



# Learning and Skills Council Monthly ILR and TPS Data Returns for the Employability Skills Programme

## **Data Entry for the Employability Skills Programme**

1.1 This document provides guidance on data entry for Employability Skills Programme 2008/09, which began on 1 August 2008. The guidance relates to academic year 2008/09 and covers data entry requirements for the Individual Learner Record (ILR) and the Training Provider Statement (TPS).

### **2 Data Entry onto the Individual Learner Record (ILR)**

2.1 The *information authority's* ILR Form is the standard form for use by providers to collect learner data for submission to the Data Service. This guidance note should be read in conjunction with the ILR Provider Support Manual for 2008/09, available on the ILR Documents web pages of the *information authority's* website at:

[http://www.theia.org.uk/ilr/ilrdocuments/2008\\_09+Guidance.htm](http://www.theia.org.uk/ilr/ilrdocuments/2008_09+Guidance.htm)

2.2 When completing the ILR for the Employability Skills Programme, providers should follow the guidance in the Employer Responsive (ER) ILR return Provider Support Manual except where outlined below.

### **3. Returning data**

3.1 Data for the Employability Skills Programme must be returned in an ER format ILR return. The LR, ASL, UFI or ESF short record ILR cannot be used to return data on the Programme.

3.2 There are two methods for returning data on the ILR to the Data Service;

(a) via a batch file extracted from the providers own management information system and uploaded to the Data Service's on-line data collection portal

or

(b) via the Data Service's provider on-line system where the data is entered record by record. This method is aimed at providers with low numbers of learners.

3.3 Providers that are new to returning data on the ILR should agree with their LSC regional office which method they will use.

3.4 Providers who already return an ILR should return data for Employability Skills Programme using the same return method as for their existing provision. For providers sending a batch file, the data should be sent in the same file as their existing ER data.

3.5 Providers making batch returns should ensure that where the guidance states that a field should be left blank, the appropriate null value is returned in the batch file (i.e. zero filled for numeric and date fields and space filled for alphanumeric fields).

3.5 It is not compulsory to use the ILR form. Providers may use their own forms to capture the data returned in the ILR if they wish. More information about

the requirements these forms must satisfy can found in Annex A to the ER ILR Provider Support Manual (see 2.1 above).

3.6 It is recommended that providers using the Data Service's provider on-line system to return ILR data do use the *information authority's* form, as the provider on-line screen layouts match the ILR form.

#### 4. Key fields

4.1 There are certain key fields within the ILR that are particularly important as they are used by the funding calculations to identify the learning aim as part of the Employability Skills Programme and are used to identify whether the aim is funded and the rate. Completion of these key fields is summarised in Tables 1 and 2 below. All other fields required for an employer responsive funded ILR return must be completed in line with the ILR specification and validation rules. Note that entries must be made for all ESP learning aims, that is basic skills (literacy/ESOL and numeracy) and employability qualifications.

**Table 1: Key fields for ESP learning aims**

Field Number	Field Descriptor	Action Required
L26	National Insurance Number	This field should be completed for all Employability Skills programme learners as it will be used in the process of feeding data back to JCP and Department of Work and Pensions (DWP). This number can be obtained from the referral form sent from JCP.
A06	ESF data set	This field indicates whether ESF data is required for the aim. The programme will not be funded directly by ESF co-financing. However, it is possible that programme funds may be used as match for ESF co-financing. Regional offices will inform providers if this is the case, in which case a value of 01 should be recorded in field A06, otherwise it should be left blank. If an ESF data dataset is required part 5 of the ILR form should be completed. Providers should refer to the ER provider support manual for guidance on completing the ESF dataset fields.
A09	Learning Aim Reference number	Use the valid entry from the Learning Aim Database (LAD) for the learning aim. The LAD is available on-line at <a href="http://providers.lsc.gov.uk/lad/">http://providers.lsc.gov.uk/lad/</a> .  Basic skills learning aims which are eligible for funding under the programme will have a value of 01, 02, or 03 in the basic skills type field on the shared annual values table in the learning aim data base. The employability award does not have a basic skills type value in the LAD.
A10	Funding stream	Use <b>code 45</b> to identify the ERM. This will apply the appropriate validation rules.
A18	Main Delivery Method	Use <b>Code 22</b> for both basic skills and employability learning aims.
A28	Planned end date	Record the date by which the provider and the learner plan to complete the learning related to

		<p>this learning aim. Do not update this field if the learner continues learning beyond this planned end date or finishes before this date. The actual end date should be reflected in field A31 – actual end date</p>
A31	Actual End date	Record the date that the learner completed the learning activities necessary to achieve the learning aim or the date the learner withdrew from the learning activities.
A32	Guided Learning Hours	From the 1 <sup>st</sup> November, the validation rule that enforces the completion of GLH has been removed as this data is no longer required to calculate funding
A34	Completion Status	Use code 1 where the learner is continuing; use code 2 where the learner has completed; use code 3 where the learner withdraws without completing the learning aim; use code 4 if the learner withdraws from the learning aim and as a direct result transfers to a new learning aim. (Code 5 is not applicable to the programme).
A35	Learning Outcome	Use code 9 where study is continuing; use code 1 where the learning aim has been achieved; use code 3 where the learning aim is not achieved; use code 4 where the exam/assessment has been taken and the result is not yet known; use code 5 where the learning activity is complete and the exam/assessment has not yet been taken. <b>Note:</b> Code 2 – <i>partial achievement</i> is not applicable to the funding of ESP learning aims.
A40	Achievement date	Record the date the learner achieved the learning aim. This field should be left blank until the learner achieves. If the learner leaves without achieving the learning aim, this field should also be left blank.
A44	Employer Identifier	Enter <b>888888880</b> in this field.
A46	National monitoring field	This field accepts up to 2 values and both should be entered as follows: For basic skills learning aims - A46 (a) enter code <b>083</b> - A46 (b) enter code <b>999</b> For the employability award - A46 (a) enter code <b>069</b> - A46 (b) enter code <b>999</b> .
A54	Broker Contract Number	Enter 9999999999

## 5. ILR Form: Part 1 – Learner Information

5.1 Part 1 of the ILR form captures information about the learner. It should be completed as described in the ER provider support manual.

5.2 If a learner progresses from the Employability Skills Programme to another Employer Responsive funded programme within the same provider, the provider

should not create a new learner record for them. The learner will retain the same learner reference number (Fields L03/A03) and new learning aim record(s) (parts 2, 3 and 4 of the ILR form) should be completed to reflect the new programme.

## 6. ILR Form: Parts 2 – Programme Aim

6.1 Part 2 collects information about the overall programme being undertaken by the learner and is only required for a defined programme as listed in Programme type field, field A15. It is not required for the Employability Skills Programme.

## 7. ILR Form: Parts 3 and 4 – Learning Aims

7.1 Part 3 should be completed for **every learning aim** being followed by a learner as part of the Employability Skills Programme. Qualification references can be found on the LSC's Learning Aim Database (LAD.)  
<http://providers.lsc.gov.uk/lad/default.asp>

7.2 The following Employability qualification learning aims are currently listed on the LSC system and must be input for data collection and funding purposes:

1. 50042567 ASDAN Award in Employability Entry Level 2
2. 50017287 ASDAN Award in Employability Entry Level 3
3. 50017275 ASDAN Award in Employability Level 1
4. 50039209 ASDAN Award in Employability Level 2
5. 50042312 ASDAN Certificate in Employability Entry Level 2
6. 50037237 ASDAN Certificate in Employability Entry Level 3
7. 50037225 ASDAN Certificate in Employability Level 1
8. 50039210 ASDAN Certificate in Employability Level 2
9. 50040807 C&G Award in Employability and Personal Development Entry Level 2
10. 50040832 C&G Award in Employability and Personal Development Entry Level 3
11. 50040820 C&G Award in Employability and Personal Development Level 1
12. 50040819 C&G Certificate in Employability and Personal Development Entry Level 2
13. 50040790 C&G Certificate in Employability and Personal Development Entry Level 3
14. 50040789 C&G Certificate in Employability and Personal development Level 1

7.3 Where providers decide to use qualifications other than those listed above, providers must contact their Local Partnership Manager in the first instance. This is because:

- The LSC needs to ensure that any such qualifications are accredited and approved and deliver a similar generic employability curriculum and to the same standards as the qualifications above; and

- Where this is the case, that the LSC has attributed a funding rate to the qualification on the system for payment purposes. Without this, funding cannot be generated.

7.4 Part 4 collects information on subsidiary aims for apprenticeship programmes and is not required for the Employability Skills Programme.

## 8. ILR: Part 5 - ESF Data Set Information

8.1 The programme will not be funded directly by ESF co-financing. However, it is possible that programme funds may be used as match for ESF co-financing. Regional offices will inform providers if this is the case, in which case an ESF data set is required and part 5 of the ILR form should be completed. Providers should refer to page 42 of the ER Provider Support Manual for guidance on completing the ESF dataset fields.

This manual can be found at the following link:

[http://www.theia.org.uk/ilr/ilrdocuments/2008\\_09+Guidance.htm](http://www.theia.org.uk/ilr/ilrdocuments/2008_09+Guidance.htm)

## 9. ILR: Part 6 - Special Monitoring Data

9.1 Part 6 of the ILR form is required for all learning aims delivered as part of the Employability Skills Programme. Part 6 should only be completed once for each learner. All fields should be completed as described in the ER ILR Provider Support Manual, as above.

## 10. Training Provider Statement

10.1 The Training Provider Statement (TPS) is used for entries that cannot be funded via Employer Responsive Model (ERM) AMPS. Payment for delivery of job outcomes, together with claims for administration of advice, guidance and assessment in respect of a customer who does not enrol onto the programme (a notional payment of £50) should be claimed through the TPS. **Note that funding for employability qualifications are no longer claimed on a TPS.**

10.2 Entries on the TPS therefore cover:

- (i) Fields 27 and 28: ESP Employability award job outcomes value and volumes @ £120
- (ii) Fields 29 and 30: ESP non-employability award job outcomes value and volumes @ £120
- (iii) Fields 31 and 32: ESP administrative payments for non-starters (IAG) value and volumes @ £50

10.3 Although there is now a single funding rate for achievement of a job outcome, it would be helpful if providers could complete the appropriate fields to distinguish between those that have or have not been achieved alongside enrolment for an employability qualification.

10.4 Other entries on the TPS in the ESP section should only be completed when requested by an auditor who is making funding adjustments.

10.5 The TPS form and guidance for 2008/09 are posted in the Guidance for ER section of the 2008/09 ILR data collection web pages at:

[http://www.theia.org.uk/ilr/ilrdocuments/2008\\_09+Guidance.htm](http://www.theia.org.uk/ilr/ilrdocuments/2008_09+Guidance.htm)