



European Union
European Social Fund
Investing in jobs and skills



Annex D

Training Offer for those Unemployed for 6 Months - Guidance on the Completion of Key ILR Fields

ILR requirements for the learner data set

Field No.	Field Name	Details
L25	LSC field	This field is no longer in use. It has been replaced by the Contracting Organisation code field, field A70
L26	National Insurance No	Required for all learners
L45	Unique Learner Number	Required for all learners. Providers can only use the ULN of 9999999999 where the learning aim planned or actual duration is less than 14 days.
L11	Date of birth	Must contain a valid date and the learner must be aged 19+
L17	Home postcode	Must contain a valid UK postcode. Note that the dummy postcode of ZZ99 ZZZ cannot be used for participants on this Programme. If the postcode is not known, enter the postcode for the Jobcentre Plus office from which the learner has been referred.

ILR requirements for pre-employment training learning aim(s)

Field No.	Field Name	Pre-Employment Training Aim	Additional Aim(s) (no funding)
A09	Learning aim reference	ZSPE0001	Valid LAD code

Field No.	Field Name	Pre-Employment Training Aim	Additional Aim(s) (no funding)
A10	Funding model	<p>Code 81 should be used for all learning aims starting on or after 1 August 2010</p> <p>Code 80 can only be used for start dates up to and including 31 July 2010. Providers should ensure that the correct codes have been entered in the Special project and pilot field, field A49</p> <p>If the learning aim has been completed or the learner has withdrawn, the ILR record should be updated</p>	<p>Code 81 should be used for all learning aims starting on or after 1 August 2010</p> <p>Code 80 can only be used for start dates up to and including 31 July 2010. Providers should ensure that the correct codes have been entered in the Special project and pilot field, field A49</p> <p>If the learning aim has been completed or the learner has withdrawn, the ILR record should be updated</p>
A11	Sources of funding	<p>Code 105 Skills Funding Agency</p> <p>From 2010/11 this field has been added to the employer responsive collection and must be completed for all learning aims.</p>	<p>Code 105 Skills Funding Agency</p> <p>From 2010/11 this field has been added to the employer responsive collection and must be completed for all learning aims.</p>
A14	Reason for full funding/co-funding learning aim	Relevant code.	Relevant code
A15	Programme type	99	99
A16	Programme entry route	Null value (00)	Null value (00)
A18	Main delivery method	Relevant code for learning aims starting on or after 1 August 2010.	Relevant code for learning aims starting on or after 1 August 2010.
A22	Franchise and partnership delivery provider number	Null Value (eight zeros) or the UKPRN of the Partnership Delivery Partner. This field has been changed to a numeric field in 2010/11.	Null Value (eight zeros) or the UKPRN of the Partnership Delivery Partner. This field has been changed to a numeric field in 2010/11
A23	Delivery location postcode	Actual delivery location postcode	Actual delivery location postcode
A26	Framework code	Null value (000)	Null value (000)
A27	Learning start date	Start date of pre-employment training.	Start date of pre-employment training.
A28	Learning planned end date	Planned end date of pre-employment training	Planned end date of pre-employment training
A31	Learning actual end date	Actual end date of pre-employment training	Actual end date of pre-employment training

Field No.	Field Name	Pre-Employment Training Aim	Additional Aim(s) (no funding)
A34	Completion status	Relevant code	<p>Code 1: This code should be used during the pre-employment training period to indicate the learner is continuing with the learning activities. A new learning aim must be started for learners who are continuing with learning after the pre-employment training period.</p> <p>Code 2: Use this code if the learner has completed the learning aim during the pre-employment training period, e.g. they undertook one unit of learning and have completed it.</p> <p>Code 3: Use this code if the learner intends to continue learning with a different provider, or has withdrawn from learning.</p> <p>Code 4: Use this code if the learner is transferring to a different learning aim with the same provider following the pre-employment training period.</p> <p>Code 5: Use this code if the learner intends to continue this learning aim with the same provider. This learning aim relates to the pre-employment training period only and must be closed once the pre-employment training period has been completed. A new learning aim can then be opened for the relevant funding stream (either Employer Responsive or Adult Learner Responsive as appropriate).</p>

Field No.	Field Name	Pre-Employment Training Aim	Additional Aim(s) (no funding)
A35	Learning outcome	Relevant code	Code 2: Use this code if the learner intends to continue this learning aim under either ER funding or ALR funding. If the learner completed the learning within the pre-employment training period, e.g. if they undertook one unit of learning, then use the relevant code.
A36	Learning outcome grade	Null value (six spaces)	Null value (six spaces) or the relevant grade if applicable
A40	Achievement date	Enter the Achievement date of learning aim if A35 is code 01 'Achieved' otherwise use the null value (00000000)	Enter the Achievement date of learning aim if A35 is code 01 'Achieved' otherwise use the null value (00000000)
A44	Employer Identifier	Null value (nine zeros)	Null value (nine zeros)
A45	Workplace location postcode	Null value (eight spaces)	Null value (eight spaces)
A46	National learning aim monitoring	999999 Note that A46 monitoring codes are not relevant to this programme.	999999 Note that A46 monitoring codes are not relevant to this programme.
A47	Local learning aim monitoring	Relevant code or null value (24 spaces)	Relevant code or null value (24 spaces)
A48	Provider specified learning aim data	Optional	Optional
A49	Special projects and pilots	SP019 for 9–24 glh SP020 for 15–44 glh SP021 for 45-75 glh SP022 for 75+ glh This field should be updated at the end of the learning aim to reflect the glh that were actually delivered.	SP023 (indicates no funding for this aim)
A50	Reason learning ended	Relevant code	Relevant code

Field No.	Field Name	Pre-Employment Training Aim	Additional Aim(s) (no funding)
A51a	Proportion of funding remaining	100	100
A53	Additional learning needs	Relevant code	Relevant code
A55	Unique learner number	Valid ULN (see notes for field L45)	Valid ULN (see notes for field L45)
A56	UK provider reference number	Valid UKPRN	Valid UKPRN
A59	Planned credit value	Null value (000)	QCF credit value (for QCF learning aims) or Null value
A60	Credits achieved	Null value (000)	QCF credit value (for QCF learning aims) or Null value
A61	Project dossier number	East of England use 07999LEA3 East Midlands use 07999LEM3 Greater London use 07999LLN3 North East use 07999LNE3 North West use 07999LNW3 South East use 07999LSE3 South West use 07999LSW3 West Midlands use 07999LWM3 Yorkshire & Humberside use 07999LYH3	East of England use 07999LEA3 East Midlands use 07999LEM3 Greater London use 07999LLN3 North East use 07999LNE3 North West use 07999LNW3 South East use 07999LSE3 South West use 07999LSW3 West Midlands use 07999LWM3 Yorkshire & Humberside use 07999LYH3
A62	Local project number	Enter the Local project number	Enter the Local project number
A63	National Skills Academy	Null value (00)	Relevant code
A64	Planned group-based hours	Null value (00000)	Null value (00000)
A65	Planned one-to-one contact hours	Null value (00000)	Null value (00000)
A66	Employment status on day before starting learning aim	Code 04 Unemployed	Code 04 Unemployed

Field No.	Field Name	Pre-Employment Training Aim	Additional Aim(s) (no funding)
A67	Length of unemployment before starting ESF project	One of: Code 01 Code 02 Code 03 Code 04 Code 05 Codes 98 and 99 cannot be used	One of: Code 01 Code 02 Code 03 Code 04 Code 05 Codes 98 and 99 cannot be used
A68	Employment outcome	Code 99 should be used until the employment outcome is known and then updated with the relevant code as appropriate.	Code 99 should be used until the employment outcome is known and then updated with the relevant code as appropriate.
A70	Contracting organisation code	<p>This field replaces field L25</p> <p>Contracting organisation codes are at Appendix E to the ILR Specification for 2010/11</p> <p>No action is required by POL providers as this will be taken care of in the migration of 2009/10 ILR data to 2010/11 ILR data (see Appendix B to the ILR Specification 2010/11)</p> <p>Batch providers will need to ensure that this is also carried out on their own systems</p>	<p>This field replaces field L25</p> <p>Contracting organisation codes are at Appendix E to the ILR Specification for 2010/11</p> <p>No action is required by POL providers as this will be taken care of in the migration of 2009/10 ILR data to 2010/11 ILR data (see Appendix B to the ILR Specification 2010/11)</p> <p>Batch providers will need to ensure that this is also carried out on their own systems</p>