

Dear User

## Learner Support Management Information

We would like to remind Learning Providers of the importance of completing key fields that relate to Learner Support within the Individual Learner Record (ILR).

By recording this information, providers can help shape the policy, direction and application of Learner Support schemes and significantly contribute to any future enhancements, developments and refinements that safeguard the progress of current and future learners.

For learners who are in receipt of any of the LSC funded Learner Support schemes, Providers are urged to record and report this information to the LSC via their ILR submissions to IPOL (Provider Online).

This information should be recorded at L34 on the ILR in accordance with the ILR Specification and Guidance. Where appropriate, Providers are asked to add relevant information to the 2008 / 2009 ILR for submission in accordance with the existing collections timetables. This practice should continue into 2009 / 2010 and beyond, until further notice.

This field is not required for either Adult Safeguarded Learning (ASL) or Short Record (SR) returns.

Where a learner is in receipt of Learner Support from more than one scheme, multiple entries (up to a maximum of four) should be made.

The extract below is taken from the 2008/ 2009 ILR Specification, and identifies appropriate coding to be used. **Any learners who are in receipt of the new childcare scheme, Free Childcare for Training and Learning for Work (FCTLW), should be recorded using code 53.** For the remainder of 2008 / 2009, FTCLW coding is only applicable to Learner Responsive (LR) returns. From 2009 / 2010, it applies to both LR and Employer Responsive (ER) returns.

Field	L34 Learner support reason – other (occurs 4)			
Required for	LR ER	Field:	length Type justification	2 (occurs 4) Numeric Not necessary
Description	Identifies categories of other learner support for the learner			
Reason required	To identify the demand for, and participation in, learner support and to assist in the evaluation of its effectiveness.			
Valid entries				
	24	Adult learning grant (ALG)		LR Y
	25	Education maintenance allowance (EMA)		LR Y
	32	Career development loan (CDL)		LR Y
	35	E2E / Programme Led Apprenticeships (PLA) hardship fund		LR Y
	36	Care to Learn (C2L)		LR Y
	37	Residential support scheme (RSS)		LR Y
	41	time off for study		LR Y
	49	learner living on campus (accommodation owned or managed by provider)		LR Y
	50	learner living off campus (accommodation leased by provider and sub-let to learner)		LR Y
	51	learner living off campus (privately managed accommodation on provider recommended list)		LR Y
	52	learner living off campus (privately managed accommodation not on provider recommended list)		LR Y
	53-96	Unassigned		LR Y
	99	no learner support or no more of the above		LR Y

Further information on the ILR, can be found at: [www.theia.org.uk/downloads/ilrdocuments/](http://www.theia.org.uk/downloads/ilrdocuments/)

Please note that this reporting guide is in addition to, not instead of, existing documentation that outlines procedures in relation to the application of Discretionary Learner Support. Information pertaining to this type of Learner Support funding should be logged at L49 on the ILR (Learner Responsive returns only).

Where a learner is in receipt of more than one type of discretionary Learner Support, multiple entries (up to a maximum of 4) should be made.

The extract below is taken from the 2008/ 2009 ILR Specification, and identifies appropriate coding to be used.

Field	L49 Discretionary learner support type (occurs 4)	
<b>Required for</b>	LR	Field: length Type justification 2 (occurs 4) Numeric Not necessary
<b>Description</b>	Identifies categories of discretionary learner support for the learner	
<b>Reason required</b>	To identify the demand for, and allocation of discretionary learner support funds and to assist in the evaluation of its effectiveness.	
<b>Valid entries</b>	01	19+ Hardship - fees
	02	16-18 Hardship - general (books, equipment, accommodation, etc)
	03	19+ Hardship - general (books, equipment, accommodation, etc)
	04	16-18 Hardship transport
	05	19+ Hardship transport
	06	20+ Childcare
	07	Transport from local authority (LA) partnership
	08-10	Unassigned
	99	No discretionary learner support or no more of the above
<b>Null value</b>	Zero fill. Use null value if field not required (ER, ASL and ESF SR)	

With kind regards,

**LSS Helpline, Assessment and Payment Body, on behalf of the LSC.**