

## ILR GUIDANCE FOR PROVIDERS IN RECEIPT OF FIRST STEPS FUNDING

The following guidance is related to the changes to ILR returns outlined in the ASL funding guidance, and is particularly relevant to providers that deliver First Steps as well as ASL.

Please ensure that you read the following guidance, as this could have implications for future funding calculations.

Required entries for ILR returns (ASL and First Steps):

<b>Field</b>	<b>A58 ASL provision type</b>	
<b>Required for</b>	LR ASL ESF SR	Field: length Type justification 2 Numeric Not necessary
<b>Description</b>	Identifies the type of Adult Safeguarded Learning (ASL) activity being undertaken.	
<b>Reason required</b>	To monitor the provision type for learning aims within this sector.	
<b>Valid entries</b>	01	personal and community development learning (PCDL)
	02	neighbourhood learning in deprived communities (NLDC)
	03	family literacy language and numeracy (FLLN)
	04	wider family learning (WFL)
	05	non-safeguarded learning – first steps
	99	none of the above
<b>Null value</b>	Zero fill. Use null value if not required (ER)	

### Important information:

Providers should indicate in this field the type of ASL activity being undertaken. This field replaces the use of the national monitoring codes in field A46 for these types of activity. The ASL codes in field A46 have been removed for 2008/09 and all Adult Safeguarded Learning including continuing learners from 2007/08 should be recorded in this field.

From 2008/09 all PCDL provision will be funded through the Adult Safeguard and all PCDL learning aims must be returned in the ASL data collection.

If the LSC funding stream field, field A10 is coded as 10 then one of codes 01-04 should be used in this field. These codes are not valid for any other funding stream.

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### First Steps Provision

First Steps Provision is learning that is offered as a planned, initial entry point into learning. It is designed to engage adults with the stated intention of helping them to progress to more formal learning. Progression to further, formal learning (including progression pathways within the Foundation Learning Tier (FLT)) is an intended outcome.

From 2008/09 First Steps provision will be funded by block grant from the Learner Responsive budget. It is not formula funded. It should be coded in the Funding stream field, field A10, using code 80 'Other LSC funding'.

Providers who only receive LSC ASL funding and are delivering First Steps provision should record this in the ASL data collection for 2008/09. If a provider is also in receipt of learner responsive funding their First Steps provision should be recorded in the LR data collection.

Learner data about first steps provision should in most cases be included in a provider's learner responsive ILR return. If an ASL provider who is delivering first steps learning does not usually make a learner responsive return then they can include these learners in their ASL ILR return for 2008/09.

### Collection timetable for ASL:

Version one published 25 January 2008

Version two published 4 March 2008

Return Number (file extension)	Reference date	Return date	Year of return	Type of return
C01	01 November 2008	03 December 2008	2008/09	ASL format ILR up to 1 November
C02	01 February 2009	16 February 2009	2008/09	ASL format ILR up to 1 February
C03	01 May 2009	18 May 2009	2008/09	ASL format ILR up to 1 May
C04	31 July 2009	07 September 2009	2008/09	ASL format ILR – all year activity
C05	31 December 2009	01 February 2010	2008/09	ASL format ILR – all year activity including achievements

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All of the above returns are classified as ASL format ILR up to 1 November.

The ASL ILR timetable for 2008/09 is described above. From 2008/09 providers for the first time are asked to make five, instead of three, ASL returns. All providers will be transmitting ILR returns via the web portal.

For the all ASL ILR collections, all providers are requested to return learner and learning aim data sets. Providers should update the completion status fields in the learning aim data set at each return to reflect the situation at the reference date.

In particular, for the fourth ASL ILR collection (C04) providers should accurately record learners who have completed or withdrawn from their studies by 31 July.

The final ASL ILR collection (C05) from all providers should consist of a copy of the records sent at the fourth ASL collection (C04) with learning aim outcomes added as known at the 31 December reference date. C05 should also contain amendments to completion status for learners who at C04 were expected to return for the 2009/10 teaching year and who subsequently did not do so.