

Train to Gain SME Flexibilities Offer

Note for Providers on the completion of the ILR for learners undertaking SME Units/Thin Qualifications

Version 1.0

09 January 2009

Below is a summary of the unique information required for completion of the ILR for SME Flexibilities learners undertaking Units/thin qualifications **only**, the current list of approved qualifications can be found at;

<http://readingroom.lsc.gov.uk/lsc/National/nat-smeeligabilityunitthinqualtable-v1-dec08.xls>

Guidance on the SME Flexibilities Offer as a whole is contained within the document "Train to Gain additional flexibilities 2008/09, A Guide for Colleges and Training Providers; Small & Medium Enterprises - Policy and processes."

<http://readingroom.lsc.gov.uk/lsc/National/nat-TtGFlexibilities-dec08.pdf> In the future the information set out below will be incorporated into guidance for both the main ILR and the Train to Gain Flexibilities.

The full requirements for the ILR are set by the Information Authority and detailed guidance can be found on their website: http://www.theia.org.uk/downloads/ilrdocuments/2008_09+Guidance.htm and this summary must be used in conjunction with this.

Field	Title	Description	Code
L45	Unique Learner Number (ULN)	Must be completed with a ULN for the learner and not the default code. ULN can be obtained from the MIAP Learner Registration Service; http://www.miap.gov.uk/lrs/	
A14	Reason for Full/Co Funding	This field is used to identify if the learner is fully funded and for what reason. This code relates to "Fully funded employer provision".	28
A18	Main Delivery Method	This field is used to record the mode of delivery for the learning aim. Code 23 is to be used to identify a standard rate of funding (as opposed to higher rate).	23
A46a & b	National Learning Aim Monitoring Field	These fields are used to indicate whether the learning aim or programme is being studied as part of a Government initiative. Code 104 identifies the learner as being on a Unit/Thin Qualification.	104

		Additional codes may be required. A full list of codes can be found in Appendix O of the ILR guidance: http://www.theia.org.uk/NR/rdonlyres/6277FEB4-3C44-46F7-B7BC-68F50F458D98/0/natilrspecification2008_09Aappendix_Osp08Jan2009v4.pdf	
A51a	Proportion of Funding	This field is used to collect the proportion of on-programme funding to which the learner is entitled for this aim. On commencement of Units/Thin Qualifications "00" is the correct entry. On progression a different value will be required. Please refer to ILR guidance for detailed notes on calculating values: http://www.theia.org.uk/NR/rdonlyres/EF2AA2F2-E44A-44D1-B155-2566D49DD116/0/natERProviderSupportManualdc2008_09_v1.pdf	00
A59	Planned Credit Value	Must be completed with the credit value of the Unit as detailed on the QCF. If the learning aim is not QCF accredited than a value of '000' is to be entered. The QCF credit value can be sourced from the National Database of Accredited Qualifications: http://www.accreditedqualifications.org.uk/index.aspx	
A60	Credits Achieved	Must be completed with the number of credits actually achieved. If the learning aim is not QCF accredited than a value of '000' is to be entered. There is no partial achievement of a unit.	
	Section 6 Planned Learning Hours	This field is not required to be completed for Unit/thin qualification learners.	Blank
	Employer Declaration	The employer is declaring that they are eligible to receive funded training under the SME Flexibilities Offer.	

All other fields should be completed as they normal and as described in the main ILR guidance.