

This Quick Reference Guide has been designed to help you to successfully submit ESF ILR Aim data against your ESF Contracts.

1. Introduction

Prior to the 27th April 2009, in addition to your normal ILR submissions, you were required to record delivery against the requirements of your ESF contracts through the Delivery Statement Application via the LSC Secure Provider Gateway.

From now on, you will be required to use the Delivery Statement Application to submit ESF delivery data relating to non ILR deliverables only, with data relating to ESF ILR deliverables being taken directly from ILR submissions.

You will be responsible for monitoring the successful submission of your ESF ILR delivery data through the use of Exception Reports, which are produced on a nightly basis, should your ILR submissions not pass validation against the contracts they relate to.

You will have full visibility of these rules and will be required to rectify any issues to ensure that your ESF ILR data is successfully submitted to the LSC.

2. Submitting ESF ILR Aim Data

You have the option to submit your ESF ILR Aim data via Provider Online or Provider Batch.

If entering this information via Provider Online, checks are made upon data entry to ensure that the returns are for 'Live' ESF contracts and conform to the ILR Specification. If submitting data via Provider Batch, any returns not meeting this criteria will be rejected and appear on a Data Collections (DC) Validation Report produced overnight and published to the DC website.

Once the data has passed DC validation, a number of additional checks take place overnight to ensure that the ESF ILR data submitted meets the requirements of the ESF contract it is submitted for.

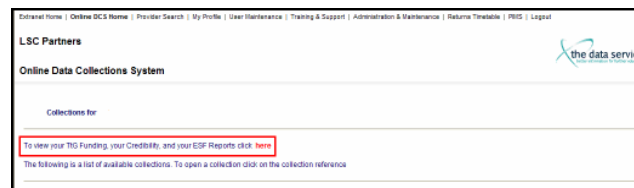
Any aims that fail these checks will appear on a Provider ESF Exception Report, which will be posted to the Online Data Collections System (OLDC) for review the next day.

You will then be required to interpret the Exception Report, amend where required and resubmit the affected ESF ILR data.

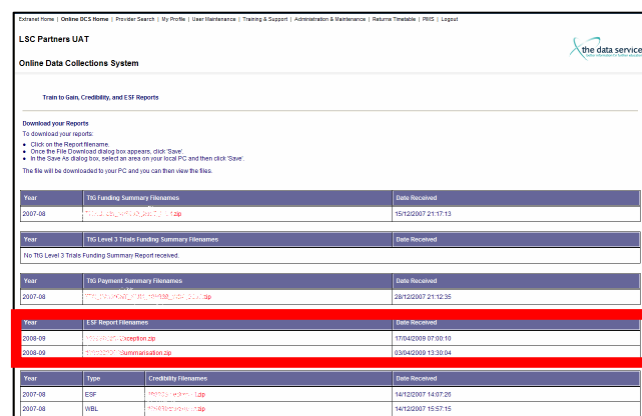
3. Viewing ESF ILR Exception Reports

To view an ESF ILR Exception Report:

1. Access and login to the Online Data Collections (OLDC) System.
2. Click on the **here** link in the centre of the page where it says: **“To view your TtG Funding, your Credibility and your ESF Reports click here.”**



3. Scroll down the page until you reach the section labelled **ESF Report Filenames**.



4. Click on the **Exception.zip** hyperlink to open or save the report. Note: only the latest Exception Report will be listed.

Year	ESF Report Filenames	Date Received
2008-09	20080901-20080930-1-Exception.zip	17/04/2009 07:00:10
2008-09	20080901-20080930-1-Summary.zip	03/04/2009 13:30:04

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: 120455	
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	00000000001	1	Age range of beneficiary too high	[A8]=ZESF0001 [A27]=01-Jul-2008 [A31]=01-Sep-2008 [A34]=2' [A35]=1' [L39]=47
8	288	NV056-78	718	0803LAW1	00000000002	1	Age range of beneficiary too high	[A8]=ZESF0001 [A27]=01-Jun-2008 [A31]=01-Oct-2008 [A34]=2' [A35]=1' [L39]=47
9	288	NV056-78	718	0803LAW1	00000000003	1	Contract deliverable not found	[A8]=ZESF0001 [A27]=20-Jul-2008 [A31]= [A34]=1' [A35]=1' [L39]=95
10	288	NV056-78	718	0803LAW1	00000000004	1	Contract deliverable not found	[A8]=ZESF0001 [A27]=31-Aug-2008 [A31]= [A34]=1' [A35]=1' [L39]=95
11	288	NV056-78	718	0803LAW1	00000000005	1	Age range of beneficiary too high	[A8]=ZESF0001 [A27]=01-Sep-2008 [A31]= [A34]=1' [A35]=1' [L39]=95 [A_AGE5]=
12	288	NV056-78	718	0803LAW1	00000000006	1	Age range of beneficiary too high	[A8]=ZESF0001 [A27]=01-Jun-2008 [A31]= [A34]=1' [A35]=1' [L39]=95 [A_AGE5]=
13	288	NV056-78	718	0803LAW1	00000000007	1	Contract deliverable not found	[A8]=ZESF0001 [A27]=01-May-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.p df
 - 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
Field Values	Completion Status	Learning Outcome	Age
[A09]=ZESF0001' [A27]=01-Jul-2008' [A31]=01-Sep-2008' [A34]=2' [A35]=1' [L39]=95' [A_AGE5]=47'			
[A09]=ZESF0001' [A27]=01-Jun-2008' [A31]=01-Oct-2008' [A34]=2' [A35]=1' [L39]=95' [A_AGE5]=22'			
[A09]=ZESF0001' [A27]=20-Jul-2008' [A31]= [A34]=1' [A35]=9' [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 4th working day.

5. Viewing ESF ILR Summarisation Reports

On the 4th 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 5th 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	Learner Ref	Aim	Start Period	End Period	Contract	Deliverable		
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.