

# **Employability Skills Programme**

## **Provider Guidance Appendix 3**

### **Skills Funding Agency Monthly ILR and TPS Data Returns for the Employability Skills Programme in 2010/11**

## Data Entry for the Employability Skills Programme

1.1 This document provides guidance on data entry for Employability Skills Programme 2010/11, which begins on 1 August 2010. The guidance relates to academic year 2010/11 and covers data entry requirements for the Individualised Learner Record (ILR) and the Training Provider Statement (TPS).

### 2 Data Entry onto the Individualised Learner Record (ILR)

2.1 When completing the ILR for the Employability Skills Programme, providers should follow the guidance in the ILR Specification for 2010/11 and the Provider support manual on the *information authority's* website at:

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

### 3. Returning data

3.1. Data for the Employability Skills Programme must be returned in an ER format ILR return

3.2 There are two methods for returning data on the ILR to the Data Service;

(a) via a batch file extracted from the providers own management information system and uploaded to the Data Service's on-line data collection portal

or

(b) via the Data Service's provider on-line system where the data is entered record by record. This method is aimed at providers with low numbers of learners and also who are not already returning another type of ILR return.

3.3 Providers that are new to returning data on the ILR should agree with their Agency Account Manager which method they will use.

3.4 Providers who already return an ILR should return data for Employability Skills Programme using the same return method as for their existing provision. For providers sending a batch file, the data should be sent in the same file as their existing ER data.

3.5 Providers making batch returns should ensure that where the guidance states that a field should be left blank, the appropriate null value is returned in the batch file (i.e. zero filled for numeric and date fields and space filled for alphabetic or alphanumeric fields).

3.6 The *information authority* publish a paper ILR form that providers can use to collect ILR data but it is not compulsory to use this ILR form. Providers may use their own forms or systems to capture the data required for the ILR if they wish. More information about the requirements these forms must satisfy can be found in the Provider support manuals on the *information authority* website:

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

3.7 Providers who are using the Data Service's provider on-line system to return ILR data may find it beneficial to use the *information authority's* ILR form, as the provider on-line screen layouts match the ILR form layout.

#### 4. Key fields

4.1 There are certain key fields within the ILR that are particularly important as they are used by the funding calculations to identify the learning aim as part of the Employability Skills Programme and are used to identify whether the aim is funded and the rate. Completion of these key fields is summarised in Tables 1 and 2 below. All other fields required for an employer responsive funded ILR return must be completed in line with the ILR specification and validation rules. Note that entries must be made for all ESP subject qualification learning aims.

**Table 1: Key fields for ESP learning aims**

Field Number	Field Descriptor	Action Required
L26	National Insurance Number	This field should be completed for all Employability Skills programme learners as it will be used in the process of feeding data back to JCP and Department of Work and Pensions (DWP). This number can be obtained from the referral form sent from JCP.
A09	Learning Aim Reference number	Use a valid entry from the Learning Aim Database (LAD) for the learning aim. The LAD is available on-line at <a href="http://www.thedataservice.org.uk/Services/DataCollection/software/lad/">http://www.thedataservice.org.uk/Services/DataCollection/software/lad/</a> .  Basic skills learning aims which are eligible for funding under the programme will have a value of 01, 02, or 03 in the basic skills type field on the shared annual values table in the learning aim data base. The employability award does not have a basic skills type value in the LAD.
A10	Funding model	<b>For basic and employability skills learning aims use code 45</b> to identify the Employer Responsive Funding Model.
A11	Sources of funding	Code 105 must be used in instance one of this field. If any other source of funding is being received for this learning aim, then this should be recorded in instance two
A18	Main Delivery Method	Relevant code for learning aims starting on or after 01/08/2010 otherwise use the Null value
A28	Planned end date	Record the date by which the provider and the learner plan to complete the learning related to this learning aim. Do not update this field if the learner continues learning beyond this planned end date or finishes before this date. The actual end date should be reflected in field A31 – actual end date
A31	Actual End date	Record the date that the learner completed the learning activities necessary to achieve the learning aim or the date the learner withdrew from the learning activities.
A34	Completion Status	Use code 1 where the learner is continuing; use code 2 where the learner has completed; use code 3 where the learner withdraws without completing the learning aim; use code 4 if the learner withdraws from the learning aim and as a direct result transfers to a new learning aim. <b>Note:</b> Code 5 is not applicable to the programme.
A35	Learning Outcome	Use code 9 where study is continuing; use code 1 where the learning aim has been achieved;

		use code 3 where the learning aim is not achieved; use code 4 where the exam/assessment has been taken and the result is not yet known; use code 5 where the learning activity is complete and the exam/assessment has not yet been taken. <b>Note:</b> Code 2 – <i>partial achievement</i> is not applicable to the funding of ESP learning aims.
A40	Achievement date	Record the date the learner achieved the learning aim. This field should be left blank until the learner achieves. If the learner leaves without achieving the learning aim, this field should also be left blank.
A44	Employer Identifier	Enter <b>888888880</b> in this field.
A46	National monitoring field	This field accepts up to 2 values and both should be entered as follows for all learning aims (basic and employability skills): A46 (a) enter code <b>083</b> A46 (b) enter code <b>999</b>
A64	Planned group-based hours	<b>Only required for learning aims that start on or after 1 August 2009.</b>  Enter the number of group based hours in which it is planned to deliver the learning aim, as identified in the learner's learning agreement at the start of their learning aim. Enter the whole number of hours to the nearest hour in up to 5 numeric digits. See Annex 1
A65	Planned one-to-one contact hours	<b>Only required for learning aims that start on or after 1 August 2009.</b>  Enter the number of one to one contact hours in which it is planned to deliver the learning aim, as identified in the learner's learning agreement at the start of their learning aim. Enter the whole number of hours to the nearest hour in up to 5 numeric digits, See Annex 1
A66	Employment status on day before starting learning aim	For ESP participants Code 04 (unemployed) should always be entered.
A67	Length of unemployment before starting ESF project	For ESP participants use one of the valid codes: Note: Codes 98 and 99 cannot be used
A68	Employment outcome	For ESP participants enter either code: 01 for a job with training 02 for a job without training Although this field does not generate payment, it is used for ESP MI monitoring purposes.
A70	Contracting organisation code	A valid code as listed in Appendix E of the ILR Specification must be recorded.

## 5. Using the *information authority's* ILR Form

5.1 Part 1 of the ILR form captures information about the learner. It must be signed by the learner to show they have seen the Data Protection Statement and that the details they have supplied are correct.

5.2 Part 2 collects data about the apprenticeship programme aim which, on the ER ILR form, will predominantly be used for Apprenticeships. A programme aim is not required for the Employability Skills Programme.

5.3 Part 3 should be completed for **every learning aim** being followed by the learner as part of the Employability Skills Programme.

5.4 Part 4 collects information on subsidiary aims for Apprenticeship programmes and is not required for the Employability Skills Programme.

5.5 Part 1a collects additional monitoring data about the learner and should be completed as required for all learners.

## 6. Learning Aims

6.1 Qualification references can be found on the Agency's **Data Service** Learning Aim Database (LAD.)

<http://www.thedataservice.org.uk/Services/DataCollection/software/lad/>.

The following Employability qualification learning aims are currently listed on the Agency system and must be input for data collection and funding purposes:

1. 50042567 ASDAN Award in Employability Entry Level 2
2. 50017287 ASDAN Award in Employability Entry Level 3
3. 50017275 ASDAN Award in Employability Level 1
4. 50039209 ASDAN Award in Employability Level 2
5. 50042312 ASDAN Certificate in Employability Entry Level 2
6. 50037237 ASDAN Certificate in Employability Entry Level 3
7. 50037225 ASDAN Certificate in Employability Level 1
8. 50039210 ASDAN Certificate in Employability Level 2
9. 50040807 C&G Award in Employability and Personal Development Entry Level 2
10. 50040832 C&G Award in Employability and Personal Development Entry Level 3
11. 50040820 C&G Award in Employability and Personal Development Level 1
12. 50040819 C&G Certificate in Employability and Personal Development Entry Level 2
13. 50040790 C&G Certificate in Employability and Personal Development Entry Level 3
14. 50040789 C&G Certificate in Employability and Personal development Level 1

6.2 Where providers decide to use qualifications other than those listed above, providers must contact their Agency Account Manager in the first instance. This is because:

- The Agency needs to ensure that any such qualifications are accredited and approved and deliver a similar generic employability curriculum and to the same standards as the qualifications above; and
- Where this is the case, that the Agency has attributed a funding rate to the qualification on the system for payment purposes. Without this, funding cannot be generated.

## 7. Training Provider Statement

7.1 The Training Provider Statement (TPS) is used to claim payments where funding cannot be generated via the ILR data submission. Payment for delivery of job outcomes and claims for a service fee in respect of referred customers who are assessed but who do not start the programme (a notional payment of £50) should be claimed through the TPS.

7.2 Entries on the TPS therefore cover:

- (i) Fields 27 and 28: ESP Employability award job outcomes value and volumes @ £120
- (ii) Fields 29 and 30: ESP non-employability award job outcomes value and volumes @ £120
- (iii) Fields 31 and 32: ESP service fee payments for non-starters value and volumes @ £50

7.3 Although there is a single funding rate for achievement of a job outcome, it would be helpful if providers could complete the appropriate fields to distinguish between those that have or have not been achieved alongside enrolment for an employability qualification.

7.4 Other entries on the TPS in the ESP section should only be completed when requested by an auditor who is making funding adjustments.

7.5 The TPS form and guidance for 2010/11 are exactly the same as for 2009/10 and are posted on the *information authority* website.

**Guidance on group-based and one-to-one contact hours for ILR  
Fields A64 and A65**

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- Providers should enter the number of hours in which it is planned to deliver this learning aim or programme, as identified in the learner's learning agreement at the start of their learning aim.
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- The data recorded should be for the whole learning aim or programme and not just that delivered in this academic year. This should be completed for learning aims that start on or after 1 August 2009.
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- It is possible that the data recorded in this field may be the same for some or all learners following the same learning aim or programme at the provider.
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- Providers are not expected to update this data during an individual learner's programme of study to reflect the actual number of delivery hours that take place which may vary according to the individual's needs. This includes where a learner withdraws from the learning aim.
    - If the planned group or one-to-one contact hours are not known or do not apply to this learner then the null value of 00000 should be returned.
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- **Planned group-based hours are defined as:**
    - Time spent providing group-based support, learning or training, which underpins the knowledge and understanding of the learning aim
    - Periods of group-based observation
    - Time spent providing group-based instruction to learners.
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- **Planned one-to-one contact hours are defined as:**
    - Time spent providing one-to-one support, learning or training, which underpins the knowledge and understanding of the learning aim
    - Periods of one-to-one assessment and observation
    - Time spent providing feedback and instruction to the learner, on a one-to-one basis, using any appropriate medium including e-mail and telephone contact as well as face to face discussions.
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