

Data & MI



David Saffrey
Contract Adviser

And

Lynda Broad
Contract Adviser



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Topics Covered



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- **The Team**
- **ILR Guidance / Key Fields**
- **ILR Summarisation**
- **Data Collection / Reconciliation**
- **Delivery Statement**
- **Training**

Technical Support Team



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Lynda Broad Contract Adviser	LSC Kent & Medway
	LSC Milton Keynes, Oxfordshire & Buckinghamshire
Wayne Burden Contract Adviser	LSC Surrey
	LSC Berkshire
David Saffrey Contract Adviser	LSC Sussex
	LSC Hampshire & Isle of Wight
Katie Merrien Contract Adviser	Pan-Regional
Amber Oliver ESF Administrator	Pan-Regional

ILR Guidance

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The full 2009/10 ILR specification, Employer Responsive ILR forms and provider guidance can be downloaded from the Information Authority website at the following link:

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

Batch Error Reports

Providers using Batch files will receive details of rejected ILR records in their Batch Error Reports produced on the OLDC web portal

Key Fields



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Field	R2R	6 Months Plus
UPIN/UKPRN (L01)	See Schedule 1A Appendix 2	See Schedule 1A Appendix 2
Local Project No. (A62)	See Schedule 1A Appendix 2	See Schedule 1A Appendix 2
Project Dossier No. (A61)	08003LSE2	07999LSE3
LSC No. (L25)	300	300
LSC Funding Stream (A10)	70	80

Key Fields



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Field A49 For ZSPE0001 Aims Only	
R2R	6 Months Plus
SP014 9 –14 GLH	SP019 9 –14 GLH
SP015 15 – 44 GLH	SP020 15 – 44 GLH
SP016 45 – 74 GLH	SP021 45 – 74 GLH
SP017 75+ GLH	SP022 75+ GLH

Field A49 For Accredited Aims Only	
R2R	6 Months Plus
SP018	SP023

Key Fields



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Learning Aim Reference (A09)

Deliverable S34 – Participant Start and first 9 GLH – Learning Aim ZSPE0001

The first ILR entered for each participant must have this Learning Aim Reference Number

Qualification Aims (non payment)

– LAD Aims Search

For accredited learning aims started after enrolment, use the qualification aim reference as listed on the Learning Aims Database (LAD)

Key Fields



When a learner enrolls:

Create an ILR with the ZSPE0001 learning aim

Claim for one S34 start on the Delivery Statement

When a learner leaves:

Access Delivery Statement and claim for the total GLH they have achieved

Update field A49 on the ZSPE0001 aim to reflect the applicable total GLH code

ILR Summarisation



ILR Summarisation is a process which links elements of ILR data to the ILR-specific deliverables within each contract

The summarisation process will negate your requirement to update actual delivery for ILR specific deliverables on the Delivery Statement

You are required to manually input and submit your actuals on the Delivery Statement each month for those deliverables which are non-ILR specific

ILR Summarisation



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Records which have failed ILR Summarisation must have associated data corrections made and submitted in the next collection period

The monthly summarisation process will produce two reports on OLDC after the close of each period:

Summarisation Report – Lists details of the ILR records which have passed summarisation

Exception Report – Lists the instances where the system cannot link elements of an ILR record to a deliverable within the contract

Data Collections

Timetable & Method



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- **Timetable:**

ILR Data is submitted to the LSC by 5pm on the the 4th working day of the month for any new participant starts up to and including the last day of the previous month

- Providers with a Management Information System (MIS) should use ILR batch files.

Data Collections Reconciliation

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- All project actuals must be claimed for via the Delivery Statement as well as ILR data submitted via the OLDC web portal
- Payments are currently generated by the figures claimed on the Delivery Statement, no DS = no £
- After ILR Summarisation is implemented, payments will be generated using a combination of correct ILR data and Delivery Statement figures

Delivery Statement



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- The Delivery Statement is the method by which a provider records the actual delivery of each deliverable within their contract for a particular period
- If a submission is not made, systems will assume zero delivery in that period
- It is the responsibility of the provider to submit the Delivery Statement. A nil-return for periods of inactivity is required for consistency

Training



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- Any providers with staff new to ESF can request 1:1 on-site training
- To arrange training, please send an email request to the ESF mailbox:
SE-ESFCo-financing@lsc.gov.uk
- Training only to take place once learner data is ready to be entered onto the system
- Providers are expected to cascade knowledge internally

Useful Links



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Please take a moment to visit the LSC South East ESF webpage at the following link:

<http://www.lsc.gov.uk/regions/SouthEast/ESF/Currentprogramme/>

- The ESF Noticeboard as well as LSC and ESF logo guidelines can be downloaded from here

Further Help & Guidance

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- Please refer to the full Employer Responsive ILR Specification in the first instance
- If the specification did not offer a solution, please direct any questions via your LSC Partnership Adviser
- Alternatively contact your Contract Adviser via email to the ESF mailbox: SE-ESFCo-financing@lsc.gov.uk

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Practical Exercise