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Guidance

# SFA: payments and data

Updated 23 March 2015

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## Introduction

# 1.

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

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

If you have any queries about ILR R08, please contact the [Service Desk](#).

# 2.

## Funding year 2014 to 2015: ILR R08

The R08 data collection is now open and will close at 6:00pm on Wednesday 8 April 2015.

If you are due to make a return for R08, you must submit your files to the data collections facility in [the Hub](#).

### 2.1 Data collection timetable

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

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

## 2.2 R08 reports

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

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

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

The FIS guidance and known issues documents are available on [GOV.UK](#).

## 2.3 Reports on the final day of the collection

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

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

## 2.4 Updated Funding Information System (FIS)

Component set 12 for FIS is available to download from the Hub to support the opening of R08.

This component set fixes a number of known issues, including amalgamation and contains the latest version of the funding calculations, validation rules and derived variables.

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

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

## 2.5 Learning aims search

We have updated the [learning aims search of the Hub](#). The “teaching

year” search includes 2013 to 2014, 2014 to 2015 and now also 2015 to 2016. We are adding new qualifications to the next learning aims update so that you can search for these from Monday 23 March 2015.

## **2.6 Reporting breaks in learning for apprenticeships on the ILR**

When a learner returns from a break in learning, you must follow the guidance set out in the [Provider Support Manual](#). It is particularly important that the following fields are reported:

- the restart indicator
- the learner’s original learning start date

Where an apprentice has had more than one episode of learning, it is the cumulative episodes of learning which will go to meet the funding rules on minimum duration.

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

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

## **2.8 ILR: apprenticeship grant for employers data corrections information**

In December 2014, when we issued apprenticeship grant for employers (AGE) reports we notified those affected colleges and training organisations of data corrections they needed to make in the individualised learner record (ILR). The learning delivery monitoring (LDM) code for AGE ('LDM 132 for starts up to 31 December 2014') for some ILR records was not migrated from 2013 to 2014 to 2014 to 2015. This will result in recovery of funds if not corrected.

We have extended the period for you to correct this data; please ensure that you make any necessary corrections by the close of R08.

You should check that for any ILRs for which AGE has been claimed, which were migrated from 2013 to 2014 to 2014 to 2015, the LDM code is present in the migrated record. Where it is not and AGE has been claimed, you will need to add the LDM. This applies to AGE claims which have already been paid as well as those which have not. We notified you of this when we issued your AGE reports in December; we provided a list of relevant records to those of you who had large numbers of records which appeared to be affected.

For further information, please contact your central delivery service adviser, email [servicedesk@sfa.bis.gov.uk](mailto:servicedesk@sfa.bis.gov.uk) or telephone 0370 267 0001.

## 2.9 ILR Learner Entry

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

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



## 2.10 Unique Learner Numbers and Employer Reference Numbers

If you have registered a new ULN or ERN, please wait 24 hours before you submit your ILR data as the new identifiers are added to the Hub on a daily basis.

## 2.11 Submit zipped files to the Hub

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

## 2.12 Hub user log-ins

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

## 2.13 B file functionality

We have not implemented B file functionality into the data collections facility in the Hub.

If you use two or more separate MI systems, we would recommend that you use the amalgamation function in FIS and submit the amalgamated file to the Hub.

If you are from a college and wish to submit only your 16-18 apprenticeships in between the quarterly returns, we recommend that you submit an A file for all of your provision and the Agency will pick out the 16-18 apprenticeships. Alternatively, you may wish to submit an A file which contains only your 16-18 apprenticeships.

If the lack of a B file functionality will cause any issues for you, please contact the [Service Desk](#).

## **2.14 Hub reports after the close of R08**

Reports will remain available to you on the Hub after the close of R08.

You will be able to upload file for R09 between 10 April - 16 April and 22 April - 7 May.

The collection will be closed for maintenance from 17 April to 21 April.

## **2.15 Service Desk**

In order for the Service Desk to prioritise R08 enquiries, please put "R08" in the email subject header so that the team can help you with your query as



quickly as possible. You can find further information on the Service Desk on [GOV.UK](http://GOV.UK).

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