

# Guidance on How to Record Train to Gain Learning in the ILR for 2007/08

## Section 1: Introduction

- 1 The Learning and Skills Council (the LSC) provides this guidance to assist providers returning Train to Gain funded learners in the individualised learner record (ILR) returns in respect of the 2007/08 teaching year.
- 2 From 01 August 2007 all providers must return Train to Gain (TtG) learner data in a WBL ILR return. No TtG funded learners should be included in the provider's FE return. All continuing TtG learners who were included in a provider's FE return for 2006/07 should be removed from the first FE return for 2007/08 and returned in the WBL cycle of returns for 2007/08. No change should be made to the Learning Start Date, field A27 for these learners.
- 3 This guidance is intended to supplement the information given in the WBL Provider Support manual. This can be downloaded from the data collection pages of the LSC website at the following link:  
[www.lsc.gov.uk/providers/Data/Datacollection/ILR/ILR+Documents+2007-2008.htm](http://www.lsc.gov.uk/providers/Data/Datacollection/ILR/ILR+Documents+2007-2008.htm)
- 4 Full details of Train to Gain can be found on the Train to Gain website, [www.traintogain.gov.uk](http://www.traintogain.gov.uk).

## Section 2: Train to Gain Learners

- 5 This guidance applies to Train to Gain funded learners starting on or after 1 August 2006. Train to Gain learners who started before this date were recorded using the ETP system and will remain on that system until they have completed.
- 6 A Train to Gain learner is an adult learner whose learning is enabled, sponsored or facilitated by their employer. Train to Gain learners can be funded from mainstream FE allocations (Type A funding) or from the discrete Train to Gain budget (Type B and C funding).
- 7 A Train to Gain learner funded from mainstream FE funds is defined as "Train to Gain badged". These learners should be recorded using code 20 in field A10. ILR data for TtG badged learners is returned in the provider's usual FE return.
- 8 A Train to Gain funded learner is a learner whose learning need is Skills for Life or first full level two, and who is funded by a Train to Gain planned (Type B) or regional response (Type C) agreement with the LSC. These learners should be recorded using code 60 in field A10. Any TtG learners who start on or after the 1<sup>st</sup> August 2007 who are funded using regional response funding (type C) should also be identified using code 84 in field A46.

- 9 Train to Gain funding will have its own funding formula. The LSC needs to collect information for Train to Gain funded learners to:
- Evaluate the effectiveness of the brokerage service in terms of broker activity and learning outcomes.
  - Evaluate the effectiveness of Train to Gain-funded learning.
  - Evaluate the employers participating in Train to Gain in terms of employer type, size, sector and location. This will be done through the capture of an employer reference number, issued by The Employer Data Registration Service (EDRS) from a database of employers.

### **Section 3: Programmes Eligible for Funding**

- 10 Train to Gain discrete funding supports learners towards first full level two and approved Basic Skills qualifications only. Learners who already have a full level two qualification will not be eligible for discrete Train to Gain support for Basic Skills provision. Train to Gain specific funding is not available for any level two vocational qualifications that are not classified as 'full'.

#### **First Full Level 2**

- 11 A list of full level two qualifications is published by the LSC in the learning aim database (LAD) that is available on the LSC's website at <http://providers.lsc.gov.uk/lad/>. Select the 'Full Level 2 Qualification' option from the 'Level 2 Entitlement' criteria and click the search button.
- 12 Learners who do not already possess a full level two qualification are also eligible for Train to Gain if they go straight to a full level three qualification. These learners are referred to as 'level three jumpers'. The funding rates are the same as level two qualifications. A list of full level three qualifications is published by the LSC in the LAD. Select the 'Full Level 3 Qualification' option from the 'Level 3 Entitlement' criteria and click the search button.
- 13 Learners when enrolling on level two programmes will be asked to sign a declaration to confirm that they do not already possess a full level two qualification. Learners already with full level two qualifications may be funded by the LSC through other routes, such as FE colleges where tuition fees would apply, or the employer may pay the full cost.

#### **Skills for Life**

- 14 Discrete Train to Gain funding can be used only for nationally approved Basic Skills provision designed to enable achievement of a first full Level 2 qualification. A learner assessed as having literacy, language or numeracy skills below Level 1 is unlikely to have the skills to be able to undertake a first full level 2. Discrete Train to Gain funds will therefore be available for basic skills learning aims leading to Certificates in Adult Literacy, Adult Numeracy and ESOL Skills for Life at levels 1 and 2. In such cases the delivery of a basic skills learning aim will precede or run concurrently with delivery of Level 2 vocational provision.

- 15 The nationally approved certificates in Adult Literacy, Adult Numeracy and ESOL Skills for Life can be found on the DfES website at <http://www.dfes.gov.uk/section96/> and <http://www.dfes.gov.uk/section97/>. Key Skills qualifications in Communications and Application of Number at levels 1 and 2, and GCSEs in Maths and English are not eligible for Train to Gain funding.

### Level 3 Trials

- 16 Three areas in the country are taking place in level 3 trials which are being funded separately from other Train to Gain provision. Any learners taking part in these trials should be coded as Train to Gain funded in the ILR using code 60 in A10 and then should be identified as trial participants using code 63 in field A46.

### Funding Rates

- 17 There are two funding rates for each first full level 2 programme and a single rate for Basic Skills. These rates are given for each learning aim in the Train to Gain Annual Values table in the LAD. The higher rate for level 2 qualifications can be claimed where providers are delivering at least 20 contact hours of learning consisting of underpinning knowledge and understanding as well as support and assessment. Where the number of contact hours is below 20 hours and assessment predominates, the lower rate will apply.
- 18 These funding rates are identified by the use of codes 22 and 23 in field A18 (Main Delivery Method) in the ILR. Code 22 (Train to Gain learning **consisting of underpinning knowledge and understanding as well as support and assessment**) should be used where the higher rate of funding is being claimed and Code 23 (Train to Gain learning **assessment predominates**) indicates the lower funding rate.
- 19 Further information about the funding of Train to Gain can be found in the “Requirements for funding Train to Gain” document which is available on the Train to Gain website at: [www.traintogain.gov.uk](http://www.traintogain.gov.uk)

### Section 4: ILR Data Returns

- 20 All providers should return data for Train to Gain funded learners in their WBL cycle of returns.
- 21 No Train to Gain funded learners should be included in the provider’s FE return.
- 22 Records for Train to Gain badged learners should be sent in the usual FE return. An F02 and F03 does not need to be sent for Train to Gain badged learners.

## Section 5: Recording Train to Gain in the ILR

- 23 The table below provides details of the ILR fields which relate directly to Train to Gain funded learners i.e. where A10 = 60. All other details regarding completion of the ILR can be found in the 'ILR Specification 2007/08'. This can be found on the LSC website at: [www.lsc.gov.uk/providers/Data/Datacollection/ILR/ILR+Documents+2007-2008.htm](http://www.lsc.gov.uk/providers/Data/Datacollection/ILR/ILR+Documents+2007-2008.htm)
- 24 If a learner is working towards Basic Skills qualifications at the same time as starting a full level 2 aim, then each of these learning aims would effectively be recorded as a main aim. Unlike other WBL programmes, there is no concept of main and subsidiary aims for Train to Gain funded learners and providers using the LSC's ILR form should record all Train to Gain aims using part B of the form.

Field No.	Field Name	Notes
L35	Prior attainment level	If the learning aim is TtG funded and is not part of the TtG level 3 pilot then the prior attainment level should not be level 2 or above  If the learning aim is TtG funded and is part of the TtG level 3 pilot then the prior attainment level should not be level 3 or above.
A02	Contract / Allocation type	For TtG funded learning, this field should be left blank (00).
A09	Learning aim reference	The status of the learning aim reference must not read 'code unavailable' or in the case of new starters 'code unavailable for new starters' in the TtG annual values tab on the Learning Aim Database (LAD).
A10	Funding stream	For Train to Gain funded learning aims, code 60 should be used.
A15	Programme type	Code 99 should be used for Train to Gain funded learning aims
A16	Programme entry route	This field should be left blank (00) for Train to Gain funded learning aims
A18	Main delivery method	Code 22 (Train to Gain learning consisting of underpinning knowledge and understanding as well as support and assessment) should be used where the higher rate of funding is being claimed and providers are delivering at least

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		<p>20 contact hours of learning consisting of underpinning knowledge and understanding as well as support and assessment.</p> <p>Code 23 (Train to Gain learning <b>assessment predominates</b>) should be used if the number of contact hours is below 20 hours and assessment predominates. The lower funding rate will be applied.</p>
A26	Sector Framework of Learning	This field should be left blank
A27	Learning aim start date	The learning aim start date for TtG learning aims should be on or after 1 August 2006. Records with a start date earlier than 1 August 2006 will be rejected.
A43	Sector Framework Achievement Date	This field should be left blank
A44	Employer identifier	This field should be completed with the employer ID which is available from brokers via the Employer Data Registration Service (EDRS). Providers do not currently have access to the EDRS and will need to obtain this number from the skills broker. This field is also required for TtG badged learners
A46	National learning aim monitoring	<p>Code 63 should be used if the learning aim is part of the TtG level 3 pilot.</p> <p>Code 64 should be used to identify TtG badged provision, that is, funded from mainstream FE allocations (type A).</p> <p>Code 84 should be used to identify TtG regional response (type C) funding.</p> <p>For all other TtG funded aims, code 99, none or no more of the above, should be used</p>
A50	Reason Learning Ended	This field should be left blank
A51a	Proportion of funding remaining	This field should be left blank
A53	Additional Learning Needs	This field should be left blank

<b>Field No.</b>	<b>Field Name</b>	<b>Notes</b>
A54	Broker contract number	This field is required for all Train to Gain funded and badged learners and should be completed with the broker contract number. For learners who are not fully brokered a value of 9999999999 should be used.