



## Response to Redundancy Programme

### Update and Operational Guidance Note

Following a recent high level regional review of this programme, the following note offers an update on programme management and gives guidance on operational actions forming part of the contract management process.

At the review meeting at the end of August, the decision was taken that a further regional review of the programme will take place in October based upon data provided for delivery, from project start, to the end of September. In October, decisions will be taken to reduce contracts where there is under delivery and re-allocate funding, both in and out of the region.

In light of this, it is imperative that the data required by the contract accurately reflects delivery, is of the highest quality and is returned in line with the LSC system reporting schedule. As always, all data must be returned by the 4<sup>th</sup> working day of the month, and reports on the previous month i.e. September 09 data is reported by 6<sup>th</sup> October 09. The LSC payment schedule is detailed below to demonstrate the importance of timely data return and how it fits in with the monthly payment schedule.

It is suggested that all Delivery Statements and ILR's for delivery so far, going back to the start of your projects, are submitted via the Gateway in time for the October review, so BEFORE 6<sup>th</sup> October 09. This will enable any corrections required, to be made before the return window closes on 6<sup>th</sup> October 09.

Please bear in mind that Delivery Statements returned manually to date, have not generated payment for activity. The activity reported on these must be entered retrospectively via the Gateway in order to draw down funding. All activity must be supported by valid ILR's, in readiness for the upcoming ILR Summarisation for this programme. It is no longer necessary to submit manual Delivery Statements monthly, these must be submitted via the Gateway.

### **ILR Summarisation**

Impacting on data integrity and payment shortly will be ILR Summarisation. ILR Summarisation for this programme will be set up in LSC Contract Monitoring Application (CMA) towards the end of November 2009.

At this point payment for the programme will be fully driven by the number of eligible ILR's recognised by the CMA system. Payments are currently driven by volumes reported on the Delivery Statement. For retrospective delivery where delivery on the ILR does not support the Delivery Statement claim, and therefore subsequent payments, action to reconcile funding is likely to be required. You must ensure you are using the full Employer Responsive ILR for this programme. A link to the ER ILR and its associated guidance can be found at the link below, on the Information Authority website.

<http://www.theia.org.uk/downloads/ilrdocuments/>

Please also see the attached guidance notes (PDF) regarding ILR Summarisation, bear in mind due to the nature of this programme not all the information will apply. Please ensure that your data manager and any colleagues responsible for inputting data for this programme have sight of these notes.



## Contacting the LSC

All queries regarding this programme should be directed to your Partnership Manager or local Economic Development team in the first instance. Should you need to contact the NW Regional team please do so via the following email address:

[nwresfdata@lsc.gov.uk](mailto:nwresfdata@lsc.gov.uk)

Due to the large number of emails received at this address it is important that you name your email, in the subject box, using the following convention:

**'Full Provider Name' - 'Programme Name' (i.e. RtR) - 'Document Name/Query Type' i.e. Evaluation Report/Learner Eligibility query**

This will ensure your email is dealt with promptly and by the appropriate team. To ensure the LSC is able to contact the appropriate member of your team, please complete the enclosed 'Organisational Chart' and return it to the above email address ([nwresfdata@lsc.gov.uk](mailto:nwresfdata@lsc.gov.uk)) using the naming convention described above.

## System Access

You will already have access to the Provider Gateway, Delivery Statement and On Line Data Collection (OLDC). If you have not, or your organisation needs to add system users, please highlight and provide the required information in the appropriate space on the 'Organisational Chart'.

## Clarification of key data to be used

There are two types of data that are important to ensure your returns come through cleanly. The first is project identification type data, which will ensure access to systems and recording of project data in the correct place. The second is delivery data, which will include learner information and the recording of project outcomes.

The enclosed table, 'Response to Redundancy ILR Data Information', highlights the key data usually required to capture all information to ensure accurate reporting and prompt payment for delivery. This list is not exhaustive. All information relevant to the individual learner and their activity on the programme should be completed in line with programme and ILR guidance.

## State Aid

State Aid regulations do not apply to this programme.

## Payment Schedule

Data Return deadline - 4<sup>th</sup> working day of the month

Payment information (based on data submitted 4<sup>th</sup> wd) generated by CMA - 12<sup>th</sup> working day of the month

BACS Transmission to provider account - around 16<sup>th</sup> working day of the month

Payment appears in provider account - around 18<sup>th</sup> working day of the month



It is also important to mention that Exception Reports are only produced if one or more ILR Aim fails validation. Therefore, if you have corrected and successfully resubmitted your ESF ILR data an Exception Report will **not** be produced and the previous one will remain.

- Upon selecting 'Open' or navigating to where you saved the report to, **double click** on the file name to view the report in Excel.

	A	B	C	D	E	F	G	H
1								
2	ESF 2007-13 CMA ILR exception report						Provider: DUMMY PROVIDER	
3	Summarisation run date: 21/03/2009						UPIN: 123456	
4	The following ILR records were found to be ineligible						UKPRN: 90054321	
5								
6	LSC Office	Contract No	Local Project	Project Dossier	Learner Ref	Aim	Rule	Field Values
7	288	NV056-78	718	0803LAW1	0000000001	1	Age range of beneficiary too high	[A8]=ZESF0001 [A27]=01-Jul-2008 [A31]=01-Sep-2008 [A34]=2' [A35]=1' [L39]=95'
8	288	NV056-78	718	0803LAW1	0000000002	1	Age range of beneficiary too high	[A8]=ZESF0001 [A27]=01-Jun-2008 [A31]=01-Oct-2008 [A34]=2' [A35]=1' [L39]=95'
9	288	NV056-78	718	0803LAW1	0000000003	1	Contract deliverable not found	[A8]=ZESF0001 [A27]=20-Jul-2008 [A31]= [A34]=1' [A35]=1' [L39]=95'
10	288	NV056-78	718	0803LAW1	0000000004	1	Contract deliverable not found	[A8]=ZESF0001 [A27]=31-Aug-2008 [A31]= [A34]=1' [A35]=1' [L39]=95'
11	288	NV056-78	718	0803LAW1	0000000005	1	Age range of beneficiary too high	[A8]=ZESF0001 [A27]=01-Sep-2008 [A31]= [A34]=1' [A35]=1' [L39]=95' [A_AGES]=22'
12	288	NV056-78	718	0803LAW1	0000000006	1	Age range of beneficiary too high	[A8]=ZESF0001 [A27]=01-Jun-2008 [A31]= [A34]=1' [A35]=1' [L39]=95' [A_AGES]=22'
13	288	NV056-78	718	0803LAW1	0000000007	1	Contract deliverable not found	[A8]=ZESF0001 [A27]=20-Jul-2008 [A31]= [A34]=1' [A35]=1' [L39]=95'
14								

The Exception Report contains the following information:

- Run date – The date the report was run.
- Provider details – Your organisation's name, UPIN & UKPRN.
- LSC Office – The LSC Office managing the contract the ILR Aim refers to.
- Contract Number – The number of the ESF Contract the ILR Aim refers to.
- Local Project Number – An internal reference assigned by the Local LSC Office.
- Project Dossier Number – An ESF reference assigned to the contract.
- Learner Reference – Unique number used to identify the learner the ILR relates to.
- Aim – Used to identify the sequence of the Learning Aim.
- Rule – Gives an indication of how the ILR Aim failed validation against a contract.
- Field Values – Lists the data entered in the ILR fields used in the validation process.

#### 4. Interpreting ESF ILR Exception Reports

It is your responsibility to monitor and resubmit data relating to any 'Exceptions' in your ESF ILR Aim data.

In order to do so, you will need access to:

- Your current Exception Report downloaded from OLDC.
- The ESF ILR Summarisation Rules – available from your Regional / Local LSC Office detailing the validation rules being used.
- The ESF Short Record Code Table (Quick Reference) – Use this to determine some of the values in the ILR Summarisation Rules document. This can be downloaded from: [http://www.theia.org.uk/NR/rdonlyres/33C64B4D-7E88-4835-8CA6-2298CC01258C/0/ESFSRCodetable2008\\_09v1.pdf](http://www.theia.org.uk/NR/rdonlyres/33C64B4D-7E88-4835-8CA6-2298CC01258C/0/ESFSRCodetable2008_09v1.pdf)
- The Learning Aims Database (LAD) – To check the level of individual learning aims required. Access the LAD from <http://providers.lsc.gov.uk/lad>

You will also need to have an understanding of your ESF contracts, agreed deliverables and eligibility criteria. This information can be found in a number of different places:

- For Contract Deliverables**  
Refer to Appendix 2 of the contract detailing the Contract Delivery Profile and Payment Schedule.
- For Eligibility Criteria**
  - Refer to Appendix 3 of Part 2 for Financial Memorandum Contracts
  - Refer to Appendix 3, Schedule 1 for Contracts for Goods and Services
  - Refer to Appendix 3, Schedule 1 for Conditions of Funding Grant Contracts

The Exception Report lists the fields and values from the ILR Aim used in the validation process and needs to be compared against CMA ILR Summarisation Rules and the details of your ESF contract.

Learning Aim Ref	Learning Start Date	Actual End Date	Destination
[A09]=ZESF0001'	[A27]=01-Jul-2008'	[A31]=01-Sep-2008'	[A34]=2' [A35]=1' [L39]=95' [A_AGES]=47'
[A09]=ZESF0001'	[A27]=01-Jun-2008'	[A31]=01-Oct-2008'	[A34]=2' [A35]=1' [L39]=95' [A_AGES]=22'
[A09]=ZESF0001'	[A27]=20-Jul-2008'	[A31]= [A34]=1' [A35]=1' [L39]=95'	

For example you may want to check that the:

- Learning Start Date (A27) and Learning Actual End Dates (A31) fall within the Start and End Date of the contract.
- Learning Aim Reference (A09) relates to a deliverable at the same Learning Aim level.
- Eligibility criteria set out in the contract is consistent with that of the individual learner's ILR in areas such as Age, Gender (L13), Ethnicity (L12), Disability / Learning Difficulties (L14), and Employment Status (E12) etc.

**Note: We would recommend that sufficient time is allowed to review your exception reports and to make any required amendments to your data before the submission deadline of the 4<sup>th</sup> working day.**

## 5. Viewing ESF ILR Summarisation Reports

On the 4<sup>th</sup> working day of each month, validated ESF delivery data relating to both ESF ILR and Non ILR deliverables for the period is summarised against the relevant contract deliverables.

Summarisation Reports are also produced and published to OLDC during the 5<sup>th</sup> working day for those providers that have submitted valid ESF ILR delivery data for the period in question.

To view an ESF ILR Summarisation Report:

1. Follow Steps 1 – 3 in Viewing ESF ILR Exception Reports.
2. Click on the **Summarisation.zip** hyperlink to open or save the report.

Note: only the latest Summarisation Report will be listed. They are only produced if new records are submitted for the period being processed, so if no ESF Delivery Data has been submitted for the period then the previous report will remain.

3. Upon selecting 'Open' or navigating to where you saved the report to, **double click** on the file name to view the report in Excel.

	A	B	C	D	E	F	G	H
1								
2	ESF 2007-13 CMA ILR summarisation report							Provider: DUMMY PROVIDER
3	Summarisation run date: 27/03/2009							UPIN: 123456
4	The following ILR records have been successfully summarised against CMA contracts.							UKPRN: 10005432
5								
6	<b>Learner Ref</b>	<b>Aim</b>	<b>Start Period</b>	<b>End Period</b>	<b>Contract</b>	<b>Deliverable</b>		
7	0000000010	1	Aug 2008		NW290 -78 Test Contract	11.00 (S4) Start on non accredited learning		
8	0000000011	1	Aug 2008		NW290 -78 Test Contract	11.00 (S4) Start on non accredited		
9	0000000012	1	Aug 2008		NW290 -78 Test Contract	11.00 (S4) Start on non accredited		
10	0000000013	1	Sep 2008	Feb 2009	NW290 -78 Test Contract	65.00 (P1) Progression/destination to learning except HE		
11	0000000014	1	Aug 2008		NW290 -78 Test Contract	11.00 (S4) Start on non accredited		
12	0000000015	1	Dec 2008		NW290 -78 Test Contract	11.00 (S4) Start on non accredited		
13	0000000016	1	Dec 2008	Mar 2009	NW290 -78 Test Contract	9.00 (S2) Participant Assessment		
14								

The Summarisation Report contains the following information:

- Learner Reference - Used to identify the learner the ILR Aim relates to.
- Aim - Used to identify the sequence of the learning aim.
- Start Period – The month the Learning Aim commenced.
- End Period – The month the Learning Aim ended.
- Contract – The Contract Number and Description the ESF ILR Learning Aim relates to.
- Deliverable – The Contract Deliverable the ILR Learning Aim relates to.

## 6. Further Help and Guidance

If you have any queries regarding the change to the submission of your ESF Delivery Data or the interpretation of ESF ILR Exception Reports then please contact your Regional / Local LSC Office.

# ESF Contract Management Application (CMA)

## ILR Summarisation Rules v1.2

### Deliverable Validation Rules

Rule ID	Del. ID	Deliverable	A09 <sup>1</sup>	A27 <sup>2</sup>	A31 <sup>3</sup>	A34 <sup>4</sup>	A35 <sup>5</sup>	L39 <sup>6</sup>
1.	S2	Participant assessment, planning and support	ZESF0001	>= contract start date and >= deliverable eligible from period and < deliverable expired from period	>= A27 and >= deliverable eligible from period and < deliverable expired from period	2	1	<i>any</i>
2.	S3	Start on Skills for Life/Basic Skills qualification	any aim which counts towards Skills For Life national target	<i>as #1</i>	<i>any</i>	<i>any</i>	<i>any</i>	<i>any</i>
3.	S4	Start on non-accredited learning activity	XESF0001	<i>as #1</i>	<i>any</i>	<i>any</i>	<i>any</i>	<i>any</i>
4.	S5	Start on accredited learning activity	any aim <sup>7</sup> where NVQ level = null	<i>as #1</i>	<i>any</i>	<i>any</i>	<i>any</i>	<i>any</i>
5.	S6	Start on qualification at Level 1 or Notional Level 1	any aim <sup>7</sup> where NVQ level =1 and SSA is allowable	<i>as #1</i>	<i>any</i>	<i>any</i>	<i>any</i>	<i>any</i>

<sup>1</sup> Learning Aim Reference

<sup>2</sup> Learning Start Date

<sup>3</sup> Learning Actual End Date

<sup>4</sup> Completion Status

<sup>5</sup> Learning Outcome

<sup>6</sup> Destination

<sup>7</sup> Any aim except XESF0001, ZESF0001 and ZESF0002

# ESF Contract Management Application (CMA)

## ILR Summarisation Rules v1.2

Rule ID	Del. ID	Deliverable	A09 <sup>1</sup>	A27 <sup>2</sup>	A31 <sup>3</sup>	A34 <sup>4</sup>	A35 <sup>5</sup>	L39 <sup>6</sup>
6.	S7	Start on qualification at Level 2 or Notional Level 2	any aim <sup>7</sup> where NVQ level = 2 and SSA is allowable	<i>as #1</i>	<i>any</i>	<i>any</i>	<i>any</i>	<i>any</i>
7.	S8	Start on qualification at Level 3 or Notional Level 3	any aim <sup>7</sup> where NVQ level = 3 and SSA is allowable	<i>as #1</i>	<i>any</i>	<i>any</i>	<i>any</i>	<i>any</i>
8.	S9	Start on qualification at Level 4 or Notional Level 4	any aim <sup>7</sup> where NVQ level = 4 and SSA is allowable	<i>as #1</i>	<i>any</i>	<i>any</i>	<i>any</i>	<i>any</i>
9.	S10	Start on qualification at Level 5 or Notional Level 5	any aim <sup>7</sup> where NVQ level = 5 and SSA is allowable	<i>as #1</i>	<i>any</i>	<i>any</i>	<i>any</i>	<i>any</i>
10.	A1	Achievement of Skills for Life/Basic Skills qualification	any aim which counts towards Skills For Life national target	<i>as #1</i>	<i>as #1</i>	2	1	<i>any</i>
11.	A2	Completion of non-accredited learning activity	XESF0001	<i>as #1</i>	<i>as #1</i>	2	1	<i>any</i>
12.	A3	Achievement of accredited learning activity	any aim <sup>7</sup> where NVQ level = null	<i>as #1</i>	<i>as #1</i>	2	1	<i>any</i>
13.	A4	Part achievement of qualification at Level 1 or Notional Level 1	any aim <sup>7</sup> where NVQ level =1 and SSA is allowable	<i>as #1</i>	<i>as #1</i>	2	2	<i>any</i>

# ESF Contract Management Application (CMA)

## ILR Summarisation Rules v1.2

Rule ID	Del. ID	Deliverable	A09 <sup>1</sup>	A27 <sup>2</sup>	A31 <sup>3</sup>	A34 <sup>4</sup>	A35 <sup>5</sup>	L39 <sup>6</sup>
14.	A5	Part achievement of qualification at Level 2 or Notional Level 2	any aim <sup>7</sup> where NVQ level = 2 and SSA is allowable	<i>as #1</i>	<i>as #1</i>	2	2	<i>any</i>
15.	A6	Part achievement of qualification at Level 3 or Notional Level 3	any aim <sup>7</sup> where NVQ level = 3 and SSA is allowable	<i>as #1</i>	<i>as #1</i>	2	2	<i>any</i>
16.	A7	Part achievement of qualification at Level 4 or Notional Level 4	any aim <sup>7</sup> where NVQ level = 4 and SSA is allowable	<i>as #1</i>	<i>as #1</i>	2	2	<i>any</i>
17.	A8	Part achievement of qualification at Level 5 or Notional Level 5	any aim <sup>7</sup> where NVQ level = 5 and SSA is allowable	<i>as #1</i>	<i>as #1</i>	2	2	<i>any</i>
18.	A9	Achievement of qualification at Level 1 or Notional Level 1	any aim <sup>7</sup> where NVQ level =1 and SSA is allowable	<i>as #1</i>	<i>as #1</i>	2	1	<i>any</i>
19.	A10	Achievement of qualification at Level 2 or Notional Level 2	any aim <sup>7</sup> where NVQ level = 2 and SSA is allowable	<i>as #1</i>	<i>as #1</i>	2	1	<i>any</i>
20.	A11	Achievement of qualification at Level 3 or Notional Level 3	any aim <sup>7</sup> where NVQ level = 3 and SSA is allowable	<i>as #1</i>	<i>as #1</i>	2	1	<i>any</i>
21.	A12	Achievement of qualification at Level 4 or Notional Level 4	any aim <sup>7</sup> where NVQ level = 4 and SSA is allowable	<i>as #1</i>	<i>as #1</i>	2	1	<i>any</i>

# ESF Contract Management Application (CMA)

## ILR Summarisation Rules v1.2

Rule ID	Del. ID	Deliverable	A09 <sup>1</sup>	A27 <sup>2</sup>	A31 <sup>3</sup>	A34 <sup>4</sup>	A35 <sup>5</sup>	L39 <sup>6</sup>
22.	A13	Achievement of qualification at Level 5 or Notional Level 5	any aim <sup>7</sup> where NVQ level = 5 and SSA is allowable	<i>as #1</i>	<i>as #1</i>	2	1	<i>any</i>
23.	P1	Progression/Destination to learning except Higher Education	any	<i>as #1</i>	<i>as #1</i>	<i>any</i>	<i>any</i>	54 or 75
24.	P2	Progression/Destination 'into Higher Education'	any	<i>as #1</i>	<i>as #1</i>	<i>any</i>	<i>any</i>	55
25.	P3	Participant progression / destination 'into employment'	any	<i>as #1</i>	<i>as #1</i>	<i>any</i>	<i>any</i>	10, 04 or 53
26.	P5	Progression / Destination 'into voluntary work'	any	<i>as #1</i>	<i>as #1</i>	<i>any</i>	<i>any</i>	59
27.	S33	Start on non-defined accredited learning activity	any aim except XESF0001, ZESF0001, or ZESF0002	<i>as #1</i>	any	any	any	any

# ESF Contract Management Application (CMA)

## ILR Summarisation Rules v1.2

### Beneficiary Eligibility Validation Rules

Eligibility Criterion	CMA Eligibility Value	ILR Field/Derived Variable	Rule
Age range of beneficiaries	<ul style="list-style-type: none"> <li>Lower Limit</li> <li>Upper Limit</li> </ul>	A_AGEST (Age of the learner as at the start date of aim)	<p>If either Lower Limit or Upper Limit specified and A_AGEST = -9 (age missing) then reject.</p> <p>If Lower Limit specified and A_AGEST &lt; Lower Limit then reject.</p> <p>If Upper Limit specified and A_AGEST &gt; Upper Limit then reject.</p> <p>Otherwise eligible.</p>
Gender	<ul style="list-style-type: none"> <li>Male</li> <li>Female</li> </ul>	L13 (Sex)	<p>If no Gender selected then accept.</p> <p>If Male selected and L13 = Male then accept.</p> <p>If Female selected and L13 = Female then accept.</p> <p>Otherwise reject.</p>
Ethnicity	<ul style="list-style-type: none"> <li>Asian or Asian British</li> <li>Black or Black British</li> <li>Chinese</li> <li>Mixed</li> <li>White</li> <li>Other</li> </ul>	L12 (Ethnicity)	<p>If no Ethnicity selected then accept.</p> <p>If Asian or Asian British selected and L12 = 11, 12, 13, or 14 then accept.</p> <p>If Black or Black British selected and L12 = 15, 16, or 17 then accept.</p> <p>If Chinese selected and L12 = 18 then accept.</p> <p>If Mixed selected and L12 = 19, 20, 21, or 22 then accept.</p> <p>If White selected and L12 = 23, 24, or 25 then accept.</p> <p>If Other selected and L12 = 98 then accept.</p> <p>Otherwise reject.</p>

# ESF Contract Management Application (CMA)

## ILR Summarisation Rules v1.2

Eligibility Criterion	CMA Eligibility Value	ILR Field/Derived Variable	Rule
Disability/Learning Difficulty	<ul style="list-style-type: none"> <li>Learner considers himself or herself to have a learning difficulty and/or disability and/or health problem</li> <li>Learner does not consider himself or herself to have a learning difficulty and/or disability and/or health problem</li> </ul>	L14 (Learning Difficulties and/or disabilities and/or health problems)	<p>If no Disability/Learning Difficulty selected then accept.</p> <p>If “Learner considers himself or herself to have a learning difficulty and/or disability and/or health problem” selected and L14 = 1 then accept.</p> <p>“Learner does not consider himself or herself to have a learning difficulty and/or disability and/or health problem” selected and L14 = 2 then accept.</p> <p>Otherwise reject.</p>
Employment Status	<ul style="list-style-type: none"> <li>Employed</li> <li>Full Time Education</li> <li>Self Employed</li> <li>Unemployed</li> <li>Still at School<sup>8</sup></li> <li>Economically Inactive</li> <li>14-19 NEET<sup>9</sup></li> </ul>	E12 (Employment status on day before starting ESF project)	<p>If no Employment Status specified then accept.</p> <p>If Employed selected and E12 = 01 then accept.</p> <p>If Full Time Education selected and E12 = 02 then accept.</p> <p>If Self Employed selected and E12 = 03 then accept.</p> <p>If Unemployed selected and E12 = 04 then accept.</p> <p>If Still at School selected and E12 = 05 then accept.</p> <p>If Economically Inactive selected and E12 = 06 then accept.</p> <p>IF 14-19 NEET selected<sup>10</sup> and E12 = 07 then accept.</p> <p>Otherwise reject.</p>

# ESF Contract Management Application (CMA)

## ILR Summarisation Rules v1.2

Eligibility Criterion	CMA Eligibility Value	ILR Field/Derived Variable	Rule
Length of Unemployment	<ul style="list-style-type: none"> <li>• Less than 6 months</li> <li>• 6-11 months</li> <li>• 12-23 months</li> <li>• 24-35 months</li> <li>• Over 36 months</li> </ul>	E14 (Length of unemployment before starting ESF project)	<p>If no Length of Unemployment not selected then accept.</p> <p>If Less than 6 months selected and E14 = 01 then accept.</p> <p>6-11 months selected and E14 = 02 then accept.</p> <p>12-23 months selected and E14 = 03 then accept.</p> <p>24-35 months selected and E14 = 04 then accept.</p> <p>Over 36 months selected and E14 = 05 then accept.</p> <p>Otherwise reject.</p>

<sup>8</sup> Only available for ILR records submitted in for 2007/08. This option is not available on the ILR for 2008/09 onwards (see the ILR Specification for 2008/09 for further information). This option will be removed from the Beneficiary Eligibility form in the CMA in late 2009. Please contact the National ESF Team for further information.

<sup>9</sup> This option is not available for selection in the current version of CMA but will be available to contracts in the 09/10 academic year. As an interim solution the CMA has been adapted (for Release 2.x Drop 4) to use the "14-19 NEET" box on the Contract Details form as the basis for this eligibility criteria. When this box is selected this eligibility field should not be used. ILR Summarisation will pick up the 14-19 NEET field and reject any ILRs that are not returned with code 07 in E12 on the ILR. Please contact the National ESF Team for further information.

# ESF Contract Management Application (CMA)

## ILR Summarisation Rules v1.2

Eligibility Criterion	CMA Eligibility Value	ILR Field/Derived Variable	Rule
Prior Attainment Level	<ul style="list-style-type: none"> <li>• Entry level</li> <li>• Other qualifications below level 1</li> <li>• Level 1</li> <li>• Level 2</li> <li>• Level 3</li> <li>• Level 4</li> <li>• Level 5</li> <li>• No qualifications</li> </ul>	L35 (Prior attainment level)	<p>If no Prior Attainment Level selected then accept.</p> <p>If Entry level selected and L35 = 09 then accept.</p> <p>If Other qualifications below level 1 selected and L35 = 07 then accept.</p> <p>If Level 1 selected and L35 = 01 then accept.</p> <p>If Level 2 selected and L35 = 02 then accept.</p> <p>If Level 3 selected and L35 = 03 then accept.</p> <p>If Level 4 selected and L35 = 04 then accept.</p> <p>If Level 5 selected and L35 = 05 then accept.</p> <p>If No qualifications selected and L35 = 99 then accept.</p> <p>Otherwise reject.</p>

## Response to Redundancy ILR Data Information

FIELD	INFORMATION REQUIRED
<b>HEADER DETAILS</b>	
Username	This should start ISP\ _____
LSC Number (L25)	210 Cumbria/ 220 Lancashire/ 230 Merseyside/ 240 Manchester /250 Cheshire & Warrington
Provider Number (L01)	Your Unique Provider Identification Number (UPIN) is made up of 6 digits and should start 10 _ _ _ _
Learner Reference Number (L03)	12 digit code made up of numbers and letters unique for each learner assigned by provider
Unique Learner Number (L45)	This is made up of 10 numbers obtained from Learner Registration Service
<b>START OUTCOME</b>	
LSC Funding Stream (A10)	70 - ESF
Learning Aim Reference (A09)	For the Response to Redundancy Programme this is always <b>ZSPE001</b>
Special Projects and Pilots (A49)	Use one of the codes SP014-SP017 depending on number of guided learning hours you anticipate will be need to be delivered on an individual learner basis. <ul style="list-style-type: none"> <li>• SP014      9-14 hours</li> <li>• SP015      15-44 hours</li> <li>• SP016      45-74 hours</li> <li>• SP017      75+ hours</li> </ul>
Additional Aims	When a learner is undertaking an accredited unit or qualification the accredited aim should be recorded in addition to the funded ZSPE0001 aim to allow the aim to be counted towards qualification targets.
Project Dossier Number (A61)	For North West project    08031LNW2 For Merseyside project    08033LME2
Learner Surname (L09)	
Learner Forenames (L10)	
Learner Date of Birth (L11)	
Home Postcode (L17)	
Learners Address Line 1 (L18)	
Learners Address Line 2 (L19)	
Learners Address Line 3 (L20)	
Learners Address Line 4 (L21)	

Prior Attainment Level (L35)	This is the learner's attainment when they first enrol with the provider. Valid codes are: <ul style="list-style-type: none"> <li>• 09 Entry Level</li> <li>• 07 Other qualifications below level 1</li> <li>• 01 Level 1</li> <li>• 02 Full level 2</li> <li>• 03 Full level 3</li> <li>• 04 Level 4</li> <li>• 05 Level 5 and above</li> <li>• 97 Other qualification, level not known</li> <li>• 98 Not known</li> <li>• 99 No qualifications</li> </ul>
Age at Start	
Delivery Location Postcode (A23)	Where the learning is being delivered
Learning Start Date (A27)	Date on which learning began
Workplace Location Postcode (A45)	The postcode of the location of the workplace at the start of learning. Must be valid UK postcode.
ESF Local Project Number (A62)	The reference number assigned by local LSC, indicating the priority level activity being undertaken. This should be 3 digit number using 0-9 only
<b>COMPLETION OUTCOME</b>	
Learning Actual End Date (A31)	Date learner completed learning activities necessary to achieve learning aim or date the learner withdrew from the learning activities
Special Projects and Pilots (A49)	You must update this field when the learner has completed their learning. Use one of the codes SP014-SP017 depending on number of guided learning hours actually delivered on an individual learner basis. <ul style="list-style-type: none"> <li>• SP014 9-14 hours</li> <li>• SP015 15-44 hours</li> <li>• SP016 45-74 hours</li> <li>• SP017 75+ hours</li> </ul>
Additional Aims completion	Code SP018 should be used in field A49 of the additional aim so that this additional aim does not generate duplicate funding
Destination (L39)	Destination of the learner after completion of learning. Valid codes are: <ul style="list-style-type: none"> <li>• 04 Part time employment</li> <li>• 10 Full time employment</li> <li>• 11 Unemployed</li> <li>• 53 Self employed</li> <li>• 54 Entered further education</li> <li>• 55 Entered Higher education</li> <li>• 59 Found voluntary work</li> <li>• 61 Death</li> <li>• 75 Full time education or training (not FE or HE)</li> <li>• 76 Economically inactive</li> <li>• 77 Not in education, employment or training</li> <li>• 95 Continuing existing programme or learning</li> <li>• 97 Other</li> <li>• 98 Destination unknown</li> </ul>

Reason Learning Ended (A50)	<p>Reason the learning on this aim has ended. Valid codes are:</p> <ul style="list-style-type: none"> <li>• 01 Learner ALSN status changed, so a new learning aim has been created</li> <li>• 02 Learner transferred to another employer/provider/local LSC in the same programme type</li> <li>• 03 Learner injury/illness</li> <li>• 04 Learner progressing to Advanced Apprenticeship – non E2E learners</li> <li>• 05 Learner progressing to NVQ 3</li> <li>• 06 Learner has stopped on this aim due to a change in funding</li> <li>• 07 Learner transferred between providers due to intervention by the LSC</li> <li>• 20 Learner progressing to an apprenticeship, advanced apprenticeship or programme led apprenticeship</li> <li>• 23 Learner progressing to employment with training at level 2 or above</li> <li>• 24 Learner progressing to employment without training at level 2 or above</li> <li>• 25 Learner progressing to FE, New Deal or other structured learning below level 2</li> <li>• 26 Learner progressing to FE, New Deal or other structured learning at level 2 or above</li> <li>• 27 OLASS learner withdrawn due to circumstances within the providers' control</li> <li>• 28 OLASS learner withdrawn due to circumstances outside the providers' control</li> <li>• 29 Learner has been made redundant</li> <li>• 96 Learner is continuing on this aim</li> <li>• 97 Other</li> <li>• 98 Reason not known</li> </ul>
<b>ACHIEVEMENT OUTCOME</b>	
Learning Outcome (A35)	<p>Indicates whether the learner achieved the learning aim, achieved partially or had no success. Valid codes are:</p> <ul style="list-style-type: none"> <li>• 1 Achieved</li> <li>• 2 Partial achievement</li> <li>• 3 No achievement</li> <li>• 4 Exam taken/assessment completed but result not yet known</li> <li>• 5 Learning activities are complete but the exam has not yet been taken and there is an intention to take the exam/assessment</li> <li>• 9 Study continuing</li> </ul>
Achievement Date (A40)	Date learning aim specified in A09 was achieved by learner

This list is not exhaustive. All information relevant to the individual learner and their activity on the programme should be completed in line with programme and ILR guidance.

# ESF LSC ORGANISATION CHART – Response to Redundancy

Provider Name: ..... Date Organisation Chart completed: .....

Provider Representative Name: ..... Signature: .....

The project management process for the project is of importance to the LSC and this Organisation Chart is required to identify the individuals undertaking key roles within your project. The chart concerns your Response to Redundancy project only, not the structure of your entire organisation or other projects. One person may be responsible for more than one of the posts detailed. Please indicate where a post does not exist.

**The ESF Contractor must:**

- Complete and return this form to [nwresfdata@lsc.gov.uk](mailto:nwresfdata@lsc.gov.uk)
- All e mail correspondence to include in subject box '**Provider Name**', **RtR, Org Chart**
- Continuously review and update the ESF LSC Organisation Chart – Response to Redundancy with any changes throughout the life of the project.
- Immediately a change is made, a revised form must be sent to your LSC Partnership Manager and a copy to [nwresfdata@lsc.gov.uk](mailto:nwresfdata@lsc.gov.uk)

<b>Head of Organisation</b>
Name: Direct Tel No: Email address:

<b>ESF Assistant Project Manager</b>
Name: Direct Tel No: Email address:

<b>ESF Project Manager</b>
Name: Direct Tel No: Email address:

<b>Data Manager</b>
Name: Direct Tel No: Email address:
Are you the organisation's data super user? Y/N

<b>Lead Data Inputter</b>
Name: Direct Tel No: Email address: Current ESF Y/N: Gateway Access Required Y/N: Delivery Statement Access Required Y/N: User ID (for Provider Gateway/DS):
<i>Please complete for each individual requiring access</i>