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Education & Skills
Funding Agency

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ILR guidance: recording pathway transfers

For action

We have published an [annex to the Provider Support Manual](#) to provide clarification about how to record pathway transfers for apprentices who started before 1 May and then transferred to a new pathway on or after 1 May.

If this is relevant to you, please read the new guidance document and ensure that your ILR data is recorded correctly. If you need to make amendments to your ILR data, these must be made before the R14 hard close on 19 October.

AGE programme closure: 2016 to 2017 financial year

For action

Please ensure that all data for starts relating to 2016 to 2017 (1 January 2016 to 31 December 2016) is submitted by the R12 data deadline. All contracts will be reduced down (where applicable) to earned values using the R12 data collection. Any data submitted following this will be capped and only funded where affordable at the end of the Programme.

AGE 2017 to 2018 financial year

For action

The AGE Programme comes to an end for new starts on 31 July. The last date to flag learners requiring an AGE grant for starts from 1 January to 31 July; will be the R14 ILR return which closes on by 19 October. Please ensure that any learners starting prior to 1 August are recorded with the correct Learning delivery monitoring (LDM) code by this date.

Please note, no AGE payments will be made on the 2017 to 2018 ILR data. The final opportunity to apply for Growth for 2017 to 2018 must be submitted by 31 July. Any delivery over contracted values will be considered if affordable at the end of the Programme.

2016 to 2017 year-end claim

For action

You must submit your year-end funding claims by 5pm on 20 September using the digital claim form on [the hub](#) if you are:

- funded through grant for Adult Education Budget
- funded through grant for Adult Apprenticeships
- funded through grant with an Advanced Learner Loans Bursary contract
- with a Learner Support contract
- with a Community Learning contract
- with Community Learning Mental Health Research Project funding

The form will include your R13 information where applicable and will be available from 15 September at 9am for 4 days. You must include your actual figures for any none ILR related funding lines and forecasts for any data lag. Once you have submitted your year-end funding claim, you will also be able to view it on the [Skills Funding Service](#).

You will not be able to complete the form after the deadline on 20 September.

To aid in completing the year-end claim please read the [Funding Claims 2016 to 2017 guidance document](#) and we will also publish a technical guidance document to help you complete the form in early September.

Funding rules monitoring - employer co-investment

For information

Where apprenticeship training is not funded from a digital account (non-levy payers), employers must co-invest 10% of the agreed training cost up to the maximum value of the funding band. If an employer's digital account balance is less than that month's earnings for an apprentice, co-investment is required from the employer for 10% of the remaining earnings (up to the funding band maximum).

Both levy and non-levy paying employers must pay any training and assessment costs agreed above the funding band maximum. If the apprentice is being fully-funded through an employer's digital account, or we have waived the co-investment amount, you do not need to report co-investment.

To be eligible for the completion payment you must have:

- collected the co-investment from the employer and
- reported the cash value of the employer co-investment on the ILR

You must report any payments received through the ILR and keep evidence that these contributions have been collected. We will take into account any refunds made to the employer when determining if the 10% has been collected.

You may agree a schedule of co-investment payment with the employer which does not match monthly payments made by us, provided the employer has paid a matching 10% of the programme earnings to date at our quarterly data-points as set out in the Funding Rules (June, September, December and March).

At least every quarter you must:

- have collected the matching co-investment from employers
- report the cash value on the ILR of total employer contributions received from the beginning of the apprenticeship to the end of the quarter on the ILR in June, September, December and March

We will withhold the completion payment if you do not collect the employer contribution.

The employer contribution that you have recorded is shown on your 'Apprenticeship Indicative Earnings report' when you submit your ILR records. We will also be releasing a BIRST report (number 30) in the coming months to show you where the mandatory 10% has not been collected.

Further guidance is available in the [Apprenticeship funding and performance-management rules for training providers May 2017 to March 2018](#) and the [Apprenticeship technical funding guide](#).

ILR provider support manual 2017 to 2018

For information

We have now published version 1 of the [ILR provider support manual for 2017 to 2018](#).

The provider support manual contains guidance to help providers meet the requirements for ILR data returns: including details about changes to the ILR specification, the principles of data management, information about migrating continuing learners, and reference tables of the fields collected for each funding model.

Key changes for 2017 to 2018 include:

- updated content ordering to ease navigation
- additional guidance to clarify notes previously included in the ILR specification document
- updated guidance for the Data Management Principles
- a number of minor amendments and clarifications

The ILR [Learning delivery monitoring \(LDM\) codes for 2017 to 2018](#) have also now been published.

Hub returns

For information

In R11 we processed 4,071 files from 1,019 providers, over 400 providers submitted their first R11 file in the last 3 days of the collection window.

Individualised learner record (ILR): R12

For information

The ILR R12 data collection for the 2016 to 2017 funding year is now open and will close at 6pm on Friday, 4 August. As always, we recommend that you submit your data as early as possible.

If you need to submit an earnings adjustment statement (EAS) and you do not have access to this on the Data Returns tab in the Hub, please email our [service desk](#) or call us on 0370 267 0001 to request this.

Data returns maintenance schedule

For information

The Data Collections maintenance schedule for 2016 to 2017 has been updated and a new version has been created for 2017 to 2018, both of these documents are available on [gov.uk](#). These schedules confirm the data collection periods, planned learning aims reference data updates and proposed essential maintenance windows.

ILR learner entry

For information

The ILR Learner Entry tool is supplied free of charge to providers who will submit ILR data to the Education and Skills Funding Agency (ESFA) and who do not have access to a data management system.

A new version of the software for the 2017 to 2018 funding year will be made available in early August, the new version will be published for download on the front page of [the hub](#). Data files from the funding year 2016 to 2017 can be imported to the new ILR Learner Entry tool to retain and migrate continuing learner data.

If you have any queries about this please contact the [service desk](#).

Update to learning aim search on the Hub

For information

We have updated the search functions for learning aims on the Hub.

You can now find a new field to indicate an integrated degree standard and enhanced display features which allow search results to be sorted by column.

You can also find further information on the other developments in the [table and field definitions for 2017 to 2018](#) and [learning aims search user guide](#).

If you have any questions, please email the [service desk](#).

National achievement rates tables (NART) 2015 to 2016

For information

The national achievement rates tables (NART) were published on 15 June in the [Statistical First Release](#) (SFR).

Due to the changes to the 2015 to 2016 Qualification Achievement Rates (QAR) business rules we are publishing recast data for 2013 to 2014 and 2014 to 2015 on 27 July. This will enable the sector to see a three-year QAR trend for providers based on the same QAR methodology.

The information will be available in the [National Achievement Rates Tables \(NART\)](#) If you have any queries, please contact the [service desk](#).

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