



Education
Funding
Agency

Individual Learner Record (ILR) Field List

2013 to 2014 academic year

November 2013

Of interest to independent specialist providers

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Introduction

- 1 This publication has been produced in response to requests raised by independent specialist providers for a condensed list of ILR fields to be completed on the ILR during 2013 to 2014 academic year.
- 2 The field list is based on information published by *the Information Authority* and additional notes are provided where available. Any queries on the ILR submission should be raised through The Data Service helpdesk, telephone number: **0870 267 0001**.

Required Field List

- 3 Detailed information including validation for field entry is available in the ILR Specification for 2013 to 2014 Academic year and Provider Support Manual¹.

Learner Fields

Field	Additional notes if required
Learner reference number	Mandatory
Learner reference number in previous year	Only required if a different student reference number was used for the student in 2012 to 2013 academic year.
Unique learner number	Mandatory
Family name	Mandatory
Given names	Mandatory
Date of birth	Mandatory
Ethnicity	Mandatory
Sex	Mandatory
LLDD and health problem	Mandatory
Accommodation	To be completed for all residential placements.

¹ [ILR documents 2013/14](#)

Field	Additional notes if required
Learning support cost	To be completed for all students. This field should contain the total learning support cost (element 3 'top up' funding) for the student for the year. This will ensure consistency of data reporting with FE institutions.

Learner Contact Fields

Field	Additional notes if required
Postcode prior to enrolment	Mandatory
Address lines	Mandatory
Current postcode	Mandatory
Telephone	Optional
Email address	Optional

Learner Contact Preference Fields

Field	Additional notes if required
Restricted use indicator	Only required if the student has opted out of being contacted.
Preferred method of contact	Only required if the student has opted out of being contacted.

Learner LLDD and Health Problem Fields

Field	Additional notes if required
Disability	Required for all high needs students.

Field	Additional notes if required
Learning difficulty	Required for all high needs students.

Learner Funding and Monitoring Type

Field	Additional notes if required
Learning difficulty assessment	Use Code LDA1 if the student has an LDA.
Learning support	Use Code ALS1 for all high needs students.
Education Health and Care Plan	Use Code EHC1 if the student has an EHCP.
Learner support reason	Required if the student has received support from the 16-19 Bursary Fund or residential support. If not applicable, leave blank.

Learner Employment Status

Field	Additional notes if required
Employment status	Only required for part time students (less than 540 hours).
Date employment status applies	Only required for part time students (less than 540 hours).

Employment Status Monitoring

Field	Additional notes if required
Employment intensity indicator	Only required for part time students (less than 540 hours).

Learning Delivery Fields

Field	Additional notes if required
Learning aim reference	<p>Use a regulated learning aim reference from LARS or one of the Z codes from:</p> <p>Category E: non-regulated learning by level and sector subject area</p> <p>Category G: non-regulated English, Maths and ESOL Provision</p> <p>Category I: work experience/placement</p> <p>Category J: supported internship</p> <p>See appendix H² for full details of non-regulated learning aim codes. The full list of codes in each category can be obtained by searching LARA/LARS³. See additional guidance available on the Information Authority website⁴ to search for class codes.</p>
Aim type	One aim must be code 5 (core aim), all other aims are code 4 (unless the student is studying a 14 to 19 diploma).
Aim sequence number	Mandatory
Learning start date	Mandatory
Learning planned end date	Mandatory
Funding model	Code 25
Programme type (14 to 19 diplomas only)	Not required unless the learner is studying a 14 to 19 diploma.
Framework code (14 to 19 diplomas only)	Not required unless the learner is studying a 14 to 19 diploma.
Delivery location postcode	Mandatory

² [ILR Specification 2013 Appendix H](#)

³ [LARA pages](#)

⁴ [ILR documents 2013/14](#)

Field	Additional notes if required
Completion status	Mandatory
Learning actual end date	Mandatory
Withdrawal reason	Must be completed if the student withdraws from the aim before completing.
Outcome	Mandatory
Outcome grade	Should be completed if applicable for the type of qualification achieved.

Learning Delivery Funding and Monitoring Type

Field	Additional notes if required
Source of funding	Code 107 (unless student is over the age of 25).
Restart indicator	Not applicable.
Learning delivery monitoring	Not applicable at time of writing.
Special projects and pilots	Not applicable at time of writing.
HE monitoring	Only required if learner is studying at level 4 or above.



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