

ANNEX I – Forms

All three of the forms described below are completed on-line through the Provider Batch section of the Data Collections Web Site. The forms are included as part of this annex as a guide to the information that on-line screens will request. Further information about using the provider batch data collection system can be found on the providers extranet website – providers.lsc.gov.uk/dcs

1 ILRRECEXP

The Reconciliation Exception form is completed on-line through the provider batch data collections website. It allows you to explain the reasons for records that are missing across academic years. A form for your own use is included in this annex, to help you collate the data that is needed. Further details about reconciliation can be found in the section 'ILR Reconciliation for full ILR Returns' in the '*ILR 2007/08 FE Provider Support Manual*'.

2 ILRFRANIN

The ILRFRANIN screen on the provider batch data collections website allows you to record the aggregate number of students studying on provision delivered by the college on behalf of another institution, that is franchised-in to the institution. A form for your own use is included in this annex, to help you collate the data that is needed. **For 2007/08 the form has been revised to collect the sector subject area (SSA).**

The ILRFRANIN data is an essential part of the ILR return and colleges should ensure that it is completed correctly. Other funded institutions should not complete this screen.

3 Register of Franchise and Other Partners

The Franchising Partners Register screen on the provider batch data collections website allows you to record details of the Franchising Partners referred to in your ILR file. A sample register of franchise and other partners is included in this annex, to help you collate the data that is needed. The screen should be completed and returned with each ILR return, for colleges and some other funded institutions. More details can be found in the '*ILR Specification 2007/08*' under the specification of franchise and partnership delivery provider number, field A22.