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Education & Skills  
Funding Agency

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# 1. ILR submission and payments requirements

## Action

Please ensure your individualised learner records (ILRs) are submitted as early as possible in the returns window and apprentice data is only submitted when it's been matched and agreed with your employer (to prevent validation errors).

Submitting your ILRs early ensures we can deal with your queries within our service level agreement period of 5 days before the claims window closes. Validation errors (which become apparent at month end) could impact on any expected payments.

Providers continue to submit their ILRs on the last day of the data submission period, or submit multiple files within the return window. As previously advised in [Update](#), if providers continue to make late or multiple file submissions, we may need to consider bringing forward the monthly ILR deadlines.

For help on ILR submissions contact the [service desk](#). We have also published information about [how to submit an ILR data return](#), to help you when submitting your data.

## 2. Non-levy procurement: requests for further information

### Action

We are currently in the process of validating tender submissions received as part of the procurement exercise for training provision to non-levy paying employers as set out in the Invitation To Tender.

We would like to remind providers who submitted an application, to regularly check the Bravo system for any messages relating to their tender. We may request further information through Bravo which providers will need to send us within a certain timeframe.

## 3. Flexible Learning Fund Open for bids

### Action

The Department for Education have launched the Flexible Learning Fund. The £10 million Fund is part of Government's commitment to explore new approaches to lifelong learning for adults. The Fund is open from now until midnight on 31 January 2018 for applications for grant funding to develop and test flexible approaches to learning for adults. Grant support will be available until the end of March 2019.

Project proposals from providers of education and training with an Adult Education Budget allocation and/or Advanced Learner Loans facility agreement are actively encouraged.

Full details of the Fund, including how to apply, can be found at [Flexible Learning Fund](#).

## 4. ESFA Learner Satisfaction Survey 2017 to 2018

### Action

Ensure your learners have their say in the ESFA Learner Satisfaction Survey, which runs from 30 October 2017 to 4 May 2018.

As requested in the letters we have sent, please let us know through the [Provider Extranet](#), that you can access the [survey](#) and who in your organisation we can speak to about survey.

For further information on how to take part visit [GOV.UK](#) or email the [service desk](#).

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