# 2016 to 2017 ILR Funding Reports

## Version 1

This document sets out the details of the funding reports generated when providers submit an Individualised Learner Record file.

July 2017

Of interest to colleges, training providers, higher education institutions and employers delivering training.

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# Introduction and purpose of the document

1.  This document sets out the details of the funding reports that are generated when an Individualised Learner Record (ILR) is submitted to the Education and Skills Funding Agency (ESFA).

2.  This document only covers the funding reports generated through the following funding models:

    - 16-19 EFA (Funding model 25) where the Source of Funding is 105 (Skills Funding Agency)

    - Adult skills (Funding model 35)

    - Apprenticeships from 1 May 2017 (Funding model 36)

    - European Social Fund (ESF) (Funding model 70)

    - Other SFA (Funding model 81) - for trailblazer standards only

    - Non-funded (Funding model 99) - for provision funded through Advanced Learner Loans which attracts loans bursary funding

3.  To understand how the funding information contained in reports is calculated or where we source the data from, refer to:

    - [ESFA: funding rates and formula 2016 to 2017](#)

    - [Apprenticeship Technical Funding Guide for starts from May 2017](#)

    - [Individualised Learner Record Specification 2016 to 2017](#)

    - [Earnings Adjustment Statement (EAS) guidance 2016 to 2017](#)

4.  We, the Education and Skills Funding Agency (ESFA), may make changes to these documents.

# Understanding our terminology

5.  The terms 'we', 'our', 'us' and 'ESFA' refer to the Education and Skills Funding Agency.

6.  When we refer to 'you' or 'providers', this includes colleges, higher education institutions, training organisations, local authorities and employers who receive funding from us to deliver education and training.

# What are funding reports?

7.  Funding reports are sets of detailed information showing the earnings we have calculated for you. These reports are designed to provide you with the key information to check you have recorded the correct information, be able to recreate the funding methodology, and be able to manage your funding.

8.  The reports are generated after you submit an ILR file, an earnings adjustment statement (EAS) or a supplementary data file. After each submission has been processed, the reports are made available to download from the Hub. As well as the reports triggered by submissions, there are three apprenticeship reports which are generated after the ILR submission window has closed.

9.  We have produced these reports and guidance in collaboration with our Technical User Group.

10. For most of these reports, there are additional checks made in our systems which could result in values shown in the report not being paid. For instance, if a value exceeds a maximum contract value or if there is no valid contract for that provision. You should check that where funding values are shown on these reports, they correspond with the contracts you have with us. The easiest reports to check at programme level are the Funding Summary Report and the ESF Funding Summary Report.

11. The Funding Information System (FIS) software also produces some of these reports; these are indicative versions which do not include information we hold centrally.

12. The reports range from headline funding reports which aggregate learner and learning aim information into the earnings by programme, to detailed reports at learning aim level. The titles of the full list of reports available are:

- ALLB Occupancy Report
- Apprenticeship Data Match Report
- Apps Co-Funding Contributions Report
- Apps Indicative Earnings Report
- Apps Monthly Payment Report
- CL Summary of Learners by Non-Single Budget Category Report
- EAS submission report
- ESF Aim and Deliverable Report
- ESF Funding Summary Report
- Funding Summary Report
- Main Occupancy Report
- SFA Funding Claim Report
- Summary of Funding Model 35 Funding by Learner Report
- Summary of Funding Model 35 Funding Report
- Supplementary Data Report
- Trailblazer Apprenticeships Employer Incentives Report
- Trailblazer Apprenticeships Occupancy Report

13. The table below explains at a high level which report relates to each programme.

| | Apprenticeships starting before 1 May 2017 | Apprenticeships starting from 1 May 2017 | Advanced Learner Loans bursary | Adult Education Budget (including Traineeships) | European Social Fund | Community Learning |
|---|---|---|---|---|---|---|
| ALLB Occupancy Report | | | X | | | |
| Apprenticeship Data Match Report | | X | | | | |
| Apps Co-Funding Contributions Report | | X | | | | |
| Apps Indicative Earnings Report | | X | | | | |
| Apps Monthly Payment Report | | X | | | | |
| CL Summary of Learners by Non-Single Budget Category Report | | | | | | X |
| EAS Submission Report | X | X | X | X | | |
| ESF Aim and Deliverable Report | | | | | X | |
| ESF Funding Summary Report | | | | | X | |
| Funding Summary Report | X | X | X | X | | |
| Main Occupancy Report | X | | | X | | |
| SFA Funding Claim Report | X | | X | X | | |
| Summary of Funding Model 35 Funding by Learner Report | X | | | X | | |
| Summary of Funding Model 35 Funding Report | X | | | X | | |
| Supplementary Data Report | | | | | X | |
| Trailblazer Apprenticeships Employer Incentives Report | X | | | | | |
| Trailblazer Apprenticeships Occupancy Report | X | | | | | |

## ALLB Occupancy Report

14. This is a detailed report that contains the funding for support payments and area costs for learners funded through an Advanced Learner Loan.

15. This report contains the key information about the learning aim references, learner and the month any earnings were generated.

16. If no earnings are generated, this report will be blank.

## Apprenticeship Data Match Report

17. This is a report for provision under Funding model 36 (Apprenticeships from 1 May 2017). This report matches the key information between the ILR and the apprenticeship service where the apprentice is being funded under a levy-contract (recorded under Apprenticeship Contract Type (ACT) 1).

18. This report is generated after every ILR file submission, and again just after the end of the collection period. This allows for changes made in the apprenticeship service after the ILR submission.

19. If the data matches between the two systems, the reports are blank. If one of the key elements we attempt to match does not match, we will record this in this report.

20. The example of the data matching error report in paragraph 22 shows the different errors that can be reported and the description of these. Where multiple errors are found for the same apprentice, there will be a corresponding line in the report for each error. Where possible these will be grouped by the 'Learner reference number'.

21. The apprenticeship service value is supplied where we have been able to match the ULN. These are supplied to make it easier to compare the values and decide which value needs correcting.

22. Example of a data matching error report:

| Rule Name | Description | ILR value | Apprenticeship service value |
|-----------|-------------|-----------|------------------------------|
| DLOCK_01 | No matching UKPRN record found | 9999999 | 8888888 |
| DLOCK_02 | No matching ULN found | 123456789 | (blank) |
| DLOCK_03 | No matching standard code found | 21 | 22 |
| DLOCK_04 | No matching framework code found | 440 | 441 |
| DLOCK_05 | No matching programme type code found | 2 | 3 |
| DLOCK_06 | No matching pathway code found | 9 | 7 |
| DLOCK_07 | No matching negotiated cost of training and assessment found | 7250 | 7300 |
| DLOCK_08 | Multiple matching records found on the apprenticeship service | 123456789 | The multiple values will not be reported |
| DLOCK_09 | The learning delivery start month is before the agreed start month | 10/06/2017 | (blank) |
| DLOCK_10 | The employer has paused the apprenticeship | | |
| DLOCK_11 | The employer is not currently a levy payer | | |

## Apps Co-Funding Contributions Report

23. This is a new report for earnings generated under Funding model 36 (Apprenticeships from 1 May 2017). This report will only be generated when the ILR submission window has closed.

24. This report shows the co-investment required from employers for each month, for each apprentice. The employer is identified using the Employer identifier recorded in the ILR.

25. If no co-investment is required, this report will be blank.

## Apps Indicative Earnings Report

26. This is a new report for earnings generated under Funding model 36 (Apprenticeships from 1 May 2017).

27. This report is a detailed report for apprenticeships starting from May 2017 and contains the key information about each apprentice, their learning activity and their expected earnings generated each month.

28. This report shows a row for each learning aim, except in cases where a new price is negotiated during an apprenticeship, when multiple rows can be shown for one learning aim with different prices.

29. This report is generated during the ILR submission window, before the payment process at the end of the collection period occurs. As a result, this report does not show how the total earnings for programme funding break down into contributions expected from the employer and payments from co-investment or the levy account, because this breakdown is not known at the point the report is processed.

30. If no earnings are generated, this report will be blank.

## Apps Monthly Payment Report

31. This is a new report for earnings and payments generated under Funding model 36 (Apprenticeships from May 2017). This report will only be generated when the ILR submission window has closed so that we can match ILR data with the apprenticeship service at the end of each ILR collection.

32. The report explains how earnings will be paid, either through co-investment, from a digital account, or a combination of the two.

33. This report contains the key information about each apprentice, their learning activity, and the funding earned each month (both programme funding and additional payments) and the payments generated.

34. This report shows a row for each learning aim, except in cases where a new price is negotiated during an apprenticeship, when multiple rows can be shown for one learning aim with different prices.

35. There are payments columns corresponding to the end of each ILR collection period, as these payments depend on the information in the apprenticeship service at that point. For example, an apprentice who started in June but was not included in the ILR returns until the 'R14' return would appear in this report with earnings for June and July but payments shown in the R14 columns. These payments would depend on the balance available in their employer's account as at the end of the R14 collection.

36. If no earnings are generated, this report will be blank.

## CL Summary of Learners by Non-Single Budget Category Report

37. This is an aggregated report detailing the number of learners and enrolments for the former 'Community Learning' programme.

38. If no learners or enrolments have been recorded, this report will be blank.

## ESF Aim and Deliverable Report

39. This is the most detailed report for the European Social Fund programme; recorded under Funding model 70 (ESF).

40. This report is generated after the ILR is submitted and after the supplementary data submission. Note that the supplementary data is not included in the report.

41. This contains the key information about the learning aim, the learner, the deliverables and unit costs (if applicable). Where a learning aim has multiple deliverables generated or a deliverable with earnings in two months, a row is shown for each deliverable for each month.

42. If no earnings are generated, this report will be blank.

## ESF Funding Summary Report

43. This is the summary report for the European Social Fund programme; recorded under Funding model 70 (ESF).

44. This report is generated after the ILR is submitted and after the supplementary data submission.

45. This report is shown as a spreadsheet with a tab for each relevant contract number. Each tab aggregates the funding for each month by deliverable lines. It also combines earnings from the ILR and the supplementary data. The report shows all months of the ESF programme, because the supplementary data can be returned with information going back to the start of a provider's contract.

46. If no earnings are generated, this report will be blank.

# Funding Summary Report

47. This is the summary report for earnings recorded under:

- Funding model 35 (Adult skills)

- Funding model 36 (Apprenticeships from 1 May 2017)

- Funding model 81 (Other SFA – for trailblazer standards only)

- Funding model 25 (16-19 EFA) where the Source of Funding is 105 (Skills Funding Agency)

- Funding model 99 (Non-funded) where the learner attracts loans bursary funding

48. This report is generated after the ILR is submitted and after the Earnings Adjustment Statement (EAS) is submitted.

49. The key programmes this report covers are:

- the Adult Education Budget (for provision which is formula-funded)

- apprenticeships that started before 1 May 2017

- apprenticeships that started from 1 May 2017

- traineeships funded through the Adult Education Budget or the 16 to 18 apprenticeships budget

- Offenders' Learning and Skills Service (OLASS)

- Advanced Learning Loans bursary

50. This report aggregates the funding for each month by funding age band, by programme and key funding line type. It also combines earnings from the ILR and the EAS.

51. For Funding model 36 apprentices, this report gives a summary of total earnings per apprentice, which may include a contribution from the employer. As the report is produced during the ILR submission window, it does not show the payments from levy or co-investment, as this information will not be known.

52. If no earnings are generated, this report will be blank.

## Main Occupancy Report

53. This is the detailed report for adult skills; recorded under Funding model 35 (Adult skills) and some learners with learning aims recorded under Funding model 25 and Source of Funding 105 (Skills Funding Agency).

54. It contains the key information about the learning aims, the learner and the funding generated each month.

55. For provision funded under Funding model 25, a row is shown representing all funding for that learner within that funding model. For Funding model 35 provision, a row is shown for each learning aim.

56. If no earnings are generated, this report will be blank.

## SFA Funding Claim Report

57. This is a report to show what will be included in the funding claims process for adult skills; recorded under:

    - Funding model 35 (Adult skills)

    - Funding model 81 (Other SFA – for trailblazer standards only)

    - Funding model 25 (16-19 EFA) where the Source of Funding is 105 (Skills Funding Agency) and the learner was aged 19 or over on 31 August 2016

58. It combines earnings from the ILR and the EAS and is generated after the ILR is submitted and after the EAS is submitted.

59. If no earnings are generated, this report will be blank.

## Summary of Funding Model 35 Funding by Learner Report

60. This report shows the earnings generated under Funding model 35 (Adult skills) by learner and their name.

61. If no earnings are generated, this report will be blank.

## Summary of Funding Model 35 Funding Report

62.   This report shows the earnings generated under Funding model 35 (Adult skills) by the programme type.

63.   If no earnings are generated, this report will be blank.

## Trailblazer Apprenticeships Employer Incentives Report

64.   This report shows the employer incentives that have been generated for each employer for apprenticeship standards funded under the trailblazer pilot; recorded under Funding model 81 (Other SFA).

65.   If no earnings are generated, this report will be blank.

## Trailblazer Apprenticeships Occupancy Report

66.   This report shows the detailed information at learning aim level for apprenticeship standards funded under the trailblazer pilot; recorded under Funding model 81 (Other SFA).

67.   If no earnings are generated, this report will be blank.