

Education
Funding
Agency

Skills Funding
Agency

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Guidance

SFA: payments and data

Updated 18 November 2015

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1.

Introduction

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 R04, please contact the [Service Desk](#).

2.

Funding year 2015 to 2016: ILR R04

The ILR R04 data collection will open at 9am on Monday, 23 November and will close at 6pm on Friday, 4 December.

R04 is a mandatory collection for all SFA providers and EFA funded organisations returning the ILR. It is used by the Office for National Statistics for Statistical First Release (SFR) data. R04 is a key return for EFA funded institutions as it is used to calculate the lagged student numbers used for 2016/17 funding allocations. Please ensure you use the EFA funding reports to help you ensure all of your EFA funded students are recorded accurately.

As is normal practice, we recommend that you submit your data as early as possible.

All providers are expected to submit a return in R04. You must submit your files to the data collections facility in [the Hub](#).

2.1 Validation rules

We add new validation rules to support policy change and to help ensure your data is as accurate as possible. You can find the list of all [validation rules](#) on GOV.UK and we highlight the most recent changes.

To support testing and development, we now set the rules which have a potentially high impact to warnings rather than errors when we add new validation rules in-year. This gives the SFA and providers an opportunity to ensure the rules are working correctly before we change them to an error in a future return

2.2 Data maintenance schedule

We have published a [data maintenance schedule](#) on GOV.UK. The schedule details ILR data collection periods, planned learning aims reference data updates and proposed essential maintenance windows

2.3 R04 reports

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

- rules violation detail
- rules violation summary
- funding summary
- main occupancy
- EFA funding claim

- SFA funding claim
- EFA 16-19 maths and English
- summary of funding model 35 funding
- summary of funding model 35 funding by learner
- 24+ advanced learning loans bursary occupancy report
- EFA summary of funding by student
- EFA high needs students (HNS) summary
- EFA high needs students (HNS) detail
- trailblazer occupancy report
- OLASS prison report – a breakdown of monthly ILR and EAS values by prison.

The rule violation report is delivered to you on the Hub as a comma separated variable (CSV) file. The rule summary is a PDF file. All other reports are delivered to you in a single zip file.

The rule violation report from FIS is only available as a CSV file, which is automatically saved in your FIS user workspace. To see where your workspace location is, click on tools, then choose preferences within FIS.

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](https://www.gov.uk).

2.4 Reports on the final day of the collection

We endeavour to produce your funding reports 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 funding report. This process may take some time.

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

2.5 Updated Funding Information System (FIS)

The latest component set for FIS is available. The [Funding Information Software](#) page on the Hub confirms the latest version numbers for the FIS component set and the reference data sets.

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

Ensure your own organisation is selected within the “Select Data Provider” option.

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



2.6 **The Earnings Adjustment Statement guidance (changes to the Offenders’ Learning and Skills Service EAS only)**

We have published version 3 of the Earnings Adjustment Statement (EAS) 2015 to 2016 guidance.

The EAS is an online form available on [the Hub](#); please complete this if you wish to claim funding not recorded on the Individualised Learner Record.

The changes to the guidance are for the Offenders’ Learning and Skills

Service EAS form only. The structure and content of the OLASS EAS form has not changed, although we have updated the collection to make it easier to complete.

The key changes are:

- a reduction from 12 monthly forms for the year to a single form covering all 12 months
- the form only displays the different funding sections if you have these in your contract

For further information or related queries, please contact the [Service Desk](#).

2.7 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 (SFA) in the funding year 2015 to 2016 but who does 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 SFA'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](#).

2.8 Unique Learner Numbers and Employer reference numbers

We update the Hub with new ERNs and ULNs every two hours between

7.45am and 5.45pm, Monday to Friday. Please allow sufficient time for us to update these databases before you submit your ILR data.

2.9 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.

2.10 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 passwords to [the Hub registration site](#). Guides to user roles as well as requesting and approving Hub roles are available on [the Hub page](#).

2.11 Service Desk

[Email our Service Desk](#) for general and technical support on using and installing our systems, or call us on 0307 267 0001. In order for the Service Desk to prioritise R03 enquiries, please put “R03” in the email subject header so that the team can help you with your query as quickly as possible.

Join [feconnect](#), our online community, where you can talk to colleagues about ILR data and funding issues and help each other to resolve problems.



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