

Young Person's Guarantee: Routes into Work Provider Guidance

Annex F

Key ILR fields

Field Number	Field Descriptor	Action Required		
L17	Postcode	Alpha-numeric up to 8 characters. This must be a valid UK postcode. Note that a dummy postcode cannot be used for participants on this Programme. If the postcode is not known, enter the postcode for the JCP office from which the customer has been referred.		
L26	National Insurance Number	This field should be completed for all 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.		
L45	Unique Learner Number	Must be completed for all learners as it will be used to track learners as they progress into employment.		
A09	Learning Aim Reference number	ZSPE1001	Provision delivered for Asset Skills Sector Skills Council within the Routes into Work programme	Facilities Management
		ZSPE1004	Provision delivered for Construction Skills Sector Skills Council within the Routes into Work programme	Construction
		ZSPE1005	Provision delivered for Creative and Cultural Skills Sector Skills Council within the Routes into Work programme	Creative and Cultural
		ZSPE1006	Provision delivered for Energy and Utility Skills Sector Skills Council within the Routes into Work programme	Energy and Utility
		ZSPE1007	Provision delivered for e-Skills UK Sector Skills Council within the Routes into Work programme	Contact Centre
		ZSPE1011	Provision delivered for Improve Sector Skills Council within the Routes into Work programme	Food and Drink Manufacturing
		ZSPE1012	Provision delivered for Lantra Sector Skills Council within the Routes into Work programme	Agriculture
		ZSPE1014	Provision delivered for People First Sector Skills Council within the Routes into Work programme	Hospitality, Leisure, Travel and Tourism
		ZSPE1018	Provision delivered for Skills for Health Sector Skills Council within the Routes into Work programme	Health
		ZSPE1019	Provision delivered for Skills for Logistics Sector Skills Council within the	Logistics

			Routes into Work programme	
		ZSPE1020	Provision delivered for SEMTA Sector Skills Council within the Routes into Work programme	Manufacturing
		ZSPE1022	Provision delivered for Skills for Care and Development Sector Skills Council within the Routes into Work programme	Care
		ZSPE1024	Provision delivered for Skillsmart Retail Sector Skills Council within the Routes into Work programme	Retail
		ZSPE1028	Provision delivered for Skills for Security Standard Setting Body within the Routes into Work programme	Security
A10	Funding stream	Use code 81		
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. (Code 5 is not applicable to the programme). <i>NB Use Code 2 for all completed GLH delivery, even if the learner has left early. Using Code 3 will not generate any payment</i>		
A35	Learning Outcome	Use code 9 where study is continuing; use code 1 where the learning aim has been achieved; use code 2 where the learning aim is partially 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.		
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.		
A49	Special projects and pilots	SP038	Routes into Work (15 - 44 GLH)	
		SP039	Routes into Work (45 - 74 GLH)	

		SP040	Routes into Work (75 - 104 GLH)	
		SP041	Routes into Work (105 – 134 GLH)	
		SPO42	Routes into Work additional aim (no funding)	
A66	Employment status on day before starting learning aim	For Routes into Work participants Code 04 (unemployed) should always be entered.		
A68	Employment outcome	<p>This field must be completed in order to generate a job outcome payment 01 for a job with training funded by the employer or through Train to Gain or an Apprenticeship 02 for a job without training. This includes circumstances where training under Routes into Work continues with the same provider when the participant enters employment as in paragraph 5.5 of the Provider Guidance Note: both of the above codes generate a payment for Routes into Work</p>		