

Technical Briefing Note

Train to Gain 2010/11 – Individualised Learner Record (ILR) field A14

Date of issue September 2010

Background and introduction

- 1 In 2010/11 changes have been made to the funding within Train to Gain for qualifications that were previously, in 2009/10, fully funded. These changes affected Level 2 and Level 3 qualifications being followed by learners who had previously achieved a Level 2 qualification or equivalent.
- 2 The following is an extract [from Skills Funding Agency Guidance Note 3](#) issued in April 2010.

Funding Priorities

60. Skills for Growth and the Skills Investment Strategy recognised the changing environment in which we are working and, in particular, the need to move away from some of the recession-based priorities to a greater targeting of resources. Consequently, from 2010/11, we will no longer fund units previously available as part of the flexibilities for small and medium sized businesses through Train to Gain, except for any carry-over learners from 2009/10.

61. We will co-fund all repeat Level 2 qualifications in Train to Gain. These changes will apply to all existing learners as well as to all new learners. They will be applied across all sectors, including those with sector compacts.

62. Therefore from 2010/11, we will fully-fund the following in Train to Gain:

- *First full Level 2 qualification (22)*
- *First full Level 3 qualification for those aged 19-24 (24) or ex-service personnel eligible under the Ministry of Defence initiative*

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- *First full Level 3 qualification for 'Level 3 jumpers' who start a Level 3 without previously achieving a Level 2 qualification. (22)*
- *Literacy and Numeracy Skills for Life qualifications (09)*
- *Repeat full Level 2 or Level 3 qualifications for those coming from Local Employment Partnerships or as part of the 6 month unemployment offer and Response to Redundancy packages (28)*
- *Temporary agency workers undertaking a reskilling qualification at either full Level 2 or full Level 3 (28).*

It is vital that college and training organisations identify the reason for full funding correctly in the ILR field A14. The correct codes to use are listed above in brackets.

63. For any learner who is not listed above we will co-fund:

- *First full Level 3 and above qualifications outside of entitlements*
- *Repeat full Level 3 qualifications outside entitlements if part of compact agreements*
- *Full Level 2 qualification by learners not listed fully-funded above, where the learner already has achieved a full Level 2 qualification or equivalent if on the approved list of qualifications published by the Skills Funding Agency*
- *Certificate in ESOL Skills for Life and Certificate in ESOL for Work.*

All the above will be coded as 32 in field A14 in the ILR. This will mean in 2010/11, that codes in a learner's ILR will need to change from those used in 2009/10.

64. It should be noted that co-funding of repeat/additional full Level 2s will apply to all learners, i.e. carry over and new learners, in 2010/11.

- 3 The following is an extract taken from [Train to Gain Funding Requirements 2010/11 version 1 issued in July 2010](#).

6.9.4 Level 2 qualifications

189. *For learners who have not already attained an equivalent Level 2 or higher qualification then their learning will be fully-funded. This is usually referred to as a 'first' Level 2 qualification.*
190. *For learners on their first Level 2 qualification providers should ensure that the ILR is completed correctly. That is ILR field L35 records the learner prior achievement as below Level 2 codes 09, 07 or 01 and that A14 records the reason for fully funded as the Level 2*

entitlement, code 22. Further details can be found in the ILR specification and Provider Support Manual.

191. Additionally learners taking part in a Local Employment Partnership activity, the Response to Redundancy or temporary agency workers will also be fully funded for Level 2 qualification where their prior attainment was Level 2 or higher. These should be recorded on the ILR field A14 as code 28. If any of this group has not attained a Level 2 qualification then they should be treated as 'firsts' under paragraph 189. See below in paragraph 204 for further information on temporary agency worker and fully-funded qualification.
192. All other learners will be co-funded where the qualification is eligible for funding. This is to be known as 'retraining'. A reduction of 50% will be applied to the rate paid to take into account the expected employer contribution. Learners should be recorded in ILR field A14 as code 32.
193. Eligible retraining qualifications under paragraph 192 are published by the Agency and can be found on the [Skills Funding Agency website](#).
194. In 2010/11 the funding rules for Level 2 qualification above will also apply to carry-over learners. Therefore, carry-over learners who do not qualify for full funding should have their ILR data amended so that ILR field A14 is code 32.

6.9.5 Level 3 qualifications

195. Learners who have not already achieved an equivalent Level 3 or higher qualification and are aged between 19 and 24 years of age will be fully-funded. This is usually referred to as the Level 3 Entitlement. The ILR should record these learners as ILR fields L35 codes 09, 07, 01 or 02 and A14 code 24. Providers are reminded that the preferred route for vocational learners aged 19-30 is an Apprenticeship.
196. Learners who have not already achieved an equivalent Level 2 or higher qualification and go straight on to a Level 3 qualification then their learning will be fully-funded. These learners are referred to as Level 3 Jumper. These learners will be funded as if they were a Level 2 entitlement and therefore ILR fields L35 codes 99, 09, 07 or 01 and A14 code 22.
197. Learners who have not already achieved an equivalent Level 3 or higher qualification and are aged over 25 years of age will be co-funded. The ILR should record these learners as ILR fields L35 codes 99, 09, 07, 01 or 02 and A14 code 32.
198. Temporary agency workers will also be fully-funded for a retraining Level 3 qualification. However, there are additional requirements that must be taken into account, see paragraph 204 below.

199. *Ex-service personnel under a Ministry of Defence Initiative will also be fully funded for Level 3 qualifications.*
200. *All other eligible retraining Level 3 qualifications will be co-funded with an expected employer contribution of 50%. A list of eligible retraining Level 3 qualification are published by the Agency and can be found on the [Skills Funding Agency website](#). The ILR should record these learners as ILR field A14 code 32.*
201. *In 2010/11 the funding rules for Level 3 qualification above will also apply to carry-over learners. Therefore, carry-over learners who do not qualify for full funding should have their ILR data amended so that ILR field A14 is code 32. The Information Authority will issue guidance on how this will be done.*

NB: The paragraph references in paragraphs 2 and 3 refer to the actual documents from where the extract was taken.

Purpose

- 4 This Technical Briefing Note has been issued due to the relative high number of errors in data received in August and September 2010 in the ILR data for Train to Gain for 2010/11. These errors are where both carry-over learners and new starts have been incorrectly coded in ILR field A14.

Carry-over Train to Gain learners from 2009/10

- 5 For any learner who started prior to 1 August 2010 and is continuing learning in 2010/11, ILR field A14 will need to be checked. Where, based on Guidance Note 3 and the Train to Gain Funding Requirements they are no longer fully-funded then the value in ILR field A14 may need to be altered.
- 6 It should be noted that no values for Train to Gain learners were changed in ILR field A14 when the Data Service migrated data from 2009/10 to 2010/11. It remains the responsibility of the provider to change any values in ILR field A14 to ensure that they receive the correct funding.
- 7 We are aware that some provider software suppliers have written into their products automatic migration algorithms. However, these would be based on ILR field L35 (prior attainment) which we have found in practice to be statistically weak in its accuracy. Therefore it is important that learner details are individually checked.
- 8 It is also important that the change only occurs in 2010/11 data. Providers using third party solutions should check with their software supplier on how this should be done. For providers using their own developed solution this may be more difficult, but will still have to be achieved. Providers using Provider Online (POL) will be able to change the 2010/11 value in ILR field A14 with no effect on the 2009/10 data.

New starts in 2010/11

- 9 Providers need to ensure that code entered in ILR field A14 is correct as listed in paragraphs 2 and 3 in the extracts from Guidance Note 3 and Funding Requirements.

Implications

- 10 Using incorrect codes will result in errors in payments made to providers. These errors if not corrected may result in incorrect information being used in relation future allocations and poor assessment of Information Management in audits.

Timescales

- 11 It is vitally important that accurate data is sent, therefore any changes required to correct errors are made as soon as possible. The Agency expects that all providers will by the end of October 2010 have made any changes required so that analysis of the first quarter performance reflects the changes in funding of Train to Gain in 2010/11.
- 12 If a provider requires further clarification or help they should speak to the Agency Account Manager or contact the Data Service Helpdesk.

Further information

- 13 Information on the ILR can be found on [the information authority's website](#). Both the [ILR specification](#) and the [Provider Support Manual](#) are useful sources.