 supported by HEFCE funding 002 eligible for HEFCE funding but funding not being claimed 007 Research Council 009 Department of Health/Regional Health Authority/NHS/Social care 010 other HM government departments and public bodies including EC 011 overseas learner award from HM government/British Council 012 overseas funding 013 UK industry and commerce 014 multinational organisation (non UK based) 015 private training organisation 016 voluntary organisation 017 European research action scheme for the mobility of university students (ERASMUS) 020 other European source – further details may be requested 025 teacher training agency 026 local education authority for ACL 027 local education authority other than ACL 101 new deal for young people (aged 18 to 24) 102 new deal for long term unemployed (aged 25+) 104 – unassigned – may be introduced in year to identify new 113 forms of funding European social fund for 2004 (not LSC ESF co-financed) 541 ESF 2004 – objective 1 542 ESF 2004 – objective 2 543 ESF 2004 – objective 3 546 ESF 2004 – community objectives European social fund for 2005 (not LSC ESF co-financed) 551 ESF 2005 – objective 1 552 ESF 2005 – objective 2 553 ESF 2005 – objective 3 556 ESF 2005 – community objectives

(contd)

LEARNING AIM DATA SET FIELDS

Valid entries (contd)	European social fund for 2006 (not LSC ESF co-financed)	
	561	ESF 2006 – objective 1
	562	ESF 2006 – objective 2
	563	ESF 2006 – objective 3
	566	ESF 2006 – community objectives
	998	other – further details may be requested
	999	none – no sources other than tuition fees and LSC funding
Null value	zero fill. Use null value if not required (WBL and ESF SR)	

Notes

enter all that apply as a concatenated string starting from the left and 999 filled where there are fewer than two sources, therefore if only 1 applied the string would be 001999, if 2 applied the string could be 001104

the same value must not be used more than once for both occurrences, except 999

the provider should indicate in this field the direct source of any funding other than LSC funding up to a maximum of two sources. Where there are more than two sources the two largest sources should be returned

Where code 001 or 002 is returned, codes 009 or 025 cannot also be returned.

Notes for ACL

ACL providers should not use code 026, local education authority ACL, since that is indicated in LSC funding stream, field A10.

LEARNING AIM DATA SET FIELDS

Field	**A12**	Implied rate of LSC FE funding for ESF which is not LSC ESF co-financed (occurs 2)	
Required for	FE	**Field: length**	3 (occurs 2)
		type	numeric
		justification	right justify, zero fill to the left

Description	implied rate of LSC FE partial funding for learners partially funded by ESF
Reason required	to collect implied rate of LSC FE partial funding
Valid entries	000 to 100
Null value	zero fill. Use null value if not required (WBL, ACL and ESF SR

Notes

the implied rate of LSC FE funding must be entered in this field for ESF funded provision which is not LSC ESF co-financed

the implied rate of LSC FE funding is the inverse of the ESF intervention rate, that is:

implied rate of LSC FE funding = 100 - ESF intervention rate

for example if the ESF intervention rate is 45% the implied rate of LSC FE funding is 55%

this field should be completed where either occurrence of source of funding, field A11, contain entries 541 – 566 for ESF sources. The corresponding occurrence of implied rate, field A12, should be completed so that occurrence 'a' can be kept in line with occurrence 'b'

where source of funding, field A11, is not 541 – 566, this field should be null

Examples

source of funding is for ESF 2005 and LSC implied rate is 55%:
valid entry = 055000

LEARNING AIM DATA SET FIELDS

Field	**A13**	Tuition fee received for year	
Required for	FE ACL	**Field: length** **type** **justification**	5 numeric right justify, zero fill to the left

Description	the actual amount of tuition fees the provider expects to receive, or has received during this teaching year for the learner on this learning aim
Reason required	to monitor income derived from fees in the sector and to identify with the 'reason for partial or full non-payment of tuition fees' field where fee remission may be claimed
Valid entries	up to five digits actual amount in pounds to the nearest whole pound
Example	where a learning aim has tuition fees of £780 this would appear as 00780
Null value	zero fill. Use null value if not required (WBL and ESF SR)

Notes for FE and ACL

the tuition fees quoted should be after any tax relief for vocational qualifications

where the learning programme is basic skills this field should be set to '00000'

where the learner is paying no fees this field would contain '00000'

this field should only contain a value where the provider actually receives an amount. This field should be set to 00000 where fees are fully remitted for a reason that is recorded in reason for partial or full non-payment of tuition fees, field A14.

LEARNING AIM DATA SET FIELDS

Field	**A14**	Reason for partial or full non - payment of tuition fees
Required for	FE ACL	**Field: length** 2 **type** numeric **justification** not necessary

Description	the reason for any partial or full non-payment of tuition fees for the learner for this learning aim
Reason required	this field will be used to determine the extent of remission of fees in the sector
Valid entries	01 fees waived – 16 – 18 year old learner
	04 fees waived – in receipt of an income-based state benefit (not covered by any other code relating to income-based state benefit, for example codes 14 and 15)
	08 fees waived – unwaged dependent of any people in codes 04, 14, 15, 17, 18 or 21
	09 fees waived – undertaking programmes where the main learning aim is basic skills
	10 fees waived for another reason consistent with the local provider policy
	11 fees refunded
	12 tax relief for vocational programmes
	13 fees waived – other funding
	14 fees waived – asylum seeker in receipt of the equivalent of an income-based state benefit
	15 fees waived – in receipt of jobseekers allowance
	17 fees waived – in receipt of working families tax credit
	18 fees waived – in receipt of disabled persons tax credit
	19 fee is zero
	20 fees waived – LSC-funded project where the LSC has agreed that the learner is eligible for fee-remission
	21 fees waived – in receipt of working tax credit
	22 fees waived – level 2 entitlement
	23 fees waived - in receipt of pensions guarantee credit
	<u>24</u> <u>Unassigned</u>
	<u>25</u> <u>Unassigned</u>
	90 fee adjustments – bad debt
	99 fees paid in full
Null value	zero fill. <u>Use null value if not required (WBL and ESF SR)</u>

(contd)

LEARNING AIM DATA SET FIELDS

Notes for FE

where fees are cost recovery from the learner, an entry of 99 would be made

for audit purposes it is not sufficient for the member of staff who is carrying out the enrolment to sign that they have seen evidence of eligibility of fee remission. They must state what the evidence is and specifically what they have seen.

if a learner is aged under 19 as at 31 August of the calendar year at the start of the learning programme then they are eligible for fee remission for the whole programme of study

if there is more than one reason for full or partial non-payment of tuition fees, the major reason for it should be coded. The only exception to this will occur if one of the reasons is asylum seeker or jobseekers allowance. In such an instance code 14, fees waived – asylum seeker in receipt of the equivalent of an income-based state benefit, or code 15, fees waived in receipt of jobseekers allowance, should be used, even if this is not the major reason

this field should be completed as appropriate where the standard fees are entered as zero

code 09 is intended for learners undertaking basic skills programmes. For further information see the *'Funding Guidance for FE'*

use code 21 if the learner is in receipt of working tax credit and is eligible for fee remission as defined by the *'Funding Guidance for FE'*.

Use code 22 if the learner is aged 19 or over and on their first full level 2 programme.

Examples

16 - 18 year full time learners are exempt from tuition fees and the reason would be code 01, fees waived – 16 – 18 year old learner. This also includes those learners on part time courses

LEARNING AIM DATA SET FIELDS

Field	**A15**	Programme type	
Required for	WBL	**Field: length**	2
		type	numeric
		justification	not necessary

Description	the type of programme which the learner is undertaking
Reason required	to monitor types of programme being taken in the WBL sector
Valid entries	02 Advanced Apprenticeship
	03 Apprenticeship
	04 NVQ level 1 within WBL programme (19 and over only)
	05 NVQ level 2 within WBL programme
	06 NVQ level 3 within WBL programme
	07 NVQ level 4 within WBL programme
	09 entry to employment (E2E) within WBL programme
	99 none of the above
Null value	zero fill. Use null value if not required (FE, ACL and ESF SR)

Notes for WBL

E2E replaces NVQ level 1 programmes for learners under the age of 19. Code 04 can only be used learners aged 19 or over. Learners aged under 19 cannot be following an NVQ level 1 as their main aim.

for Apprenticeships and Advanced Apprenticeships all subsidiary learning aims which form part of the framework should use the same programme type code as the main aim, that is code 02 for an Advanced Apprenticeship and code 03 for an Apprenticeship.

Code 02 should also be used for trial Higher Level Apprenticeship

for E2E all subsidiary aims which form part of the E2E programme should use code 09

for NVQ learning code 04 – 07 should only be used for the main aim. For all subsidiary aims use code 99

LEARNING AIM DATA SET FIELDS

Field	**A16**	Programme entry route	
Required for	WBL	**Field: length**	2
		type	numeric
		justification	not necessary

Description	the entry route taken by the learner when commencing a new or revised programme of learning.
Reason required	for calculation of funding and to monitor progress towards LSC targets
Valid entries	01 direct (valid only for starts before 1 August 2003)
	03 progress to Advanced Apprenticeship from Apprenticeship
	04 progress to NVQ level 3 from NVQ level 2
	06 return to WBL
	07 transfer from another provider or LSC area (same programme)
	08 restart for funding purposes (same programme)
	09 first time entrant to Apprenticeship or Advanced Apprenticeship
	10 first time entrant on other WBL programme
	<u>11</u> <u>restart, learner has returned to the programme after a break in learning</u>
Null value	zero <u>fill. Use null value if not required (FE, ACL and ESF SR)</u>

Notes for WBL

this field is required for all WBL funded learning aims. The null value may be used for unfunded aims.

for Apprenticeship or Advanced Apprenticeship – this field relates to the programme not the individual aim. In most cases the entry in this field should be the same for all aims that comprise the framework. The exception is where it is necessary to restart a single aim for funding purposes. The WBL/<u>Co-financed ESF</u> provider support manual gives more information about when aims should be restarted.

Code 01 – direct – learner has not been on any WBL in the previous 13 weeks. This code is valid only for learners who started before 1 August 2003.

Code 03 – progress to Advanced Apprenticeship from Apprenticeship – this learner has completed an Apprenticeship and is now progressing to an Advanced Apprenticeship.

Code 04 – progress to NVQ level 3 from NVQ level 2 - this learner has completed an NVQ level 2 and is now progressing to an NVQ level 3

(contd)

LEARNING AIM DATA SET FIELDS

Notes (contd)

Code 06 – return to WBL – this learner has been on WBL before and has now returned to training as a new learning event. You should use code 09 in preference to code 06 if the learner is starting an Apprenticeship or Advanced Apprenticeship for the first time.

Code 08 – restart for funding purposes – this learner has been in continuous learning but has had to re-start to enable appropriate funding to be maintained.

Code 09 – first time entrant to Apprenticeship or Advanced Apprenticeship – this learner is starting an Apprenticeship or Advanced Apprenticeship and has never been on an Apprenticeship or Advanced Apprenticeship programme before. The learner may have been on other WBL programmes such as Entry to Employment (E2E) or NVQ learning.

Code 10 – first time entrant to other WBL programme – this learner is starting a WBL programme that is not an Apprenticeship or Advanced Apprenticeship and has never been on any kind of WBL programme before.

Code 11 – this code should be used when the learner returns after a break in learning. The break in learning may be planned for example maternity leave or unplanned, for example where a learner previously withdrew and has returned to the programme

LEARNING AIM DATA SET FIELDS

Field	**A17**	Delivery mode	
Required for	FE	**Field: length**	1
		type	numeric
		justification	not necessary

Description	the mode of delivery for the learning aim
Reason required	to monitor the mode of delivery for learning aims within the sector
Valid entries	1 continuous delivery – day time
	2 continuous delivery – evening only
	3 continuous delivery – undefined
	4 sandwich
	5 block release
	6 absent for the year
Null value	zero <u>fill. Use null value if not required (WBL, ACL and ESF SR)</u>

Notes for FE

the delivery mode should be recorded by considering each learning aim in isolation

continuous delivery – daytime, code 1, should be used where the learning aim is studied in the daytime

continuous delivery – evening only, code 2, should be used where the learning aim is studied in the evening only. For the purpose of the ILR the evening is considered to start at 1800, 6pm

continuous delivery undefined, code 3, should be used where the main delivery method is open learning, distance learning, e-learning or accreditation of prior learning and the learner decides when to study

sandwich, code 4, should be used to record a sandwich learning aim where the period of full-time study averages 19 weeks or more per teaching year taken over the whole learning aim, in college and in industry. Where the average is less than 19 weeks see the definition below for 'block release'. Learning aims should be coded as sandwich learning aims for every year of the course and not just those in which industrial experience takes place

block release, code 5, should be used for a block release learning aim where the learning aim is taught full-time for a period of less than 19 weeks per teaching year, and where study is broken by a period of industrial training or employment, and may be additional to study on one or two days a week during another part of the session

absent for the year, code 6, should be used where the learner was absent for the year. This code should be used in preference to any other code which may apply

LEARNING AIM DATA SET FIELDS

Field	**A18**	Main delivery method	
Required for	FE	**Field: length**	2
		type	numeric
		justification	not necessary

Description	the mode of delivery for the learning aim
Reason required	to monitor the method of delivery for learning aims in the sector and to calculate funding

Valid entries	01 class contact
	02 open learning
	03 distance learning (other than e-learning)
	04 accreditation of prior learning (APL)
	05 E – learning
	11 NVQ delivered entirely at the institution
	12 NVQ delivered mainly at the workplace; or
	                      Full delivery of ITQ qualification
	13 NVQ delivered entirely at the workplace; or
	                      Partial delivery of ITQ qualification

Null value	zero fill. Use null value if not required (WBL, ACL and ESF SR)

Definitions

Code 11 – NVQ delivered entirely at the institution
NVQ delivered fully by a provider outside the workplace, that is entirely at the institution. All three delivery components, that is, skills training, underpinning knowledge and support and assessment are delivered by the provider to learners not in full time employment.

Code 12 – NVQ delivered mainly at the workplace; or Full delivery of ITQ qualification
– NVQ delivered mainly at the workplace
> NVQ delivered jointly by an institution and an employer. The institution provides the underpinning knowledge and support and assessment on their premises and/or at the employers premises to employees. Skills training is provided on-the-job by the employer.

– Full delivery of ITQ qualification
> To be used for full deliver of an NVQ for IT Users (ITQ). That is where no unit exemptions on the basis of contributory qualifications are applicable. National Base Rate 2 will be used for funding.

Code 13 – NVQ delivered entirely at workplace; or Partial delivery of ITQ qualification
– NVQ delivered entirely at workplace
> NVQ delivered entirely at the workplace jointly by the institution and the employer. The institution provides only the support and assessment component. Support may include skills audits, programme design and support for the employers training.

LEARNING AIM DATA SET FIELDS

code 01 should be used where the main method of delivery of the learning aim is by class contact, and the learning aim is not a NVQ.

code 02 should be used where the programme is open learning – taught with specially prepared learning materials for private study and a marking and comment service for written work which may be accompanied by some counselling or tutorial support. This definition of open learning is not intended to cover situations in which study is essentially home based or remote and there is only occasional contact with the institution. It does include learning support workshops, open access and/or drop-in centres where the institution provides learning support and counselling facilities, together with access to materials and resources. Code 2 must not be used where the learning aim is a NVQ.

code 03 should be used where the main delivery method is distance learning, and the learning aim is not a NVQ.

code 05 should be used where e-learning is the method of delivery. All e-learning will be treated as distance learning and may need a value entered in Distance learning funding, field A52.

where code 03 or 05 is used for a learning aim that is
- load banded; or
- listed, and a different rate has been agreed with the local LSC,
    - field A52, must be completed.

where code 03 or 05 is used for a learning aim that is
- listed, and the listed rate is being claimed,
    - field A52 should not be completed.

for further information on calculating distance learning funding, see Distance learning funding, field A52.

where there is more than one delivery method the following applies:
- where the delivery method is distance or e-learning, use the relevant code 03 or 05
- otherwise if the learning aim is an NVQ (listed or loadbanded), codes 11 to 13 should be used.
- if neither of the above applies, use codes 01, 02 or 04.

further information on NVQ delivery arrangements can be found in the '*Funding Guidance for FE'* document.

LEARNING AIM DATA SET FIELDS

Field	**A19**	Employer role	
Required for	FE	**Field: length**	1
		type	numeric
		justification	not necessary

Description	the role of the employer in the learner's attendance to study
Reason required	to monitor the role employers play in the learner's attendance to study learning.
Valid entries	1 learner is employed and released by the employer to study a vocational learning aim relevant to that employment 2 learner is employed and studying a vocational learning aim relevant to that employment. The employer has not released the learner to attend 3 learner is attending dedicated employer provision 9 none of the above
Null value	zero <u>fill. Use null value if not required (WBL, ACL and ESF SR)</u>

Notes for FE

the field should be completed for employed learners who are studying learning aims relevant to their employment

where a learner is employed and released by their employer to study a vocational learning aim which is relevant to their employment, code 1 should be used

where a learner is employed and studying a vocational learning aim relevant to that employment and their employer has not released the learner to attend, code 2 should be used

where a learner is attending dedicated employer provision, code 3 should be used. Dedicated provision refers to learning aims which are delivered for an employer, normally on the employers premises, either by direct or franchised provision

code 9 should be used for all 16-19 year old learners following a programme of 450 or more guided learning hours per year, learners studying learning aims unrelated to their employment and the unemployed

where a provider is not aware of the learner's employment or is unable to establish a link between the learning aim and the learner's employment code, 9 should be used

LEARNING AIM DATA SET FIELDS

Field	**A20**	Resit	
Required for	FE	**Field: length**	1
		type	numeric
		justification	not necessary

Description	whether the learning aim is a resit of a qualification
Reason required	to allow the calculation of the correct funds
Valid entries	1 learning aim resit – qualification previously taken at this provider and not achieved
	2 learning aim resit – to improve the grade for a qualification previously achieved at this provider
	9 not a resit at this provider
Null value	one zero. Use null value if not required (WBL, ACL and ESF SR)

LEARNING AIM DATA SET FIELDS

Field	**A21**	Franchised out and partnership arrangement	
Required for	FE	**Field: length**	2
		type	numeric
		justification	not necessary

Description	the type of franchising and partnership arrangement
Reason required	to record the nature of franchised out provision
Valid entries	franchised out arrangement codes 01 to 28

01   learner is studying for this learning aim on provision delivered by an FE sector provider under franchised out provision

02   learner is studying for this learning aim on provision delivered by an HE institution under franchised out provision

03   learner is studying for this learning aim on provision delivered by a school under franchised out provision

21   learner is studying for this learning aim on provision delivered by a local authority maintained organisation under franchised out provision

22   learner is an employee of a private sector organisation studying for this learning aim on provision delivered by that employer under franchised out provision

23   learner is an employee of a public sector organisation studying for this learning aim on provision delivered by that employer under franchised out provision

24   learner is studying for this learning aim on provision delivered by a private sector training organisation under franchised out provision

25   learner is studying for this learning aim on provision delivered by a voluntary sports organisation under franchised out provision

26   learner is studying for this learning aim on provision delivered by a sports organisation run on a commercial basis under franchised out provision

LEARNING AIM DATA SET FIELDS

Valid entries (contd)	27	learner is studying for this learning aim on franchised out provision that is community based and normally with non-profit making bodies. That is it is franchised provision eligible to be funded at the full rate, without a discount.
	28	learner is studying for this learning aim on provision which is community of voluntary based and which is eligible for funding at the discounted rate for franchised provision.
	partnership arrangement code 80	
	80	learner is studying for this learning aim on provision which is delivered with a partner and which is not a franchised out arrangement
	not franchised or partnership arrangements code 99	
	99	learner is studying for this learning aim on provision delivered by the institution which is not franchised provision or delivered by a partner
Null value	zero <u>fill. Use null value if not required (WBL, ACL and ESF SR)</u>	

Notes for FE

information about learners who are studying on provision delivered by the provider on behalf of another provider, that is franchised-in to the provider, should be supplied in aggregate using the form attached at annex I to this manual

if the learner is studying for this learning aim on provision franchised out for part of the learning aim this should only be recorded in the field where more than 50% of the guided learning hours for the learning aim are delivered by the other provider

the LSC requests additional information on organisations with which providers have franchising arrangements. This information should be returned to the LSC using the register of franchise and other partners. A sample is included at annex I and on the LSCs website and should be sent with each ILR return

further information on franchising and partnership arrangements can be found in '*Funding Guidance for FE'.*

LEARNING AIM DATA SET FIELDS

Field	**A22**	Franchise and partnership delivery provider number	
Required for	FE – see notes	**Field: length**	6
		type	alphanumeric
		justification	left justify, space-fill to the right

Description	the franchising provider or other partner number for the particular learning aim
Reason required	to monitor delivery of learning. To support local planning
Valid entries	valid provider or partner number that corresponds to those allocated to franchise providers and other partners on the 'register of franchise or other partners' • a unique six character code commencing with an alphabetic character and in the second to sixth characters containing only characters A to Z and digits 0 – 9, or • a six digit numeric code which may contain a trailing space
Null value	space <u>fill. Use null value if not required (WBL, ACL and ESF SR)</u>

Notes for FE

providers are requested to assign a six character code to each of their franchise or other partners and complete and return a 'register of franchise or other partners', in the form of a spreadsheet, each time they make an ILR return or the autumn return of providers franchisees. A sample 'register of franchise or other partners' is included at annex I and on the LSCs website.

a franchise provider or other partner should be given the same franchising delivery provider code between years. New partners should have new codes. Please do not re-use a code from a franchise provider or other partner which is no longer active

information about learners who are studying on provision delivered by the provider on behalf of another provider, that is franchised in to the first provider, should be supplied in aggregate using the form attached at annex I. Other funded providers are not requested to return information about these learners

if the learner is studying for this learning aim on provision delivered by another provider under franchised out provision for part of the learning aim this should only be recorded in this field where more than 50% of the study is delivered by the other provider

this field is not required where provision is delivered by the provider itself.   In this case the null value should be used

LEARNING AIM DATA SET FIELDS

Field	**A23**	Delivery location postcode	
Required for	FE WBL – see notes ACL ESF SR	**Field: length** **type** **justification**	8 alphanumeric see annex C

Description	the postcode of the address at which the learning is delivered
Reason required	to monitor delivery of learning. To support local planning. To monitor delivery of national contracts
Valid entries	a valid postcode (see annex C for further information)
Null value	space <u>fill</u>

Notes for WBL

this field should be completed for learning aims starting on or after 29 July 2002

for E2E the postcode of the centre or main place of attendance should be used.

where the delivery point is a building site without a postcode the local providers postcode should be used.

this should be the delivery location at start. There is no requirement for providers to update this information if the learner's delivery location changes

this field is only required for main aims.

Notes for FE, WBL, ACL and ESF SR

where delivery is at more than one location return the postcode of the location at which the majority of learning is delivered

Notes for FE

where provision is delivered away from a learning centre, for example distance or e-learning then the following code should be entered: ZZ99 ZZZ

Notes for ACL

this field is collected to allow analysis of ACL provision for Strategic Area Reviews, consistent with other provision.

LEARNING AIM DATA SET FIELDS

Field	**A24**	Occupation relating to learning aim	
Required for	FE – see notes WBL ESF SR	**Field: length** **type** **justification**	4 numeric not necessary

Description	the occupation which relates to the learning aim
Reason required	to identify the occupational group of the learning aim
Valid entries	valid SOC 2000 code
Null value	zero fill. Use null value if not required (FE that is not ESF co-financed and ACL)

Notes for FE ESF, WBL and ESF SR

for each learning aim the QCA database carries one or more related occupations described using the Standard Occupational Classification (SOC) 2000 coding system. The most appropriate of these with respect to the particular learning aim should be returned in this field

for a summary of SOC 2000 codes see annex L

a SOC code is required for co-financed delivery where it is relevant to the provision being funded.

Notes for WBL

for E2E use the null value

enter the appropriate SOC of the qualification being aimed for. The type and content of learning qualification being undertaken determines the SOC code to be used. For example, an office worker within an engineering firm would be categorised as administration as opposed to an engineering code

this field is only required for main aims.

LEARNING AIM DATA SET FIELDS

Field	**A26**	Sector framework of learning	
Required for	WBL	**Field: length**	3
		type	numeric
		justification	not necessary

Description	the sector framework code for the type of learning being undertaken
Reason required	for Apprenticeship and Advanced Apprenticeship programmes to identify the sector framework
Valid entries	a valid entry from the sector framework code list which can be found on the pages of the Learning Aim Database. A sector code is required for Advanced Apprenticeships and Apprenticeships only
Null value	zero fill. Use null value if not required (FE, ACL and ESF SR)

Notes

this field must be completed for **all** aims within Apprenticeship and Advanced Apprenticeship (including trial Higher Level Apprenticeship) programmes.

this field must not be completed for E2E programmes or NVQ learning.

the sector code number enables the collected information to be analysed by those Sector Skills Councils (SSC) frameworks that have been approved for Apprenticeships or Advanced Apprenticeships. Increasing use is being made of these data and it is very important that the code is accurately completed. The validation rules will check that only learning aim reference numbers assigned against that sector will be accepted.

a listing of sector codes and sector skills councils are available as a report from the LAD - http://providers.lsc.gov.uk/LAD/

LEARNING AIM DATA SET FIELDS

Field	**A27**	Learning start date	
Required for	FE		8
	WBL	**type**	date
	ACL	**justification**	date format
	ESF SR		

Field	**A27** Learning start date		
Required for	FE WBL ACL ESF SR	**Field: length** **type** **justification**	8 date date format

Description	the date on which learning for the learning aim began
Reason required	to monitor the length of time taken to complete learning activities and to inform the funding calculations
Valid entries	a valid date, using the date pattern DDMMYYYY:
Example	21 October 2002 appears as 21102002

Notes
this date should not be amended to reflect the start date for each year of the learning aim

Notes for FE and ACL
for programmes of 4 weeks or longer, accuracy within a week is sufficient for this field provided that any approximation does not result in a learner being wrongly included or excluded on a census date used for calculating funding

Notes for FE and WBL
in the case of open learning or distance learning the date on which the first course material is sent or presented to the learner should be recorded. In the case of accreditation of prior experience and learning the start date would be the date on which the accreditation process started

Notes for WBL
for all aims this should be the date the learner started learning on the aim and could be at any time during the programme.

this date is important for the distribution of funding and should not be altered

for ESF co-financed learners this should be the date LSC programme activity started, which could differ from the Date started ESF co-financing, field E08.

for starts on or after 1 August 2004, the start date should always relate to the date the learning started on the aim recorded in the learning aim reference, field A09. For the main aim of Advanced Apprenticeship and Apprenticeship programmes this is different from starts prior to the 1 August 2004, where the start date represented the date learning on the framework began. The start dates of the main aims of Apprenticeship and Advanced Apprenticeship programmes which began before 1 August 2004 should not be altered to reflect the start date of the NVQ.

Notes for ESF SR
this will be the same as date started ESF co-financing, field E08.

LEARNING AIM DATA SET FIELDS

Field	**A28**	Learning planned end date	
Required for	FE		
	WBL	**Field: length**	8
	ACL	**type**	date
	ESF SR	**justification**	date format

Description	the date by which the provider and learner plan to complete the learning related to this learning aim
Reason required	to calculate expected learning delivery periods and to calculate funding
Valid entries	a valid date, using the date pattern DDMMYYYY:
Example	05 July 2006 appears as 05072006

Notes for FE, ACL and ESF SR

the date entered should be the planned end date at the start of the learning aim. This should remain constant. It is not expected to be a rolling date subject to changes

if a learner continues their study beyond the date planned at the start of the learning aim, this should be reflected in the learning actual end date field and the learning planned end date should remain unchanged

Notes for FE

for FE for programmes of 4 weeks or longer, accuracy within a week is sufficient for this field provided that any approximation does not result in a learner being wrongly included or excluded on a census date used for calculating funding

Notes for WBL

For all aims except E2E main aims and the main aims of Apprenticeship and Advanced Apprenticeship programmes that began before 1 August 2004:

> the date entered should be the planned end date at the start of the learning aim. This should remain constant. It is not expected to be a rolling date subject to changes.

> if a learner continues their study beyond the planned end date at the start of the learning aim, this should be reflected in the learning actual end date and the learning planned end date should remain unchanged.

LEARNING AIM DATA SET FIELDS

Notes for WBL (contd)

from 1 August 2004, the learning planned end date should always relate to the aim recorded in the learning aim reference, field A09. Prior to 1 August 2004 the main aim of Apprenticeship and Advanced Apprenticeship programmes this is different from previous years where the learning planned end date represented the date learning on the framework was planned to end.

It is important that this date is set realistically based on historic performance, published average lengths of stay and a thorough assessment of the learner at initial assessment. See paragraphs 32 to 40 of the *'Requirements for funding Work Based Learning for Young People 2005/06'* for further guidance.

The LSC has published data on average and range of lengths of stay at a learning aim level to assist providers in setting realistic planned end dates. The data was published on the data section of the LSC website on 7 November 2005.

Annex C to the WBL provider support manual gives guidance on using the data and setting lengths of stay.

for the main aim of an E2E programme, due to the flexible 6 week period at the start of E2E it is not possible to enter a planned end date until the case conference has been held with the Connexions Adviser. Therefore initially the provider should enter a date 6 weeks from starting. Once the case conference has been held and the likely duration has been agreed, the planned end date should be amended. The planned end date should not be amended again.

for subsidiary aims of an E2E programme, this date should be the planned end date at the start of the learning aim and should not be subject to changes.

Notes for ESF SR

this will be the same as Planned end date for ESF co-financing, field E09.

LEARNING AIM DATA SET FIELDS

Field	**A31**	Learning actual end date		
Required for	FE	**Field: length**	8	
	WBL	**type**	date	
	ACL	**justification**	date format	
	ESF SR			

Description	the date that the learner completed the learning activities necessary to achieve the learning aim or the date the learner withdrew from the learning activities.
Reason required	to monitor the time taken to complete the learning activities making up the learning aim compared to the expected time. To inform funding calculations
Valid entries	a valid date, using the date pattern DDMMYYYY:
Example	14 March 2006 appears as 14032006
Null value	Zero fill

Notes

00000000 should be returned until the learning actual end date is known and the learner has finished

Notes for FE

the definition of withdrawal is included at annex K

for programmes of 4 weeks or longer, accuracy within a week is sufficient for this field provided that any approximation does not result in a learner being wrongly included or excluded on a census date used for calculating funding

the learning actual end date should include time for examinations and assessments

Notes for FE, WBL and ACL

a valid date (not 00000000) must be returned when the Completion status, field A34 is returned with a value other than 1

Notes for WBL

for **all** aims this should be the date that the learner either
- completed the learning activities for the aim; or
- withdrew from the aim.

(contd)

LEARNING AIM DATA SET FIELDS

Notes for WBL (contd)

learners may have subsidiary aims that end after the main aim. Each subsidiary aim should retain their own actual end date.

Where the learning aim has been achieved, the learning actual end date must be on or before the achievement date recorded in field A40.

for main aims for Apprenticeships / Advanced Apprenticeships, the framework achievement date is recorded in field A43.

for main aims for Apprenticeships / Advanced Apprenticeships where the NVQ has been achieved in a previous programme and a framework completion aim code is being used; the learning actual end date is either the date that learning activities for the framework are completed or the date the learner withdrew from the framework.

from 1 August 2004, the learning actual end date should always relate to the aim recorded in the learning aim reference, field A09. For the main aim of Apprenticeship and Advanced Apprenticeship programmes this is different from previous years where the learning actual end date represented the date learning on the framework ended.

Notes for ESF SR

for ESF SR – this will be the same as Date ended ESF co-financing, field E10.

LEARNING AIM DATA SET FIELDS

Field	**A32**	Guided learning hours	
Required for	FE WBL – see notes ACL	**Field: length** **type** **justification**	5 numeric right justified, zero fill to the left

Description	the number of guided learning hours (GLH) in which it is planned to deliver the learning aim
Reason required	to monitor the time taken to deliver learning aims. To inform funding and calculations and funding rules
Valid entries	up to 5 digits hours to the nearest whole hour
Null value	zero fill. Use null value if not required (WBL if not part of a basic skills project and ESF SR)

Notes for WBL

the WBL providers basic skills project is identified using code 27 in the National learning aim monitoring field, A46

Notes for FE, ACL and WBL Providers Basic Skills project

guided learning hours are
'all times when a member of staff is present to give specific guidance towards the qualification or module being studied on a programme. This includes lectures, tutorials, and supervised study in, for example, open learning centres and learning workshops. It also includes time spent by staff assessing learners' achievements, for example in the assessment of competence for NVQs. It does not include time spent by staff in the day-to-day marking of assignments or homework where the learner is not present. It does not include hours where supervision or assistance is of a general nature and is not specific to the study of the learners'

providers should note particularly the final sentence of the definition and only include as GLH supervision or assistance where provided by a member of staff able to give specific support to the learner. General study time for example in a library should not be included, even though a member of staff is in attendance

the GLH entered should be the total planned GLH identified in the learner's learning agreement at the start of their learning aim. Once the planned GLH have been established they should not be altered unless revised delivery arrangements change the GLH

where revised delivery arrangements result in a change to the GLH for all learners in a group, then the GLH field should be altered for all learners in the group

LEARNING AIM DATA SET FIELDS

Notes for FE, ACL and WBL <u>Providers</u> Basic Skills project (contd)

where revised delivery arrangements result in a change to the GLH for an individual learner and the actual guided learning hours differ by 20% or more from those originally planned, the GLH should be updated for the learner

Notes for FE and ACL

where a learner taking an NVQ is being assessed in the workplace, only those hours where the provider's staff are directly assessing the learner's competence should be counted as GLH

GLH returned in this field should include time spent in accreditation of prior experience and learning (APL).

where a learner withdraws from a learning aim without completing the learning aim, the GLH should not be updated to reflect the change in delivered hours

Notes for WBL <u>Providers</u> Basic Skills project

where a change to delivery arrangements result in the learning being completed in fewer or more GLH than originally planned, the GLH field should be updated.

Notes for FE

the GLHs quoted against learning aim code CMISC001 correspond to time spent in tutorial and enrichment studies which do not lead to a recognised learning aim and are defined in the same way as other GLHs

Notes for WBL

this field is not required as part of the Basic Skills project for national employers, identified by code 30 in the National learning aim monitoring field, A46.

LEARNING AIM DATA SET FIELDS

Field	**A33**	Blank field	
Required for	Blank field	**Field: length type justification**	5 space fill

Notes

This field must be space filled.

Due to an error this field was not removed in 2003/04. To avoid changes to the structure of the data set, it remains as a blank field for *2005/06*.

LEARNING AIM DATA SET FIELDS

Field	**A34**	Completion status		
Required for	FE	**Field: length**	1	
	WBL	**type**	numeric	
	ACL	**justification**	not necessary	
	ESF SR			

Description	an indication of the degree of completion of the learning activities leading to the learning aim		
Reason required	to monitor the degree of completion of learning activities in the sector		
Valid entries		FE/ ACL/ ESF SR	WBL
	1 the learner is continuing or intending to continue the learning activities leading to the learning aim	Y	Y
	2 the learner has completed the learning activities leading to the learning aim	Y	Y
	3 the learner has withdrawn from the learning activities leading to the learning aim	Y	Y
	4 the learner has transferred to a new learning aim. That is, the learner has withdrawn from this learning aim and as a direct result has at the same time started studying for another learning aim within the same provider	Y	Y
	5 changes in learning within the same programme type and area of learning/ funding category and remaining with the existing provider		Y
	6 learner has temporarily withdrawn from the aim due to an agreed break in learning		Y

Notes
code 1 must not be used where Learning actual end date, field A31, is completed.
code 1 must be used where Learning actual end date, field A31, is not completed.
code 1 must be used where Learning outcome, field A35, uses code 9.
(contd…)

LEARNING AIM DATA SET FIELDS

Notes for FE and ACL

providers are reminded that the completion status field should be completed at each return to reflect the situation at the reference date. In particular providers are asked to enter a completion status in the second collection which reflects the situation at 31 July. They should accurately record learners who have completed or withdrawn from their studies by 31 July. Completion status may change at the final collection in the light of a learner not returning for a second or subsequent year.

code 4 should be used to identify where a learner transfers from one learning aim to another, during their learning programme

where a learner withdraws after completing the summer term and therefore does not attend for the second year (or subsequent years) of the learning aim, the learner would meet the definition of a withdrawal. The final ILR collection for the first year, for example, the year containing the summer term, should record such a learner as 'withdrawn'. Since this return has a reference date 31 December the provider should in all but a few cases be able to establish by this date whether a learner has returned following the summer term to continue study or withdrawn. The definition of withdrawal is included at annex K

Notes for WBL

providers are reminded that the completion status field should be completed at each return to reflect the situation at the transmission date

this field should be used to record the completion status of the learning aim recorded in field A09

for the NVQ aim of an Apprenticeship or Advanced Apprenticeship programme, this field should reflect the completion status of the NVQ not the sector framework.

where the learner achieved the NVQ before beginning the current Apprenticeship or Advanced Apprenticeship programme, a sector framework completion code is used and this field should reflect the completion status of the sector framework

for further guidance on recording completion see the _WBL/Co-financed ESF Provider Support Manual_.

where a learner has reached their 25th birthday and becomes ineligible for WBL funding, there is no longer a requirement to mark them as withdrawn

code 6 should be used where there is an agreed break in learning on the aim and the learner is planning to return. Examples of this are where a learner is on maternity leave or long term sick leave. Where a learner does not return from an agreed break in learning this field should be set to 3 – withdrawn.

LEARNING AIM DATA SET FIELDS

Field	A35	Learning outcome		
Required for	FE	**Field: length**	1	
	WBL	**type**	numeric	
	ACL	**justification**	not necessary	
	ESF SR			

Description	indicates whether the learner achieved the learning aim, achieved partially or had no success
Reason required	for the purpose of performance indicators and management information. This field does not affect achievement funding
Valid entries	1 Achieved
	2 partial achievement
	3 no achievement
	4 exam taken/assessment completed but result not yet known
	5 learning activities are complete but the exam has not yet been taken and there is an intention to take the exam
	9 study continuing

Notes
codes 4 and 5 should only be used where either the exam has been taken but the result is not yet known or the learning activities are complete but the exam has not yet been taken. These codes are classified as unknown outcomes
if a learner has decided to not take the exam / be assessed, code 3 'no achievement' should be used
code 5 should be used where all learning activities have been completed but assessment has not yet taken place
for key skills qualifications code 2 should be used where the learner does not achieve the qualification but passes either the end test or the portfolio.
Notes for FE
for a definition of partial achievement see annex K
(contd)

LEARNING AIM DATA SET FIELDS

Notes for FE and ACL

at the final collection for cases where the study is known to have continued beyond 31 July 2005 providers should use code 9, study continuing, even if the learner completed shortly after this date.

Notes for WBL

this field should be used to record the outcome of the learning aim recorded in field A09.

for the NVQ aim of an Apprenticeship or Advanced Apprenticeship programme, this field should reflect the outcome of the NVQ not the sector framework.

where the learner achieved the NVQ before beginning the current Apprenticeship or Advanced Apprenticeship programme, a sector framework completion code is used and this field should reflect the outcome of the sector framework.

for further guidance on recording achievements see _WBL/Co-Financed ESF provider support manual_, available to download from the LSC website.

E2E learner's main aims should be coded as follows:

Code 1 - Completed all aspects of agreed activity plan and met the objectives of the Connexions IDP.
Code 2 - Completed at least one objective from IDP – which could include ;
  • Non accredited learning aim
  • Entry or pre level qualification
  • Basic or Key skills qualification
  • Job but not a qualification
Code 3 – Not completed any objectives.
Code 4 & 5 - not applicable to E2E main aims.

for subsidiary aims delivered as part of an E2E programme, use the code from 1 to 5 that best reflects the learning outcome for that aim.

LEARNING AIM DATA SET FIELDS

Field	A36	Learning outcome grade	
Required for	FE – see notes	**Field: length** **type** **justification**	3 alphanumeric left justify, space fill to the right

Description	the examination grade awarded to the learner for the learning aim
Reason required	to allow the calculation of achievement and to enable value added analysis to be carried out
Valid entries	*, A to G, N, U, X, Y followed by two spaces; a combination of two letters in the range A to G followed by a space; a combination of * and letters in the range A to G followed by a space; or ** followed by a space. The alphabetic characters must be in upper case. The following followed by a space PA Pass ME merit DS distinction CR credit FL fail 01-99 numeric value FI first class honours SU upper second class honours SL lower second class honours SE undivided second class honours TH third class honours FO fourth class honours UH unclassified honours OR ordinary GN general the following should be used to record basic skill diagnostic assessments only LN level 2 (no need) L2 need at level 2 L1 need at level 1 E3 need at entry 3 E2 need at entry 2 E1 need at entry 1 The following should be used to record the level of achievement for entry level qualifications: EL1 – achievement at entry level 1 EL2 - achievement at entry level 2 EL3 - achievement at entry level 3

LEARNING AIM DATA SET FIELDS

Valid entries (contd)	The following should be used to record the overall grade for new BTEC National Certificates where two grades are issued
	Any combination of two of the letters P, M and D followed by a space
	For example PP, MP, MD, DD
	The following should be used to record the overall grade for new BTEC National Diploma where three grades are issued
	Any combination of three of the letters P, M and D For example PPP, MPP, DMM, DDD
Null value	space fill. <u>Use null value if not required (WBL, ACL and ESF SR)</u>

Notes

for BTEC First Diploma and National awards where one grade is issued the existing values of PA, ME and DS should be used

this field is only required for relevant qualifications including entry level and recording the outcome of basic skills diagnostic assessments.

this field should be included in the final ILR return. Where the information is available for earlier returns, it should be included.

a grade should be returned for all qualifications where the grade is meaningful

where a learner has been entered for an examination but not achieved a GCE A, AS level, or GCSE qualification, providers should enter grade U or N as appropriate

for entry level qualifications if the design of the qualification allows different levels of achievement (described as a 'spikey profile') the lowest level of achievement should be recorded

for AS level qualifications where a learner declines certification the grade achieved by the learner should be recorded. The grade can be identified from the individual module marks issued by the awarding body.

Example

a mark of 62% would appear as 62▲ (where ▲ represents a space)

LEARNING AIM DATA SET FIELDS

Field	**A37**	Number of units completed	
Required for	FE – see notes WBL – see notes	**Field: length** **type** **justification**	2 numeric right justify, zero fill to the left

Description	the number of units completed and achieved from a full qualification or learning aim
Reason required	to indicate the proportion of units or modules of a full learning aim which have been completed by the learner, to inform FE funding
Valid entries	a two digit number between 00 and 99
Null value	zero fill. Use the null value if not required (ACL and ESF SR)

Notes for FE

this field is required where partial achievement funding is being claimed

Notes for FE and WBL

where the full learning aim is completed, this field should be null

this field and the 'number of units to achieve full qualification' field will be used to identify the proportion of units achieved by the learner when partially achieving

Notes for WBL

this field does not apply to E2E main aims and should be null

for Apprenticeship and Advanced Apprenticeship main learning aims this field must only be completed if the learner has partially achieved the NVQ and has withdrawn without completing the framework.

for further guidance on recording achievements see WBL/Co-Financed provider support manual, available to download from the LSC website.

LEARNING AIM DATA SET FIELDS

Field	**A38**	Number of units to achieve full qualification	
Required for	FE – see notes WBL – see notes	**Field: length** **type** **justification**	2 numeric right justify, zero fill to the left

Description	to indicate the number of units or modules which are to be completed in order to gain the whole learning aim
Reason required	to measure partial achievement for funding purposes
Valid entries	a two digit number between 00 and 99
Null value	zero fill. Use null value if not required (ACL and ESF SR)

Notes for FE

this field is required where partial achievement funding is being claimed

Notes for FE and WBL

this field should be completed with the total number of units needed to achieve the full learning aim

this field is used for measuring partial achievement only. Where a full learning aim is achieved this field should be null.

this field and the 'number of units completed' field will be used to identify the proportion of units achieved by the learner when partially achieving

Notes for WBL

this field does not apply to E2E main aims and should be null

for Apprenticeship and Advanced Apprenticeship main learning aims this field must only be completed if the learner has partially achieved the NVQ and has withdrawn without completing the framework

for further guidance on recording achievements see WBL provider support manual, available to download from the LSC website.

LEARNING AIM DATA SET FIELDS

Field	**A39**	Eligibility for achievement funding	
Required for	FE – see notes	**Field: length** **type** **justification**	1 numeric not necessary

Description	to indicate where achievement funding is being claimed
Reason required	funding
Valid entries	1 full achievement funding claimed 2 partial achievement funding claimed 9 no achievement funding claimed
Null value	one zero. <u>Use null value if not required (WBL, ACL and ESF SR)</u>

Notes for FE

code 1 full achievement funding is being claimed should be used where the learner is eligible for full achievement funding. For externally validated aims this is where the learner has passed the external assessment. For non-externally validated aims code 1 is used where the learner has achieved what they set out to achieve. Further information on funding eligibility can be found in '*Funding Guidance for FE'*.

where Adult basic literacy, numeracy and ESOL programmes do not lead to an externally accredited learning aim, providers may claim achievement funding where the programme enables learners to meet their primary learning goals set within the standards for basic skills produced by QCA. Code 1 achievement funding claimed should be used

code 2, partial achievement should be used where funding for partial achievement can be claimed. For a definition of partial achievement see annex K. Where partial achievement funding is being claimed then: Number of units completed, field A37 must be completed; Number of units to achieve full qualification, field A38 must be completed; and Learning outcome, field A35 must use code 2 – partial achievement.

the null value should be used where Completion status, field A34, indicates that the learner is continuing their learning aim.

LEARNING AIM DATA SET FIELDS

Field	**A40**	Achievement date	
Required for	WBL	**Field: length** **type** **justification**	8 date date format

Description	the date the learning aim as specified in field A09 was achieved by the learner
Reason required	funding and monitoring achievement
Valid entries	a valid date, using the date pattern DDMMYYYY:
Null value	zero fill. Use null value if not required (FE, ACL and ESF SR)

Notes for WBL

for all aims except sector framework completion codes, this field should be the date the learning aim was achieved

where a learning aim has yet to be achieved, the null value should be used.

for E2E main aims this should be the date the learner completed their IDP. For E2E subsidiary aims this should be the date the learning aim was achieved.

where the learning aim is not achieved this field should be null

Where this field is completed the date entered in this field must be on or after the date in the learning actual end date field, field A31.

for sector framework completion codes, this field is not required and the null value should be used. Achievement of the framework is recorded in field A43

criteria for NVQ achievement (internal verification) - to qualify for an NVQ achievement payment an internal assessor must have verified that the evidence provided meets the criteria as laid down by the awarding body for granting of an NVQ qualification. For NVQs, the date that the NVQ was internally verified is the measure used for determining the date of achievement and not the stage when a certificate is actually received from an awarding body.

for further guidance on recording achievements see WBL provider support manual, available to download from the LSC website.

LEARNING AIM DATA SET FIELDS

Field	**A43**	Sector framework achievement date	
Required for	WBL – see notes	**Field: length** **type** **justification**	8 date date format

Description	the date the learner completes the framework (including key skills)
Reason required	for Apprenticeship and Advanced Apprenticeship programmes to determine funding
Valid entries	a valid date, using the date pattern DDMMYYYY
Examples	12 March 2005 would be 12032005
Null value	zero fill. Use null value if not required (FE, ACL and ESF SR)

Notes

where the sector framework has not been achieved the null value should be used

this field is applicable to the main aim for Apprenticeships or Advanced Apprenticeships only. The null value should be used for all other learning aims.

Where this field has been completed all subsidiary learning aims that form part of the sector framework must be closed.

for further guidance on recording achievements see the *WBL/Co-financed ESF Provider Support Manual*.

LEARNING AIM DATA SET FIELDS

Field	**A44**	Employer identifier	
Required for	FE – see notes	**Field: length**	30
		type	alphanumeric
	WBL	**justification**	left justify, space fill to the right

Description	the identifier of the employer that employs the learner, or that the learner is placed with for this learning aim at start of learning for this aim
Reason required	labour market intelligence
Valid entries	all characters except wildcards *, ?, %, _ (underscore) and the end of file marker
Null entry	space fill. Use null value if not required (FE where not required, ACL and ESF SR)

Notes for WBL

this field has been renamed from placement employer name this is to support the roll out of the National Employer Training Programme (NETP) from April 2006.

further guidance as to how this field should be used for NETP learners will be issued prior to the roll out of NETP

for WBL funded learners the use of this field has not changed and it should hold the name of the employer that employs the learner or that the learner is placed with.

this field is required to assist in monitoring the number of employers involved in WBL.

This field should be completed for new starts from 29 July 2002 only

where a learner is placed with more than one employer at the start of the learning aim, the identifier of the employer that provides the main or most relevant placement should be returned. Where this is not clear return the identifier of one of the employers.

for E2E programmes this field should be completed once a learner is settled in a placement and is planning to stay there for the remainder of the programme.

there is no requirement to update this field should the placement or employer change.

This field is required for the main aim only

LEARNING AIM DATA SET FIELDS

<u>Notes for FE</u>

<u>this field has been made available for FE to support the roll out of the National Employer Training Programme (NETP) from April 2006.</u>

<u>further guidance as to how this field should be used for NETP learners will be issued prior to the roll out of NETP. Providers will not be asked to complete this field retrospectively.</u>

LEARNING AIM DATA SET FIELDS

Field	**A45**	Workplace location postcode	
Required for	FE – see notes WBL	**Field: length** **type** **justification**	8 alphanumeric see annex C

Description	the postcode of the location of the <u>workplace</u> at start of learning.
Reason required	labour market information
Valid entries	valid UK postcode. (See annex C for further information)
Null value	space fill. Use null value if not required (FE if not required, ACL and ESF SR)

Notes for WBL

this field has been renamed from employer placement postcode this is to support the roll out of the National Employer Training Programme (NETP) from April 2006.

further guidance as to how this field should be used for NETP learners will be issued prior to the roll out of NETP

for WBL funded learners the use of this field has not changed and it should hold the postcode of the location of the employer or work placement at the start of learning.

learners on placement at building sites or other places for which a postcode is not available should provide the <u>workplace location</u> postcode as the delivery provider postcode or the postcode of the employer's main premises

where a learner moved between locations on placement the postcode of the main or most relevant location should be returned. Where this is not clear return the postcode of one of the locations

this field is for new starts from 29 July 2002 only

for E2E programmes this field should be completed once a learner is settled in a placement and is planning to stay there for the remainder of the programme.

this should be the location postcode and not that of the employer's head office

this field is required for the main aim only

Notes for FE
this field has been made available for FE to support the roll out of the National Employer Training Programme (NETP) from April 2006.

further guidance as to how this field should be used for NETP learners will be issued prior to the roll out of NETP. Providers will not be asked to complete this field retrospectively.

LEARNING AIM DATA SET FIELDS

Field	**A46**	National learning aim monitoring (occurs 2)
Required for	FE WBL ACL ESF SR	**Field: length** 2 (occurs 2) **type** numeric **justification** <u>not necessary</u>

Description	indicates participation in programmes or initiatives
Reason required	to indicate where a learning aim is being studied as part of a government initiative or in special circumstances

Valid entries			FE	WBL	ACL	ESF SR
	01	university for industry	Y			
	13	basic skills pathfinder project	Y			
	17	employer training pilot	Y	Y		Y
	19	new technology institutes (NTI) pilot (2002/03 enrolments only)	Y			
	21	sector strategy pilot	Y	Y		Y
	23	family learning literacy language and numeracy (FLLN)	Y		Y	Y
	24	wider family learning	Y		Y	Y
	25	new technology institutes (NTI) (2003/04 onwards)	Y			
	26	over 24 employee initiative		Y		
	27	WBL <u>Providers</u> Basic Skills project		Y		
	28	E2E national development project		Y		
	29	Apprenticeship or Advanced Apprenticeship delivered through a programme led pathway <u>in WBL</u>		Y		
	30	Basic Skills project for national employers (N<u>E</u>S)		Y		

LEARNING AIM DATA SET FIELDS

Valid entries (contd)			FE	WBL	ACL	ESF SR
31	Apprenticeship or Advanced Apprenticeship delivered through a programme led pathway in FE		Y			
32	National Apprenticeships for Adults pilot participant			Y		
33	Conversion from NVQ learning to an Apprenticeship			Y		
34	OLASS Pilot		Y			
35	National Employer Training Programme		Y	Y	Y	Y
36	Jobcentre Plus (JCP)/FE Trials		Y	Y	Y	Y
37	Skills Coaching Trials		Y	Y	Y	Y
38	Learning Agreement Pilot		Y	Y	Y	Y
39 to 60	Unassigned		Y	Y	Y	Y
99	none or no more of the above		Y	Y	Y	Y

Examples
recording that a learning aim is part of a Apprenticeship or Advanced Apprenticeship delivered through a programme led pathway in WBL would be: 2999. Where no national learning aim monitoring is to be entered, this would be: 9999

Notes
use of unassigned codes to be authorised by the data collection and development manager at national office of the LSC

Codes 14,15 and 16 used to prior to 2005/06 to identify learning delivered by Centre of Vocational Excellence (CoVE) have been withdrawn. Learning aims delivered CoVEs should be identified using the appropriate unigue CoVE identifier in the special projects and pilots field, field A49.

code 36 has been added during 2005/06 to record Jobcentre plus learners accessing LSC funded provision. Code 37 has been added during 2005/06 to record learners on Skills Coaching Trials. Code 38 has been added during 2005/06 to record learning agreement pilots.

enter all that apply as a concatenated string starting from the left and 99 filled. - further guidance about completing this field can be found at Annex O.

LEARNING AIM DATA SET FIELDS

Field	**A47**	Local learning aim monitoring (occurs 2)	
Required for	FE - optional WBL - optional ESF SR – optional	**Field: length** **type** **justification**	12 (occurs 2) numeric right justify, zero fill to the left

Description	a field which local LSCs can ask providers to complete for learning aims it funds to standards it will publish
Reason required	local LSC analysis
Valid entries	numeric characters 0-9
Null value	zero fill. Use null value if not required (ACL)

Notes for FE, WBL and ESF SR

each local LSC will inform its providers about the information it wishes to see in these fields

a similar local learning monitoring field also appears in the learner data set which also occurs twice

these fields will allow local LSCs to define monitoring information relevant to them in consultation with their providers

a minus value may not be used

LEARNING AIM DATA SET FIELDS

Field	**A48**	Provider specified learning aim data (occurs 2)	
Required for	FE - optional WBL - optional ACL - optional ESF SR - optional	**Field: length** **type** **justification**	12 (occurs 2) alphanumeric left justify, space fill to the right

Description	provider specified data at the discretion of the provider
Reason required	to help providers and allow them to analyse ILR data to their own requirement
Valid entries	any characters except wildcards *, ?, %, _ (underscore) and the end of file marker
Null value	space fill

Notes

providers do not need to use this field, it is entirely optional, the LSC will not instruct providers to use this field.

LEARNING AIM DATA SET FIELDS

Field	**A49**	Special projects and pilots	
Required for	FE – see notes WBL – see notes ESF SR – see notes	**Field: length** **type** **justification**	5 alphanumeric not necessary

Description	indicates participation in a special project or pilot, <u>including delivery of learning by a Centre of Vocational Excellence (</u>CoVE)
Reason required	monitoring of special projects and pilots
Valid entries	<u>a valid special project or pilot code, a full list is in annex N</u>
Null value	Space fill. <u>Use null value if not required (ACL or not part of a special project or pilot)</u>

Notes for FE, WBL and ESF SR

codes will be issued to providers involved in special projects or pilots by the LSC directorate responsible for running the project or pilot.

<u>from 2005/06 the field will also be used to flag where learning is delivered by a centre of vocational excellence (CoVE)</u>

<u>Valid codes for this field are:</u>

<u>SS001 to SS150 – Sector strategy pilots</u>
<u>CV001 to CV500 – Centres of Vocational Excellence (CoVEs)</u>
<u>SP001 to SP500 – Unassigned (reserved for other special project and pilots)</u>

<u>A full list of valid codes with descriptions, including those for CoVEs are detailed in annex N</u>

if the learning aim is not part of a special project or pilot programme <u>or delivered by a CoVE</u> the null value must be used.

Example

Examples of special projects and pilots are sector strategy pilots such as OSAT, which aims to deliver on site training to learners in the construction industry.

Field	**A50**	Reason learning ended	
Required for	WBL	**Field: length**	2

LEARNING AIM DATA SET FIELDS

	type	numeric
	justification	not necessary

Description	reason the learning on this aim has ended
Reason required	to identify why a WBL learner has stopped learning on this aim
Valid entries	01 learner ALSN status changed, so a new learning aim has been created
	02 learner transferred to another employer / provider / local LSC in the same programme type
	03 learner injury / illness
	04 learner progressing to Advanced Apprenticeship
	05 learner progressing to NVQ 3
	06 learner has stopped on this aim due to a change in funding
	20 learner progressing to Apprenticeship / Advanced Apprenticeship / NVQ learning from E2E
	21 learner progressing to FE learning from E2E
	23 learner progressing to employment with training from E2E
	24 learner progressing to employment without training from E2E
	96 Learner is continuing on this aim
	97 Other
	98 Reason not known
Null Value	Zero fill. Use null value if not required (FE, ACL and ESF SR)

Notes for WBL

when using code 06 it is noted that learning should continue on another aim. The WBL / co-financed ESF provider support manual details when this code should be used.

this field should be completed for all WBL funded aims.

codes 20 to 24 must only be used for E2E programmes

Code 21 should be used where an E2E learner progress to FE or other structured learning of greater than 16 hours per week. This includes E2E learners who progress to a full-time place on New Deal and are not employed. Where an E2E learner progresses to a full-time place on New Deal and is employed code 23 should be used.

code 22 has been removed and replaced with codes 23 and 24 in 2005/06.

LEARNING AIM DATA SET FIELDS

Field	**A51a**	Proportion of funding remaining	
Required for	WBL (where reduced funding is being claimed)	**Field: length** **type** **justification**	2 numeric right justify, zero fill to the left

Description	the proportion of funding to which the learner is entitled for this aim
Reason required	to allow correct calculation of funding for learners who transfer between providers or who restart after a break in learning
Valid entries	two digit number in range 01 to 99
Null value	zero fill. Use null value if not required (FE, ACL and ESF SR)

Notes for WBL

This field should be completed for learners who restart their learning aims after a break in learning or who have transferred from another provider or LSC contract and are not entitled to the full funding for the aim.

Where reduced funding is being claimed, the proportion of funding being claimed for this aim as a percentage of the total funding for the aim should be entered in this field.

Providers should refer to the requirements for funding WBL for young people 2005/06 for detailed guidance on when reduced funding should be claimed.

Where full fun0ding is being claimed the field the null value of two be zeros should be used.

This field should be completed for both main and subsidiary aims where reduced funding is being claimed.

Note that entries in this field will only reduce the on programme element of funding, achievement funding is unaffected by this field.

Further guidance on how restarts and transfers should be recorded will be given in the WBL/Co-financed ESF provider support manual.

LEARNING AIM DATA SET FIELDS

<u>**Examples**</u>

<u>A learner starts a learning aim for the first time- the entry in this field will be 00 and 100% of the on programme funding will be generated.</u>

<u>A learner starts a learning aim where the start and planned end dates mean they will get 24 monthly payments. They have a break in learning after having received 18 monthly payments (75% of the funding) and returns to the learning aim after 2 months – when the learner returns, the provider would enter 25 in this field and 25% of the on programme funding would be generated.</u>

LEARNING AIM DATA SET FIELDS

Field	**A52**	Distance learning funding	
Required for	FE	**Field: length**	5
		type	numeric
		justification	right justify, zero fill to the left

Description	funding, agreed with local LSC, for distance learning
Reason required	to support funding of Distance and Electronic Learning (DELG)
Valid entries	up to five digits
Null value	zero fill. Use null value if not required (WBL, ACL and ESF SR)

Notes for FE

This field records the agreed base rate for

- load-banded qualifications delivered under distance learning;
- listed qualifications delivered under distance learning, where the listed rate does not adequately reflect the costs of delivery; and
- workplace NVQs. These are individually listed NVQs where the mode of delivery, field A18, is coded as 12 or 13.

the rate should be recorded in whole pounds and must be agreed with your local LSC

for more information on funding arrangements for distance learning see '*Funding Guidance for FE'*.

LEARNING AIM DATA SET FIELDS

Field	**A53**	Additional learning needs	
Required for	WBL	**Field: length**	2
		type	numeric
		justification	not necessary

Description	the type of additional learning need applicable to the learner
Reason required	to monitor learners assessed as requiring additional learning and/or social needs. To calculate WBL funding
Valid entries	11 additional learning needs 12 additional social needs 13 additional learning and social needs 97 learner has been assessed as having no additional learning or social needs
Null value	zero fill. Use null value if not required (FE, ACL and ESF SR).

Notes for WBL

additional learning needs (ALN) relate to the learner's intrinsic ability and additional social needs (ASN) relate to emotional, behavioural or motivational difficulties.
Young people with additional learning needs will continue to enter training at the following different levels according to their learning ability:
NVQ learning at level 1 (Only if 19 or over)
NVQ learning at level 2
Apprenticeships
in a small number of cases learners may progress to an Advanced Apprenticeship

audit process – providers are expected to keep the necessary evidence to support additional learning support claims. The assessment form provided by the LSC records a summary of the learners ALN/ASN. Providers should be able to prove how they are supporting learners with their identified needs. Regular progress reviews with the learner are also expected. This is intended as auditable evidence in support of a claim for additional support funds.

further information on additional learning support can be found in the circulars section of the LSC website at www.lsc.gov.uk

for E2E this field is not required and the null value must be used

learners should initially be assessed by Careers / Connexions Services, who should identify whether they are likely to have ALN, ASN or both.

for further guidance please see annex E: Identifying, Meeting and Funding Additional Learning and Social Needs of the _Requirements for funding WBL for young people in 2005/06_.
this field is only required for main aims and for subsidiary aims within an Apprenticeship or Advanced Apprenticeship framework.

No.	Field Name	Field length	Field Start Pos.	Field End Pos.	Field type	Status
	ESF CO-FINANCING DATA SET LAYOUT					
E01	Provider number	6	1	6	numeric	FE/WBL/ESF SR
E02	Contract/Allocation type	2	7	8	numeric	FE/WBL
E03	Learner reference number	12	9	20	alphanumeric	FE/WBL/ESF SR
E04	Data set identifier code	2	21	22	numeric	FE/WBL/ESF SR
E05	Learning aim data set sequence	2	23	24	numeric	FE/WBL/ESF SR
E06	ESF co-financing data set sequence	2	25	26	numeric	FE/WBL/ESF SR
E07	HE data sets	2	27	28	numeric	FE/WBL/ESF SR
E08	Date started ESF co-financing	8	29	36	date	FE/WBL/ESF SR
E09	Planned end date for ESF co-financing	8	37	44	date	FE/WBL/ESF SR
E10	Date ended ESF co-financing	8	45	52	date	FE/WBL/ESF SR
E11	Industrial sector of learner's employer	2	53	54	numeric	FE/WBL/ESF SR
E12	Employment status on day before starting ESF project	2	55	56	numeric	FE/WBL/ESF SR
E13	Learner's employment status	2	57	58	numeric	FE/WBL/ESF SR
E14	Length of unemployment before starting ESF project	2	59	60	numeric	FE/WBL/ESF SR
E15	Type and size of learner's employer	2	61	62	numeric	FE/WBL/ESF SR
E16	Addressing gender stereotyping (occurs 5)	1	63	67	alphabetic	FE/WBL/ESF SR
E17	Main co-financing activity (occurs 5)	1	68	72	alphabetic	blank field
E18	Delivery mode (occurs 4)	1	73	76	alphabetic	FE/WBL/ESF SR
E19	Support measures to be accessed by the learner (occurs 5)	1	77	81	alphabetic	FE/WBL/ESF SR
E20	Learner background (occurs 3)	2	82	87	numeric	FE/WBL/ESF SR
E21	Support measures for learners with disabilities	2	88	89	numeric	FE/WBL/ESF SR
E22	Project dossier number	9	90	98	alphanumeric	FE/WBL/ESF SR
E23	Local project number	3	99	101	numeric	FE/WBL/ESF SR
			102	365	space filled	

ESF CO-FINANCING DATA SET FIELDS

Field	**E01**	Provider number	
Required for	FE	**Field: length**	6
	WBL	**type**	numeric
	ESR SR	**justification**	not necessary

Description	the provider number of the provider contracted by the LSC to provide learning to this learner
Reason required	to identify the contracted provider
Valid entries	a valid provider number

Notes

providers uncertain of their provider number should contact their local LSC

this number will be the same for all data sets for the learner

this field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned.

Notes for FE

the provider number will be the same for all learners in the return

ESF CO-FINANCING DATA SET FIELDS

Field	**E02**	Contract/Allocation type		
Required for	FE WBL	**Field: length** **type** **justification**	2 numeric not necessary	

Description	the type of allocation or contract for this provision		
Reason required	to identify the type of allocation or contract		
Valid entries		FE	WBL
	01 sector further education colleges and other further education institutions (external institutions)	Y	
	04 UfI hub provision	Y	
	12 WBL MOD contract		Y
Null value	Zero fill. <u>Use null value if not required (ESF SR)</u>		

Notes

use code 12 where the WBL MOD contract is to deliver training solely for the MOD

codes 11, 13 and 14, which were used to indicate lead/feed and managing agent arrangements <u>were removed from 2004/05</u>. The null value should be used for these learners.

Notes for WBL

for WBL other than MOD contract – The null value must be used.

ESF CO-FINANCING DATA SET FIELDS

Field	E03	Learner reference number	
Required for	FE	**Field: length**	12
	WBL	**type**	alphanumeric
	ESF SR	**justification**	left justify, space fill to the right

Description	the provider's reference number for the learner
Reason required	to enable the learner to be identified
Valid entries	code format BBBBBBBBBBBB
	BBBBBBBBBBBB is any combination of 12 alphabetic characters or numeric digits to be used as a learner reference number. Assigned by the provider

Notes

this will be the learner reference code assigned by the provider

the learner reference number should be retained by the learner for any continuous period of study with the provider and should not be reused for a different learner

this field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned.

ESF CO-FINANCING DATA SET FIELDS

Field	**E04**	Data set identifier code	
Required for	FE	**Field: length**	2
	WBL	**type**	numeric
	ESF SR	**justification**	not necessary

Description	the identifier for the type of data set
Reason required	internal validation and integrity checks.
Valid entries	20 (in all cases) for the ESF data set

Notes

this field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned.

ESF CO-FINANCING DATA SET FIELDS

Field	E05	Learning aim data set sequence	
Required for	FE	**Field: length**	2
	WBL	**type**	numeric
	ESF SR	**justification**	right justify, zero fill to the left

Description	the sequence number of the learning aim data set this ESF record belongs to
Reason required	internal validation and integrity checks.
Valid entries	01 to 98

Notes
this field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned
this field cross references field A05 'learning aim data set sequence' to identify which learning aim this ESF co-financed funding is attached to.

ESF CO-FINANCING DATA SET FIELDS

Field	E06	ESF co-financing data set sequence	
Required for	FE	**Field: length**	2
	WBL	**type**	numeric
	ESF SR	**justification**	not necessary

Description	the sequence number for the ESF co-financing data set
Reason required	internal validation and integrity checks.
Valid entries	always 01

Notes

this field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned.

ESF CO-FINANCING DATA SET FIELDS

Field	**E07**	HE data sets	
Required for	FE	**Field: length**	2
	WBL	**type**	numeric
	ESF SR	**justification**	not necessary

Description	the number of HE data sets attached to this record
Reason required	internal validation and integrity checks
Valid entries	always 00

Notes

this field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned.

ESF CO-FINANCING DATA SET FIELDS

Field	E08	Date started ESF co-financing	
Required for	FE	**Field: length**	8
	WBL	**type**	date
	ESF SR	**justification**	date format

Description	the date at which an individual is attributed to an LSC ESF co-financing package
Reason required	to ensure that LSC co-financing is attributed
Valid entries	a valid date, using the date pattern DDMMYYYY
Examples	17 January 2006 appears as 17012006
	Dates before 1 September 2001 are not valid
	Dates after 31 July 2006 are not valid

Notes

the year should be shown in full with four digits

this should be equal to or after the learning start date.

This field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned.

Notes for ESF SR

this will be the same date as in A27 – Learning start date.

ESF CO-FINANCING DATA SET FIELDS

Field	E09	Planned end date for ESF co-financing	
Required for	FE WBL ESF SR	**Field: length** **type** **justification**	8 date date format

Description	the date at which an individual is expected to cease funding eligibility for ESF co-financing
Reason required	
Valid entries	a valid date, using the date pattern DDMMYYYY:
Examples	17 January 2006 appears as 17012006
	Dates before 1 August 2001 are not valid

Notes

the year should be shown in full with four digits

this field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned.

Notes for ESF SR

this will be the same date as in A28 – Learning planned end date

ESF CO-FINANCING DATA SET FIELDS

Field	**E10**	Date ended ESF co-financing	
Required for	FE	**Field: length**	8
	WBL	**type**	date
	ESF SR	**justification**	<u>date format</u>

Description	the actual date at which an individual ceases to be part of an ESF co-financing package
Reason required	funding
Valid entries	a valid date, using the date pattern DDMMYYYY
Examples	17 January 2004 appears as 17012004
	Dates before 1 August 2001 are not valid
Null value	zero fill

Notes

this field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned.

where the learning actual end date (A31) is entered, this field must be completed and should not be after the learning actual end date.

Notes for ESF SR

this will be the same date as in A31 – Learning actual end date

ESF CO-FINANCING DATA SET FIELDS

Field	**E11**	Industrial sector of learner's employer	
Required for	FE	**Field: length**	2
	WBL	**type**	numeric
	ESF SR	**justification**	not necessary

Description	the industrial sector of the learner's employer on the day before starting the project
Reason required	to establish eligibility for ESF funding and to allow evaluation of the effectiveness of ESF funded programmes
Valid entries	01 Agriculture
	02 Banking & Business Services
	03 Construction
	04 Distribution, Hotels And Related
	05 Engineering
	06 Food, Drink & Tobacco
	07 Health & Education Services
	08 Manufacturing (Other)
	09 Metals & Mineral Products
	10 Mining And Related
	11 Professional Services
	12 Public Administration & Defence
	13 Services (Other)
	14 Textiles & Clothing
	15 Transport & Communications
	16 Utilities (Gas, Electricity & Water)
	17 Chemicals
	97 Other
	98 not known
	99 no employer

Note

the value returned in this field should correspond to the value returned in field E12 – the employment status on day before starting

if you are returning value 04 - 'unemployed', value 02 - 'full time education' or value 05 - 'still at school' for field E12, you must use value 99 - no employer - in this field

this field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned

for ESF funded aims that start after 31 July 2004 – if you are returning value 01 - 'employed' or value 03 - 'self employed' for field E12, you must not use values 98 or 99 – not known or no employer - in this field

for ESF match aims that start after 31 July 2004 – if you are returning value 01 - 'employed' or value 03 - 'self employed' for field E12, you must not use value 99 – no employer - in this field

ESF CO-FINANCING DATA SET FIELDS

Field	**E12**	Employment status on day before starting ESF project	
Required for	FE	**Field: length**	2
	WBL	**type**	numeric
	ESF SR	**justification**	<u>not necessary</u>

Description	the status of the learner on the day before starting the project
Reason required	claims to government office and to establish eligibility for ESF.
Valid entries	01 employed
	02 full time education
	03 self employed
	04 unemployed
	05 still at school
	98 not known/not provided

Notes

this is a key field for the ESF data set. The code you return in this field will affect the values you can return in:

- Industrial sector of learner's employer, field E11;
- Learner's employment status, field E13;
- Length of unemployment before starting, field E14; and
- Type and size of learner's employer, field E15

where the aim is ESF funded and the learner is employed, self employed or unemployed; you must not use 'not known' or 'not provided' values in any of these fields.

where you are returning information to be used as match, you may be able to return 'not known' or 'not provided' values if necessary; However you are encouraged to make every effort to obtain the information as this is required for the LSC to draw down ESF funding.

where the aim is ESF funded you must not use not known/not provided in this field.

ESF CO-FINANCING DATA SET FIELDS

Notes (contd)

the tables below show values that should be used in these fields where the aim is ESF funded or used as match.

For ESF funded aims:

This field E12	values in E11	values in E13	values in E14	values in E15
01	01 to 97	01 or 02	99	01, 02 or 03
02	99	98	99	99
03	01 to 97	01 or 02	99	02
04	99	03	01 to 05	99
05	99	98	99	99

For aims used as match:

This field E12	values in E11	values in E13	values in E14	values in E15
01	01 to 98	01, 02 or 98	99	01, 02,03 or 98
02	99	98	99	99
03	01 to 98	01, 02 or 98	99	02
04	99	03	01 to 98	99
05	99	98	99	99
98	98	98	98	98

within certain measures, ESF can only be used to support either unemployed or long-term unemployed beneficiaries. For these measures, the LSC must make sure that the beneficiary meets these criteria and be able to show that they meet them.

for ESF purposes and for completing these ESF data fields, unemployment is a period where a person is not in paid employment (subject to certain exceptions outlined in field E14). Registration with Jobcentre Plus is not needed as evidence of unemployment.

this field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned

ESF CO-FINANCING DATA SET FIELDS

Field	**E13**	Learner's employment status	
Required for	FE	**Field: length**	2
	WBL	**type**	numeric
	ESF SR	**justification**	not necessary

Description	the status of the learner on the day before starting the ESF project
Reason required	claims to government office
Valid entries	01 in secure employment
	02 threatened with redundancy
	03 unemployed
	98 not known/not provided

Notes

the value returned in this field should correspond to the value returned in field E12 – the employment status on day before starting

this field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned

Notes for any ESF aims

if you are returning value 02 - 'full time education' or value 05 - 'still at school' for field E12, you must use value 98 – not known / not provided – in this field

if you are returning value 04 - 'unemployed' for field E12, you must return value 03 - 'unemployed' - in this field

if you are returning value 01 - 'employed' for field E12, you must not return value 03 – 'unemployed' – in this field

Notes for ESF funded aims

for ESF funded aims that start after 31 July 2004 – if you are returning value 01 - 'employed' or value 03 - 'self employed' for field E12, you must use value 01 or 02 - 'in secure employment' or 'threatened with redundancy' - in this field.

Notes for ESF match aims

for ESF match aims that start after 31 July 2004 – if you are returning value 03 – 'self employed' for field E12, you must not return value 03 – 'unemployed' – in this field.

ESF CO-FINANCING DATA SET FIELDS

Field	**E14**	Length of unemployment before starting ESF project		
Required for	FE	**Field: length**	2	
	WBL	**type**	numeric	
	ESF SR	**justification**	<u>not necessary</u>	

Description	for learners who are unemployed the length of time spent as unemployed prior to joining the ESF project
Reason required	claims to government office
Valid entries	01 less than 6 months 02 6-11 months 03 12-23 months 04 24-35 months 05 over 36 months 98 not known / not provided 99 not unemployed

Notes

the value returned in this field must correspond to the value returned in field E12 – the employment status on day before starting

Notes for any ESF aims

if you are returning value 01 - 'employed', value 02 - 'full time education', value 03 - 'self employed' or value 05 - 'still at school' for field E12, you must use value 99 - not unemployed - in this field.

if you are not returning value 04 – 'unemployed' for field E12, you must use value 98 – 'not known/not provided' or value 99 – 'not unemployed' in this field.

if you are returning value 04 – 'unemployed' for field E12, you must not return value 99 – 'not unemployed' in this field.

Notes for ESF funded aims

for ESF funded aims that start after 31 July 2004 – if you are returning value 04 - 'unemployed' for field E12, you must use a value from 01 to 05 in this field.

Notes for ESF match aims

for ESF match aims that start after 31 July 2004 – if you are returning value 04 - 'unemployed' for field E12, you must not use value 99 – 'not unemployed' in this field.

(contd)

ESF CO-FINANCING DATA SET FIELDS

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Notes (contd)

it is your responsibility to make sure that you accurately record the length of time that the beneficiary was unemployed before they started on an ESF project.

The following are considered as periods of unemployment.

Time spent:
- on Invalidity Benefit;
- on Sickness Benefit;
- on Severe Disablement Allowance; or
- in custody.

The following conditions do not affect qualifying periods of unemployment for the beneficiary:
- casual or temporary work of not more than four weeks;
- part-time work of less than 16 hours a week in total, provided that the skills needed for the work will not lead to greater involvement in the labour market; or
- time spent on an earlier ESF project where the current project will develop the previous one.

where you cannot clearly show this, the beneficiary will need to serve the qualifying period again. Beneficiaries may only continue to work on the current project if you agree.

the following do not count as periods of unemployment:
- time spent on work-related government programmes such as New Deal where people are considered to form part of the workforce;
- days for which Statutory Sick Pay or Statutory Maternity Pay have been claimed;
- time spent in compulsory education; and
- time spent on training or education courses that last longer than four weeks.

this field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned.

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ESF CO-FINANCING DATA SET FIELDS

Field	**E15**	Type and size of learner's employer	
Required for	FE	**Field: length**	2
	WBL	**type**	numeric
	ESF SR	**justification**	not necessary

Description	the type of employer the learner is employed with, on the day before starting the project.
Reason required	claims to government office
Valid entries	01 public sector organisation
	02 small / medium enterprise
	03 large organisation
	98 not known / not provided
	99 not employed

Notes

the value returned in this field must correspond to the value returned in field E12 – the employment status on day before starting

Notes for any ESF aims

for any ESF aims – if you are returning value 03 - 'self employed' for field E12, you must use value 02 - small / medium enterprise - in this field.

for any ESF aims - if you are returning , value 02 - 'full time education', value 04 - 'unemployed' or value 05 - 'still at school' for field E12, you must return value 99 - not employed - in this field

Notes for ESF funded aims

for ESF funded aims that start after 31 July 2004 – if you are returning value 01 - 'employed' for field E12, you must use a value from 01 to 03 in this field.

Notes for ESF match aims

for ESF match aims that start after 31 July 2004 – if you are returning value 01 – 'employed' for field E12, you must not return value 99 – 'not employed' – in this field

Notes

Companies employing more than 250 employees should be classified as large organisations

publicly funded organisations (colleges, councils, government departments) should be coded as public sector organisations irrespective of the number of employees

(contd)

ESF CO-FINANCING DATA SET FIELDS

Notes (contd)

companies employing between 1 – 249 employees should be classified as small to medium enterprises

for ESF purposes, an SME is defined as an enterprise which:

- employs fewer than 250 employees at the time the application is made including part-time, seasonal and temporary staff;

- has either a balance sheet at their accounting date with assets less liabilities worth no more than 27 million euros, or an annual turnover not exceeding 40 million euros; and

- is not more than one quarter owned by firms that do not qualify as SME's under the above requirements

This last criterion may be exceeded in either of the following circumstances:

- where the owners are public investment corporations, venture capital companies or institutional investors, provided that those owners do not exert any control over the SME, either individually or jointly; or

- if the capital is spread in such a way that it is not possible to determine who holds it. In addition if the enterprise declares that (to the best of its knowledge) it is not more than one quarter owned by one or more firms not meeting the definition of an SME.

this field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned

ESF CO-FINANCING DATA SET FIELDS

Field	**E16**	Addressing gender stereotyping (occurs 5)	
Required for	FE	**Field: length**	1
	WBL	**type**	alphabetic
	ESF SR	**justification**	not necessary

Description	identifies learner if employed, training or receiving work experience in non-traditional areas for their sex
Reason required	DfES requirement
Valid entries	A training in non-traditional area for their sex B work experience in non-traditional area for their sex C qualifications in non-traditional area for their sex D employment in non-traditional area for their sex E improved awareness of opportunities in occupations dominated by men and women
Null value	space fill

Notes

enter all that apply as a concatenated string starting from the left, i.e. if all applied the string would be ABCDE, if only 1 applied the string would be A▼▼▼▼, if 3 applied the string could be CBE▼▼ (where ▼ is space)

where this is not known the null value may be used

this field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned

ESF CO-FINANCING DATA SET FIELDS

Field	**E17**	Main co-financing activity (occurs 5)		
Required for	<u>Blank field</u>	**Field: length type**	1	<u>space fill</u>

Notes

<u>This field must be space filled.</u>

<u>This field has been removed for 2005/06 as it is no longer required for the ESF project closure report. It was used by FE, WBL and ESF SR providers to record the main co-financing activity.</u>

<u>To avoid changes to the structure of the data set, it remains as a blank field for 2005/06.</u>

ESF CO-FINANCING DATA SET FIELDS

Field	**E18**	Delivery Mode (occurs 4)	
Required for	FE	**Field: length**	1
	WBL	**type**	alphabetic
	ESF SR	**justification**	not necessary

Description	the delivery mode(s) of learning used	
Reason required	DfES requirement	
Valid entries	A	trainer
	B	electronic learning
	C	distance learning
	D	other

Notes

enter all that apply as a concatenated string starting from the left, that is if all applied the string would be ABCD, if only 1 applied the string would be A▼▼▼, if 3 applied the string could be CBD▼ (where ▼ represent a space)

this field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned.

ESF CO-FINANCING DATA SET FIELDS

Field	**E19**	Support measures to be accessed by the learner (occurs 5)
Required for	FE WBL ESF SR	**Field: length** 1 **type** alphabetic **justification** <u>not necessary</u>

Description	up to 5 type(s) of support given to a learner from entries A-I
Reason required	DfES requirement
Valid entries	A Childcare Support B Care for Dependants C Equipment or Protective Clothing D Training Allowance E Travel Support or provision F Subsistence (living expenses) G Counselling Guidance and Advice H Literacy & Numeracy I Other Support Measures
Null value	space fill

Notes

enter all that apply as a concatenated string starting from the left, i.e. If all applied the string would be ABDFI, if only 1 applied the string would be A▼▼▼▼, if 3 applied the string could be CBA▼▼ (where ▼ represents a space)

This field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned.

ESF CO-FINANCING DATA SET FIELDS

Field	**E20**	Learner background (occurs 3)	
Required for	FE	**Field: length**	2 (occurs 3)
	WBL	**type**	numeric
	ESF SR	**justification**	not necessary

Description	indicates the background of the learner	
Reason required	to monitor disadvantage	
Valid entries	01	homeless
	02	ex-offender
	03	13 – 17 year olds in danger of school exclusion
	04	refugees
	05	drug or alcohol misuse
	06	returners to the labour market
	07	people living in rural areas
	08	lone parents
	97	other - further information may be requested

Notes

providers should not systematically collect information about sensitive items of data such as 'recovering from alcohol or drug dependency' or 'ex-offender'. Instead where they become aware of learners in such categories while counselling or supporting them they may record the learner background

this field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned.

ESF CO-FINANCING DATA SET FIELDS

Field	**E21**	Support measures for learners with disabilities	
Required for	FE	**Field: length**	2
	WBL	**type**	numeric
	ESF SR	**justification**	not necessary

Description	the specific support measures required for learners with a disability
Reason required	to identify whether the individual has required a specific support measure with respect of their disability for the project
Valid entries	01 Access to premises provided
	02 Transport to training sites
	03 Specialist provision (such as staffing and/or facilities)
	04 Other
Null value	zero fill

Notes
this field is required for disabled learners only. Other learners should be null
this field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned.

ESF CO-FINANCING DATA SET FIELDS

Field	**E22**	Project dossier number	
Required for	FE – see notes WBL – see notes ESF SR – see notes	**Field: length** **type** **justification**	9 alphanumeric not necessary

Description	the reference number, assigned by government office, indicating the measure level activity being undertaken.
Reason required	to identify the learner for direct or indirect ESF funding.
Valid entries	valid dossier number
Null value	space fill

Notes for ESF direct beneficiaries

that is where LSC funding stream, field A10, is set to '70' – This field must be completed with the project dossier number. The dossier number should contain nine characters and conform to the following format:

AABBBBCCD, where

AA	the year, either 00, 01, 02, 03, 04, 05, 06 or 07
BBBB	a four digit number
CC	the region, either EA, LN, EM, NE, NW, SE, SW, WM, YH or ME
D	the objective, either 1, 2 or 3

Notes for ESF indirect beneficiaries

that is where learners are being identified as match – In most cases the null value of nine spaces can be used. Where this field needs to be completed, your local LSC will inform you.

Notes

the project dossier number will be supplied to providers by their local LSC. For further guidance please contact your local LSC.

this field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned.

ESF CO-FINANCING DATA SET FIELDS

Field	**E23**	Local project number	
Required for	FE – see notes WBL – see notes ESF SR – see notes	**Field: length** **type** **justification**	3 numeric right justify, zero fill to the left

Description	The reference number, assigned by your local LSC, indicating the measure level activity being undertaken.
Reason required	To identify the learner for direct or indirect ESF funding.
Valid entries	valid code using numeric characters 0-9 only
Null value	zero fill

Notes ESF direct beneficiaries

that is where LSC funding stream, field A10, is set to '70' – This field must be completed with the local project number

Notes ESF indirect beneficiaries

that is where learners are being identified as match – In most cases the null value of three zeros can be used. Where this field needs to be completed, your local LSC will inform you.

Notes

the local project number will be supplied to providers by their local LSC. For further guidance contact your local LSC.

this field should be completed in each ESF co-financing data set. Paragraphs 23 to 24 of the introduction to this document explain when an ESF co-financing data set is to be returned.

HIGHER EDUCATION DATA SET LAYOUT

No.	Field name	Field length	Field start	Field end	Field type	Status (required for)
H01	Provider number	6	1	6	numeric	FE/HE
H02	Contract / Allocation type	2	7	8	numeric	FE/HE
H03	Learner reference number	12	9	20	alphanumeric	FE/HE
H04	Data set identifier code	2	21	22	numeric	FE/HE
H05	Learning aim data set sequence	2	23	24	numeric	FE/HE
H06	ESF co-financing data set sequence	2	25	26	numeric	FE/HE
H07	HE data set sequence	2	27	28	numeric	FE/HE
H08	Learning aim reference code	8	29	36	alphanumeric	FE/HE
H09	Learner instance number	20	37	56	alphanumeric	FE/HE
H10	Learner nationality	4	57	60	alphanumeric	Optional
H11	Highest qualification on entry	2	61	62	numeric	FE/HE
H12	New entrant to HE	1	63	63	numeric	FE/HE
H13	Type of programme year	1	64	64	numeric	FE/HE
H14	Mode applicable to Funding Council early statistics, HESES	2	65	66	numeric	FE/HE
H15	Level applicable to Funding Council HESES	2	67	68	numeric	FE/HE
H16	Completion of year of programme of study	1	69	69	numeric	FE/HE
H17	Learner FTE	5	70	74	numeric	FE/HE
H18	Year of programme of study	2	75	76	numeric	FE/HE
H19	Fee band	2	77	78	numeric	FE/HE
H20	Major source of tuition fees	2	79	80	numeric	FE/HE
H21	Term time accommodation	1	81	81	numeric	FE/HE*
H22	UCAS applicant number	9	82	90	numeric	FE/HE*
H23	SOC occupation code	4	91	94	numeric	FE/HE*
H24	Last institution	7	95	101	alphanumeric	FE/HE*
H25	Year left last institution	4	102	105	numeric	FE/HE*
H26	Number of A levels	2	106	107	numeric	FE/HE*

* see individual fields for details

(contd)

HIGHER EDUCATION DATA SET LAYOUT						
No.	Field name	Field length	Field start	Field end	Field type	Status
H27	A/AS level score	2	108	109	numeric	FE/HE*
H28	Number of SCE Highers and CSYS	2	110	111	numeric	FE/HE
H29	Scottish higher points	2	112	113	numeric	FE/HE*
H30	Number of vocational qualifications	2	114	115	numeric	FE/HE*
H31	Reason for leaving	2	116	117	numeric	FE/HE*
H32	Proportion not taught by this institution	5	118	122	numeric	FE/HE*
H33	Proportion taught in Superclass 1 subject	5	123	127	numeric	FE/HE
H34	Proportion taught in Superclass 2 subject	5	128	132	numeric	FE/HE
H35	Proportion taught in Superclass 3 subject	5	133	137	numeric	FE/HE
H36	Socio-economic Indicator	1	138	138	numeric	FE/HE
			139	365	space filled	

* see individual fields for details

HIGHER EDUCATION DATA SET FIELDS

Field	**H01**	Provider number	
Required for	HE	**Field: length**	6
		type	numeric
		justification	not necessary

Description	the provider number of the provider contracted by the LSC to provide learning to this learner
Reason required	to identify the contracted provider
Valid entries	a valid provider number

Notes

a provider uncertain of its provider number should contact their local LSC

this number will be the same for all records

HIGHER EDUCATION DATA SET FIELDS

Field	**H02**	Contract/Allocation type	
Required for	HE	**Field: length**	2
		type	numeric
		justification	not necessary

Description	the type of allocation or contract for this provision	
Reason required	to identify the type of allocation or contract	
Valid entries	01	sector further education colleges and other further education institutions (external institutions) supported by LSC FE Funding
	04	UfI hub provision

HIGHER EDUCATION DATA SET FIELDS

Field	**H03**	Learner reference number	
Required for	HE	**Field: length**	12
		type	alphanumeric
		justification	left justify, space fill to the right

Description	the provider's reference number for the learner
Reason required	to enable the learner to be identified for matching purposes, to maintain data integrity and assist with query resolution
Valid entries	code format BBBBBBBBBBBB
	BBBBBBBBBBBB is any combination of 12 alphabetic characters or numeric digits to be used as a learner reference number. Assigned by the provider

Notes
this will be the learner reference code assigned by the provider
the code should be retained by the learner for any continuous period of study with the provider and should not be reused for a different learner

HIGHER EDUCATION DATA SET FIELDS

Field	**H04**	Data set identifier code	
Required for	HE	**Field: length**	2
		type	numeric
		justification	not necessary

Description	the identifier of the type of data set
Reason required	internal validation and integrity checks
Valid entries	40 (in all cases) for the HE data set

HIGHER EDUCATION DATA SET FIELDS

Field	**H05**	Learning aim data set sequence	
Required for	HE	**Field: length**	2
		type	numeric
		justification	right justify, zero fill to the left

Description	the sequence number of the learning aim data set this HE record belongs to
Reason required	internal validation and integrity checks
Valid entries	01 to 98

Notes	This field links the HE data set to its related learning aim data set and should never be more than the total number of learning aim data sets

HIGHER EDUCATION DATA SET FIELDS

Field	**H06**	ESF co-financing data set sequence	
Required for	HE	**Field: length**	2
		type	numeric
		justification	not necessary

Description	the sequence number for the ESF co-financing data set
Reason required	internal validation and integrity checks
Valid entries	always 00 for the HE data set

HIGHER EDUCATION DATA SET FIELDS

Field	**H07**	HE data set sequence	
Required for	HE	**Field: length** **type** **justification**	2 numeric not necessary

Description	the sequence number of the HE data set
Reason required	internal validation checks
Valid entries	always 01 for the HE data set

HIGHER EDUCATION DATA SET FIELDS

Field	**H08**	Learning aim reference code	
Required for	HE	**Field: length**	8
		type	alphanumeric
		justification	not necessary

Description	the code corresponding to the qualification/course
Reason required	to monitor HE learning aims in the sector
Valid entries	the learning aim reference code (learning aim code) as included on the learning aim database

Notes	this field should contain the same learning aim code as the corresponding learning aim data set

HIGHER EDUCATION DATA SET FIELDS

Field	**H09**	Learner instance number	
Required for	HE	**Field: length**	20
		type	alphanumeric
		justification	not necessary

Description	this field complements the HE learning aim data set reference field to identify the separate programmes of study that some individuals take. Fields H01- H07 and H09, together form a unique identifier
Reason required	completion rates and other measurements of progression require linking of learner records between different years. Measurements of completion rates are required for: developing and monitoring of funding policies; quality assessment; performance indicators and production of HE management statistics
	to provide a set of characteristics which uniquely define a record
	to facilitate linking between different years of learner records
Valid entries	a characters except wildcards *, ?, %, _ (underscore) and end of file marker

Notes

a field length of 20 is to allow institutions to use a learner instance identifier already held internally. However institutions may prefer to number learner instances sequentially starting from 1

a learner instance identifies learners leading to a learning aim. The same learner instance number should be kept where studies already completed count towards the current learning aim and the pattern of study is regarded as normal progression at the provider. With the commencement of a new learner instance, a new learner instance number would be allocated.

a learner instance number is required since the basic unit of coverage of the record of 'a learner on a programme of study leading to a learning aim' is not uniquely defined by fields H01 to H07. This is the case, for example, where learning aim changes or develops within a programme of study, for example Cert HE/Dip HE/Degree. It is also the case that the learning aim reference code in certain circumstances is not sufficient to define a learning aim uniquely, for example a learner studying concurrently for more than one HE professional qualification or other undergraduate diploma or certificate. Once a record has been returned for one ILR year, records for that learner instance will be required for subsequent years until a record is returned with the learning actual end date field completed.

HIGHER EDUCATION DATA SET FIELDS

Field	**H10**	Learner nationality	
Required for	HE - optional	**Field: length** **type** **justification**	4 alphanumeric not necessary

Description	the country of legal nationality, coded using the country of domicile codes as listed at the HESA website, at www.hesa.ac.uk under: coding manuals, student record, combined student/module record, appendix 4
Reason required	to enable the UK contribution to the higher education of nationals of other countries to be determined to meet EC and OECD requirements
Valid entries	four digit numeric code as listed at the HESA website, at www.hesa.ac.uk 0000 – 9999 for example: United Kingdom is 2826
Null value	where the information has not been provided the null value would be four spaces

Notes

the codes for England, Wales, Scotland and Northern Ireland must not be used for the nationality field, the code for United Kingdom should be used instead. The nationality codes for the Channel Islands and Isle of Man should continue to be used

this field is not compulsory.

HIGHER EDUCATION DATA SET FIELDS

Field	H11	Highest qualification on entry	
Required for	HE	**Field: length**	2
		type	numeric
		justification	not necessary

Description	the highest qualification on entry
Reason required	to help with value-added analyses
	to assess the levels of and trends in 'non-standard' entry (for example, those whose entry was not based on Highers or GCE A levels)

Valid entries		
	01	higher degree of UK institution
	02	postgraduate diploma or certificate, excluding PGCE
	03	PGCE with QTS/GTC registration
	04	PGCE without QTS/GTC registration
	05	postgraduate equivalent qualification not elsewhere specified
	10	undergraduate qualifications with QTS
	11	first degree of UK institution
	12	graduate of EU institution
	13	graduate of other overseas institution
	15	NVQ/SQV level 5
	16	graduate equivalent qualification not elsewhere specified
	21	OU Credit(s)
	22	other credits from UK HE institution
	23	certificate or diploma of education (for example, non-graduate initial teacher training qualification)
	24	HNC or HND (including BTEC and SCOTVEC equivalents)
	25	Dip HE
	27	NVQ/SVQ level 4
	28	professional qualifications
	29	foundation course at HE level
	30	other HE qualification of less than degree standard
	39	A level equivalent qualification not elsewhere specified
	40	mixed GCE A/SCE Higher and GNVQ/GSVQ level 3
	41	ONC or OND (including BTEC and SCOTVEC equivalents)
	42	international Baccalaureate
	43	foundation course
	44	access courses validated by QAA
	45	access course not validated by QAA
	47	Baccalaureate
	48	ACCESS course
	55	GCSE/O level qualification only; SCE O grades and Standard grades

(contd)

HIGHER EDUCATION DATA SET FIELDS

Valid entries (contd)	56	other non-advanced qualification
	92	accreditation of prior experiential learning (APEL/APL)
	93	mature student admitted on basis of previous experience (without formal APEL/APL) and/or institution's own entrance examinations
	97	Other non-UK qualification, level not known
	98	Learner has no formal qualification
	99	not known

Notes	it is not expected that providers should seek this information from learners with a start date before 1 August 2001. In cases where the information is not already held , not known should be used

HIGHER EDUCATION DATA SET FIELDS

Field	**H12**	New entrant to HE	
Required for	HE	**Field: length**	1
		type	numeric
		justification	not necessary

Description	to indicate if a learner has previously studied at HE level in the UK
Reason required	to identify new entrants to HE in the UK
Valid entries	1 this is the learner's first year on this learning aim and the learner has not previously taken any HE course in the UK
	4 this is the learner's first year on this learning aim and the learner has previously attended an HE course in the UK. To be used for learners who have previously studied, at higher education level, at a UK institution, whether or not the course resulted in success
	5 this is the learner's first year on this learning aim but it is not known whether the learner has previously taken any HE course in the UK
	9 this is not the learner's first year on this learning aim

Notes

code 4 should be used for all learners who have previously studied at higher education level, at a UK institution, whether or not the learning aim resulted in success

code 5 should not be used as a standard default but only in cases where the information has been sought but is still unknown

What is important is whether or not the learner is new to HE level courses. For example, a learner who has already taken an HNC or HND at a UK FE college is not a new entrant to HE. HE, for the purposes of this field, is defined as those programmes of study for which the level of instruction is above that of courses leading to GCE 'A' levels, ONC or OND.

HIGHER EDUCATION DATA SET FIELDS

Field	**H13**	Type of programme year	
Required for	HE	**Field: length**	1
		type	numeric
		justification	not necessary

Description	the type of programme year field identifies which of the four basic types of programme year is applicable to the learner
Reason required	to facilitate the consistent counting of learners where learners are studying on programmes of study on non-standard academic years. To help distinguish between different cohorts of learners
Valid entries	1 year of programme of study contained within the reporting period 01 August to 31 July
	2 year of programme of study not contained within the reporting period 01 August to 31 July
	3 learner commencing a year of programme of study of a course running across reporting periods
	4 learner mid-way through a learning aim running across reporting periods
	5 learner finishing a year of programme of study of a course running across reporting periods

Notes

the reporting year runs from 01 August to 31 July

for a definition of year of programme of study refer to the HEFCE HEIFES publication

years of programme of study that are contained within the reporting period should be coded 1

years of programme of study which overlap reporting periods should sequentially be coded 3, (4), 5 or may be coded 2

code 3 implies commencing a year of the programme of study without having done another year of programme of study in the same reporting period

code 5 implies finishing one year of programme of study and not starting a further year of programme of study in the same reporting period

information is required at learning aim level. It is not expected that adjustments should be made for individual learners whose pattern may be slightly different, for example a learner who starts a course late

HIGHER EDUCATION DATA SET FIELDS

Field	**H14**	Mode applicable to Funding Council early statistics, HESES	
Required for	HE	**Field: length**	2
		type	numeric
		justification	not necessary

Description	an indicator of the mode of study expressed in terms of the HEFCE Higher Education Students Early Statistics (HESES) definitions. The mode recorded should be the mode at the end of year of programme of study being funded, or, if this is after the end of the ILR year, the mode on 31 July
Reason required	required by the HEFCE for alignment with definitions used for funding allocations
	the definitions refer back to a HEFCE definition so that, if in future there are any modifications to the Funding Council definitions, the ILR record is able to accommodate them
Valid entries	01 full-time and sandwich
	02 sandwich year-out
	03 part-time
	99 not in Early Statistics/HESES population

Notes

coding should be consistent with the allocation of the learner in the HEFCE HESES return. Refer to the HEFCE for full definitions

all learners may be coded using codes 01, 02 or 03. Code 99 may be used for learners who are never in the HESES coverage (for example learner studying wholly overseas). Code 99 may also be used for learners who are in the HESES coverage but for whom the reporting period does not contain, in part or in whole, a year of programme of study which has previously, is, or will be returned to HESES, for example learner writing-up for the whole of the reporting period. However, use of code 99 is an option. Institutions can, if they so wish, use the other codes for all records

HIGHER EDUCATION DATA SET FIELDS

Field	**H15**	Level applicable to funding council HESES	
Required for	HE	**Field: length**	2
		type	numeric
		justification	not necessary

Description	an indicator of the level of the programme of study, expressed in terms of the HEFCE HESES definitions
Reason required	required by the HEFCE for alignment with definitions used for funding allocations
	the definitions refer back to the HEFCE definitions so that, if in future there are any modifications to the HEFCE definitions, the ILR is able to accommodate them
Valid entries	10 undergraduate
	11 long undergraduate
	20 postgraduate taught
	21 long postgraduate taught
	30 postgraduate research
	31 long postgraduate research
	99 not in HESES population

Notes

coding should be consistent with the allocation of the learner in the HEFCE HESES return. Refer to HEFCE for full definitions

for full-time learners 'long' refers to any programme of study with programme year of at least 45 weeks. For part-time learners the length of the programme year of a comparable full-time course should be used in determining 'longness'

'not in the HESES population'. This value can be used if the reporting period does not contain, in part or in whole, a year of programme of study which has previously, is, or will be returned to HESES. However, use of code 99 is an option. Institutions can, if they so wish, use the other codes for all records

HIGHER EDUCATION DATA SET FIELDS

Field	**H16**	Completion of year of programme of study	
Required for	HE	**Field: length** **type** **justification**	1 numeric not necessary

Description	this field refers to the year of programme of study being funded. The field records the learner's completion status with respect to that year of programme of study being funded
Reason required	required by the HEFCE for alignment with definitions used for funding allocations
	the definitions refer back to the HEFCE definitions so that, if in future there are any modifications to the HEFCE definitions, the ILR is able to accommodate them
Valid entries	1 completed the current year of programme of study
	2 did not complete the current year of programme of study
	3 year of programme of study not yet completed, but has not failed to complete
	4 other non-completion
	9 not in HESES population

Notes

coding should be consistent with the HEFCE HESES definitions. Refer to the HEFCE for full definitions

'not in HESES population'. This value can be used if the reporting period does not contain in part or in whole, a year of programme of study which has previously, is, or will be returned to HESES. However, use of code 9 is an option. Institutions can, if they so wish, use the other codes for all records

code 4, other non-completion, was not used in 2003/04. However, there is a possibility that the HEFCE might introduce a different non-completion criteria. The HEFCE will inform English institutions of its usage via HESES

HIGHER EDUCATION DATA SET FIELDS

Field	**H17**	Learner FTE	
Required for	HE	**Field: length** **type** **justification**	5 numeric fixed with decimal point in fourth position and fill with leading and trailing zeros

Description	learner FTE represents the institution's best academic judgement of the full-time equivalence of the learner (for this record) during the reporting year 01 August to 31 July
Reason required	to give a more accurate assessment of the contribution of non-full-time study than can be obtained by the use of arbitrary multipliers
Valid entries	a percentage in the range 000.0 to 300.0
Example	a learner studying the equivalent of a three year course over five years would be returned as 060.0 a learner studying 30 credits in the current year, in the case where 120 credit is the norm for a full-time learner, would be returned as 025.0

Notes

full-time, full year learners would normally be returned as 100.0 and part-time learners as a proportion of an equivalent full-time course. Comparisons and weightings of different full-time, full year programmes of study are not expected. The population of part-time study can be estimated on either a 'time' or a 'credit' basis

refer to the HESA/HEFCE for further instructions on how to complete learner FTE for HE learners

HIGHER EDUCATION DATA SET FIELDS

Field	**H18**	Year of programme of study	
Required for	HE	**Field: length**	2
		type	numeric
		justification	right justify, zero fill to the left

Description	to indicate the year of the programme that the learner is currently studying. This could be different from the number of years since the learner's date of first enrolment on the learning programme
Reason required	for identification in conjunction with the learning start date field, of direct entrants to the second year of a programme and learners repeating a year etc
Valid entries	a two digit numeric code
	00 foundation year
	01 year of programme to 98
	99 programme structure does not allow year to be derived

Notes
where foundation years are integral to degree programmes, the foundation year should be shown as year 00 in the year of programme field. This will allow a clear distinction to be made between stand alone foundation courses and those which are integral to degree programmes.

HIGHER EDUCATION DATA SET FIELDS

Field	**H19**	Fee band	
Required for	HE	**Field: length** **type** **justification**	2 numeric not necessary

Description	to record the fee band level
Reason required	For the financial planning of the HE sector
Valid entries	01 prescribed undergraduate fee, full fee
	02 prescribed undergraduate fee, half fee
	03 prescribed undergraduate fee, zero fee
	41 postgraduate
	42 half postgraduate fee
	51 other fee which is a proportion of a prescribed fee, for example if set at 1/4 of a prescribed fee
	99 no fee band

Notes

this field should be used to record the fee actually charged in respect of the learner irrespective of who pays the fee. For example if the fee charged is the prescribed amount and half of this is paid by the learner and half by government sources this should be recorded as code 01. If the course would normally be expected to attract a prescribed fee but part of the fee is waived or a top-up fee is charged this should be recorded as 99, no fee band. If however a prescribed fee is charged but not collected this should be recorded as 01 or 02. For courses where no prescribed fee exists, for example non-ITT part-time courses, codes 01 and 02 should not be used even if the fee charged is at the prescribed amount. Courses where no prescribed fee exists should be coded 99, no fee band.

code 41, postgraduate, should be used for postgraduates when the fee is at the maximum level of postgraduate tuition fee which can be reimbursed from public funds; and therefore code 42, half postgraduate fee, should be used when the postgraduate fee is half the maximum level

learners on courses where a prescribed fee is normally charged but who are not personally eligible (for example non-EU learners) should be coded as 01 or 02

Code 03 'prescribed undergraduate fee, zero fee' allows for consistency in the coding of ERASMUS/SOCRATES learners.

HIGHER EDUCATION DATA SET FIELDS

Field	**H20**	Major source of tuition fees	
Required for	HE	**Field: length**	2
		type	numeric
		justification	not necessary

Description	the major source of tuition fees for the learner
Reason required	to assist in Public Expenditure Survey (PES) calculations to analyse those receiving awards to observe the numbers if self-financing learners for policy matters
Valid entries	01 no award or financial backing 02 English or Welsh LEA award 03 Student Awards Agency for Scotland (SAAS) 04 DELNI/Northern Ireland Education and Library Boards 05 institutional waiver of support costs 06 local government - Channel Islands and Isle of Man 07 fee waiver under government unemployed learners scheme 08 British Academy 11 research council - BBSRC 12 research council - MRC 13 research council - NERC 14 research council - EPSRC 15 research council - ESRC 16 research council - PPARC 17 Arts & Humanities Research Funding Board 19 research council - not specified 21 charitable foundation 22 international agency 31 departments of health/regional health authority/Scottish Office home and health department 32 Departments of Social Services 33 DfES 34 other HM government departments/public bodies 35 scholarship of HM forces 36 Scottish Enterprise/Highlands and Islands Enterprise/Training Enterprise Council/Local Enterprise Company 37 LEA training grants scheme 38 Department of Agriculture & Rural Development for Northern Ireland (DARD) 39 Scottish Local Authority discretionary award 41 EU Commission (EC)

(contd)

HIGHER EDUCATION DATA SET FIELDS

Valid entries (contd)	42	overseas learner award from HM government/British Council
	43	overseas government
	44	overseas Development Administration
	45	overseas institution
	46	overseas industry or commerce
	47	other overseas funding
	48	other overseas - repayable loan
	61	UK industry/commerce
	71	absent for a year
	81	learner's employer
	97	Other
	98	no fees
	99	not known

Notes

the predominant source should be selected where there is more than one source

code 81, learner's employer, should be used in preference to other codes if it is known that the major source of tuition fees is the learner's employer

codes such as 61, UK industry/commerce, and 34, other HM government departments/public bodies, therefore apply where these are the sponsor of the learner rather than their employer

code 01, no award or financial backing, pay own fees. This code should be used where there is no award or financial backing at all. Where there is some award or financial backing, even if this is the minor source compared with the contribution of the learner, then the coding should reflect the source of the award or financial backing

HIGHER EDUCATION DATA SET FIELDS

Field	**H21**	Term time accommodation	
Required for	HE – see notes	**Field: length**	1
		type	numeric
		justification	not necessary

Description	where the learner is living in the current year
Reason required	to monitor the changes in learner accommodation patterns
Valid entries	1 institution-maintained property
	2 parental/guardian home
	3 own home
	4 other
	5 not known
	6 not in attendance at the institution
Null value	zero fill

Notes

this field is required only for full-time and sandwich learners

accommodation owned or rented by the learner (other than property rented from the institution which should be coded 1) should be coded as 3, own home. This should include instances where the parents/or guardians own or rent the property for the learner, but do not live there themselves

institution-maintained property includes housing owned by the institution and property leased by the institution and sublet to learners

where the institution acts as an agent but not the primary owner or maintainer, code 4, other should be returned

code 6, not in attendance at the institution, should be used for learners not currently in attendance at the institution for reasons such as an industrial placement or a language year abroad

HIGHER EDUCATION DATA SET FIELDS

Field	**H22**	UCAS applicant number	
Required for	HE – see notes	**Field: length**	9
		type	numeric
		justification	right justify, zero fill to the left

Description	the nine digit Universities and Colleges Admission Services (UCAS) applicant number allocated by UCAS
Reason required	to link with UCAS records in order to avoid double collection of information from institutions
Valid entries	a nine digit code
Null value	this field is not required for non-UCAS entry HE learners. In this case the null value would be nine zeros.

Notes

this field is required for learners entering through UCAS

the UCAS application number is in three parts: the year of application as printed on the application form to UCAS, a six-digit number unique to the applicant and a check digit. The numbers unique to the applicant begin at 000001

the three parts are shown on UCAS correspondence separated by hyphens, for example, 01-500017-4. The hyphens should be excluded when returning the number in this field

applicants who deferred their entry from 2001 to 2002 will be distinguished by the year of the application digit 01, for example 01-289123-7. The year of application digit should not be updated to 02 for deferred learners.

HIGHER EDUCATION DATA SET FIELDS

Field	H23	SOC occupation code	
Required for	HE – see notes	**Field: length**	4
		type	numeric
		justification	not necessary

Description	used to record the occupation of the learner or the learner's parent or guardian. It can be derived from the UCAS admissions system for UCAS entrants
Reason required	to assess the levels and trends in participation by those from various occupational backgrounds. This information is used in projections and planning for the sector and analysis of trends in the take-up of higher education
Valid entries	the SOC2000 codes are to be used from 2002/03 onwards. These are 4 digit codes and further details can be obtained from the Office of National Statistics website at www.statistics.gov.uk

for learners who enrolled before 1 August 2002 a SOC 90 code may be used, right justified and zero filled from the left.

it is not expected that institutions should seek this information from continuing learners (learners with a start date before 1 August 2001) in cases where they do not already hold the information |
| **Null value** | this field is not required for non-UCAS entry HE learners. In this case the null value would be four zeros. |

Notes

this field is required for learners entering through UCAS

this field relates to the learner on entry to the programme of study. New entrants from UCAS will have this completed by UCAS and sent to institutions

UCAS codes 0000 'not stated', 0007 'retired', 0008 'unemployed' and 0009 ' not known' will be accepted as valid entries |

HIGHER EDUCATION DATA SET FIELDS

Field	**H24**	Last institution	
Required for	HE – see notes	**Field: length**	7
		type	alphanumeric
		justification	left justify, space fill to the right

Description	the school/FE/HE institution last attended will provide valuable information to assist the tracking of learners through their HE life. It can be derived from the UCAS admissions system for UCAS entrants
Reason required	to assess the flows, (and the periods out of education), of people from these establishments into HE institutions
	to provide the number of learners who entered HE institutions from particular types of school
Valid entries	if last institution was an HE institution, relevant HESA institution identifier, refer to HESA website, www.hesa.ac.uk. If last institution was a school or FE institution, relevant DFEE/WOED.SOEID/DENI/FEFC code derived from the admissions system for UCAS entrants. Other valid codes are:

0022	La Sainte Union College of HE
0025	Loughborough College of Art and Design
0036	Salford College of Technology
0043	West London Institute of Higher Education
0045	Winchester School of Art
0088	Coleg Normal Bangor
0094	Duncan of Jordanstone College of Art
0098	Moray House Institute of Education
0102	St Andrew's College of Education
0103	The Scottish College of Textiles
0128	British Postgraduate Medical Federation
0129	Charing Cross & Westminster Medical School
0136	The London Hospital Medical College
0140	Royal Free Hospital School of Medicine
0142	Royal Postgraduate Medical School
0144	St Bartholomew's Hospital Medical College
0148	United Medical and Dental Schools of Guy's and St Thomas's Hospitals
0183	Welsh Agricultural College
0187	Westhill College
4901	UK state school
4911	UK independent school
4921	UK FE college
4931	any non-UK institution
9999	not known

Null value	this field is not required for non-UCAS entry HE learners. In this case the null value would be seven spaces

HIGHER EDUCATION DATA SET FIELDS

Notes

this field is required for learners entering through UCAS. Optional for non-UCAS entrants

UCAS holds the school/FE/HE or other institution from which the UCAS application was received. HESA recognises that this will give a small percentage of statistical error in the data for this field

it is not expected that institutions should seek this information from learners with a start date before 1 August 2001. In cases where they do not already hold the information not known should be used

HIGHER EDUCATION DATA SET FIELDS

Field	**H25**	Year left last institution	
Required for	HE – see notes	**Field: length** **type** **justification**	4 numeric not necessary

Description	will provide valuable information to assist the tracking of learners through their HE life and will establish the proportion of learners taking years out between courses. It can be derived from the UCAS admissions system for UCAS entrants
Reason required	to distinguish 'direct from school' entrants from 'took a year out' entrants to identify periods of time between phases of study
Valid entries	a four digit number between 1900 and <u>2006.</u>
Null value	this field is not required for non-UCAS entry HE learners. In this case the null value would be four zeros.

Notes

this field is required for learners entering through UCAS. Optional for non-UCAS entrants

where the year is not known, code 9999 should be used

it is not expected that institutions should seek this information from learners with a start date before 1 August 2001. In cases where they do not already hold the information not known should be used

Example

a learner who left school in 1988 would have a valid entry '1988'

HIGHER EDUCATION DATA SET FIELDS

Field	**H26**	Number of A levels	
Required for	HE – see notes	**Field: length** **type** **justification**	2 numeric not necessary

Description	the number of A levels or AS levels equivalents held by the learner
Reason required	to provide statutory customers with detailed information of the qualifications on entry of full-time undergraduates in order to derive trend analysis, provide specific information for ministers and to inform learner number projections. Also allows the calculation of the mean A/AS level point score the TTA requires this information to distinguish between standard and non-standard entry undergraduate learners
Valid entries	01 3 or more A levels or AS level equivalent 02 2 A levels or AS level equivalent 03 1 A level or AS level equivalent 04 1 AS level 97 combination of 1 or more of above 98 no A or AS levels held 99 not known
Null value	zero fill

Notes

this field is compulsory for undergraduate learners entering through UCAS with highest qualifications on entry of A or A/AS levels

learners with 1 1/2 A/AS levels should be coded 03

learners with 2 1/2 A/AS levels should be coded 02

if code 99 (no qualifications) has been used in the prior attainment field, providers are requested not to complete this field for learners studying on one or more HE level learning aims

if code 97 (other/ not known) has been used in the prior attainment level field providers are requested to complete this field for learners studying on one or more HE level learning aims

it is not expected that institutions should seek this information from continuing learners with a start date before 1 August 2001, in cases where they do not already hold the information

HIGHER EDUCATION DATA SET FIELDS

Field	**H27**	A/AS level score	
Required for	HE – see notes	**Field: length** **type** **justification**	2 numeric right justify, zero fill to the left

Description	the number of GCE A and AS level points associated with the A and AS level grades obtained by the learner
Reason required	to help with value-added analyses
Valid entries	a two digit number
Null value	this field is not required for non-UCAS learners and should be zero filled

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Notes

this field is compulsory for undergraduate learners entering through UCAS where the qualifications for entry were A and/or AS levels

the points should be calculated with respect to level and grade as follows:

Grade	A	B	C	D	E
GCE A level	10	8	6	4	2
GCE AS level	5	4	3	2	1

account should be taken only of the best three A level or A level equivalents for this purpose. An AS level counts as equivalent to half of an A level

general studies may be counted, but duplicate subjects should be discounted

HIGHER EDUCATION DATA SET FIELDS

Field	**H28**	Number of SCE Highers and CSYS
Required for	HE – see notes	**Field: length** 2 **type** numeric **justification** not necessary

Description	the number and type of SCE Highers held by the learner
Reason required	to provide statutory customers with detailed information of the qualifications on entry of full-time undergraduates in order to derive trend analysis, provide specific information for ministers and to inform learner number projections.
Valid entries	01 3 or more SCE Highers with CSYS 02 3 or more SCE Highers only 03 SCE Highers with CSYS 04 SCE Highers only 05 3 or more SCE Advanced Highers with CSYS 06 3 or more SCE Advanced Highers only 07 SCE Advanced Highers with CSYS 08 SCE Advanced Highers only 09 A combination of SCE Highers and Advanced Highers 10 SCE Group Award (Advanced Higher) 11 SCE Group Award (Higher) 97 Combination of 1 or more of above 98 No SCE Highers or Advanced Highers held 99 Not known
Null value	zero fill. Use null value if not required (non-UCAS entry HE learners)

Notes
this field is compulsory for undergraduate learners entering through UCAS with highest qualification on entry of highers or CSYS   it is not expected that institutions should seek this information from continuing learners with a start date before 1 August 2001, in cases where they do not already hold the information

HIGHER EDUCATION DATA SET FIELDS

Field	**H29**	Scottish higher points score	
Required for	HE – see notes	**Field: length**	2
		type	numeric
		justification	right justify, zero fill to the left

Description	shows, if relevant, the number of Highers points associated with any SCE Highers grades obtained by the learner. It can be derived from the UCAS admissions system for UCAS entrants
Reason required	to help with value-added analyses
	to assess the levels of and trends in 'non-standard' entry (for example, those whose entry was not based on Highers or GCE A levels)
Valid entries	a number in the range 00 – 30
Null value	Zero fill. Use null value if not required (non-UCAS learners)

Notes

this field is compulsory for undergraduate learners entering through UCAS with UCAS with highest qualification on entry of highers or CSYS

account is taken only of the best five passes (whenever obtained). Duplicate subjects are discounted. For entrants with SCE Higher grade passes (up to a maximum of five) the points should be calculated with respect to band of award according to the following table

Band of Award	A	B	C
Highers	6	4	2

it is not expected that institutions should seek this information from learners with a start date before 1 August 2001. In cases where they do not already hold the information not known should be used

HIGHER EDUCATION DATA SET FIELDS

Field	**H30**	Number of vocational qualifications

Required for	HE – see notes	**Field: length**	2
		type	numeric
		justification	not necessary

Description	vocational qualifications at level 3/advanced held by the learner
Reason required	to provide statutory customers with detailed information of the qualifications on entry of full-time undergraduates in order to derive trend analysis, provide specific information for ministers and to inform learner number projections.
Valid entries	01 NVQ/SVQ (level 3) 02 12 module advanced GNVQ/GSVQ 03 06 module advanced GNVQ/GSVQ 97 Combination of 1 or more of above 98 None of the above 99 Not known
Null value	this field is not required for non-UCAS entry HE learners. In this case the null value would be two zeros.

Notes
this field is compulsory for undergraduate learners entering through UCAS who are coded 'any combination of GCE A/SCE Higher or GNVQ/GSVQ or NVQ/SVQ at level 3' in highest qualification on entry it is not expected that institutions should seek this information from continuing learners with a start date before 1 August 2001, in cases where they do not already hold the information

HIGHER EDUCATION DATA SET FIELDS

Field	**H31**	Reason for leaving	
Required for	HE – see notes	**Field: length** **type** **justification**	2 numeric not necessary

Description	the reason the learner left the institution or the particular programme
Reason required	to monitor the number of learners known to be transferring to other institutions for an indication of the cited/presumed reason for leaving (while recognising that in many cases there will be no single, simple cause)
Valid entries	01 successful completion of the course 02 academic failure/left in bad standing/not permitted to progress 03 transferred to another institution 04 health reasons 05 Death 06 financial reasons 07 other personal reasons and dropped out 08 written off after lapse of time 09 Exclusion 10 gone into employment 11 Other 12 Redundant HIN 98 completion of course - result unknown 99 Unknown
Null value	Zero fill. Use null value if not required (learners studying HE level qualifications who are still at the institution and have not completed their programme of study since the previous collection).

Notes

this field is compulsory for learners who have left the institution or completed their programme of study since the previous collection only

code 02, academic failure/left in bad standing, is considered to be different from code 07, dropped out, which may be more closely related to personal reasons

code 08, written off after lapse of time: it is at the institution's discretion whether to write off an inactive learner after a period of time, and therefore not return that learner's details

(contd)

HIGHER EDUCATION DATA SET FIELDS

Notes (contd)

code 09, exclusion is the breaking of the institution's rules; either behavioural or financial

code 12, redundant HIN, is to allow the record to be 'tidied-up'. This code should be used in any cases where institutions have incorrectly returned more than one HIN for a learner.

HIGHER EDUCATION DATA SET FIELDS

Field	**H32**	Proportion not taught by this institution
Required for	HE – see notes	**Field: length** 5 **type** numeric **justification** fixed with decimal point in fourth position and fill with leading and trailing zeros

Description	this field indicates the percentage of the year for which other arrangements for teaching have been made, for example, taught collaboratively between two institutions. The percentage represented by this field denotes the proportion not taught by the returning institution
Reason required	for an indication of the extent of franchising arrangements for teaching to apportion the learner numbers between the collaborating institutions in the ways which are appropriate for different purposes; for example, for funding purposes and for total learner counts, all the learners may be counted against a 'lead (parent/hub) institution', whereas for other purposes they ought to be split between the collaborating institutions
Valid entries	a percentage in the range 000.0 to 100.0
Null value	zero fill. Use null value if not required (where qualifications are not delivered by franchising)

Notes
this field is compulsory for qualifications delivered by franchising   this field relates to the proportion not taught by the reporting institution's staff, and not the location at which the teaching takes place.

HIGHER EDUCATION DATA SET FIELDS

Field	**H33**	Proportion taught in Superclass 1 subject	
Required for	HE	**Field: length**	5
		type	numeric
		justification	fixed with decimal point in fourth position and fill with leading and trailing zeros

Description	refers to the current year of the programme of study and should be considered as a block of related data. The proportion of Superclass field indicates the relative percentage of the current year of programme of study that the Superclass subject area(s) make up
	the proportions in the fields H33 to H35 should add to 100%. Input should relate to FTE reported in the learner FTE field
	proportion taught in Superclass 1 should relate to the proportion of year of programme of study taught in the Superclass subject area returned in field Superclass 1 on the learning aim database for the learning aim linked to in the learning aim field for this learning aim. Similarly proportion taught in Superclass 2 and 3 should relate to the fields Superclass 2 and Superclass 3 respectively
	the most recent (at the census date of the collection) version of the learning aims database should be used. In general, HEFCE will use this version of the learning aims database for all analyses
Reason required	to monitor HEFCE funding returns
Valid entries	a percentage in the range 000.0 to 100.0

Notes
there should be an entry in fields H33 to H35 for any part of the year of programme of study not taught by the reporting institution
H32, proportion not taught at this institution, is a subset included within fields H33 to H35. The sum of H33 to H35 will therefore exceed 100% for all cases where H32 is greater than zero

HIGHER EDUCATION DATA SET FIELDS

Field	**H34**	Proportion taught in Superclass 2 subject	
Required for	HE	**Field: length**	5
		type	numeric
		justification	fixed with decimal point in fourth position and fill with leading and trailing zeros

Description	refers to the current year of the programme of study and should be considered as a block of related data. The proportion of Superclass field indicates the relative percentage of the current year of programme of study that the Superclass subject area(s) make up
	the proportions in the fields H33 to H35 should add to 100%. Input should relate to FTE reported in learner FTE field
	proportion taught in Superclass 2 should relate to the proportion of year of programme of study taught in the Superclass subject area returned in field Superclass 2 on the LSC learning aim database for the learning aim linked to the learning aim field for this learning aim. Similarly proportion taught in Superclass 1 and 3 should relate to the fields Superclass 1 and Superclass 3 respectively
	the most recent (at the census date of the collection) version of the learning aim database should be used. In general, HEFCE will use this version of the learning aim database for all analyses
Reason required	to monitor HEFCE funding returns
Valid entries	a percentage in the range 000.0 to 100.0

Notes

there should be an entry in fields H33 to H35 for any part of the year of programme of study not taught by the reporting institution

H32, proportion not taught at this institution, is a subset included within fields H33 to H35. The sum of H33 to H35 will therefore exceed 100% for all cases where H32 is greater than zero

HIGHER EDUCATION DATA SET FIELDS

Field	**H35**	Proportion taught in Superclass 3 subject	
Required for	HE	**Field: length** **type** **justification**	5 numeric fixed with decimal point in fourth position and fill with leading and trailing zeros

Description	refers to the current year of the programme of study and should be considered as a block of related data. The proportion of Superclass field indicates the relative percentage of the current year of programme of study that the Superclass subject area(s) make up the proportions in the fields H33 to H35 should add to 100%. Input should relate to FTE reported in field H11 proportion taught in Superclass 3 should relate to the proportion of year of programme of study taught in the Superclass subject area returned in field Superclass 3 on the LSC learning aim database for the learning aim linked to in the learning aim code field for this learning aim. Similarly proportion taught in Superclass 1 and 2 should relate to the fields Superclass 1 and Superclass 2 respectively the most recent (at the census date of the collection) version of the qualification database should be used. In general, HEFCE will use this version of the qualification database for all analyses
Reason required	to monitor HEFCE funding returns
Valid entries	a percentage in the range 000.0 to 100.0

Notes   there should be an entry in fields H27 to H29 for any part of the year of programme of study not taught by the reporting institution   H32, proportion not taught at this institution, is a subset included within fields H33 to H35. The sum of H32 to H35 will therefore exceed 100% for all cases where H32 is greater than zero

HIGHER EDUCATION DATA SET FIELDS

Field	**H36**	Socio-economic indicator	
Required for	HE	**Field: length**	1
		type	numeric
		justification	not necessary

Description	to identify the socio-economic classification of learners participating in HE
Reason required	to provide information on social class. To enable comparability of sector data with other areas of the economy.
Valid entries	1 higher managerial and professional occupations
	2 lower managerial and professional occupations
	3 intermediate occupations
	4 small employers and own-account workers
	5 lower supervisory and technical occupations
	6 semi-routine occupations
	7 routine occupations
	8 never worked and long term unemployed
	9 not classified

Notes

this field relates to the learner on entry to the programme of study.

code 9, not classified, includes the three categories:
- a. students
- b. occupations not stated or inadequately described
- c. not classifiable for other reasons.

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