

Young Person's Guarantee Work Focused Training Provider Guidance Annex E

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	Insert the generic code ZSPE0001 for records where A49 = SP024-SP029 and SP031-SP036 For those records where A49 = SP030 or SP037 the qualification LAD code should be inserted.
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 2 for all completed GLH delivery, even if the learner has left early. use code 3 where the learner withdraws without completing the learning aim; Using Code 3 will not generate any payment 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). NB Use Code 2 for all completed GLH delivery, even if the learner has left early. Using Code 3 will not generate

		any payment	
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. NB Use Code 1 for all completed GLH activity. Using any other codes will not generate a payment	
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	SP024	Work Focused Training 1 (15 - 44 GLH)
		SP025	Work Focused Training 1 (45 - 74 GLH)
		SP026	Work Focused Training 1 75 - 104 GLH)
		SP027	Work Focused Training 1 (105 - 134 GLH)
		SP028	Work Focused Training 1 (135 - 164 GLH)
		SP029	Work Focused Training 1 (165 - 192 GLH)
		SP030	Work Focused Training 1 - additional aim (no funding)
		SP031	Work Focused Training 2 (15 - 44 GLH)
		SP032	Work Focused Training 2 (45 - 74 GLH)
		SP033	Work Focused Training 2 (75 - 104 GLH)
		SP034	Work Focused Training 2 (105 - 134 GLH)
		SP035	Work Focused Training 2 (135 - 164 GLH)
		SP036	Work Focused Training 2 (165 - 192 GLH)
		SP037	Work Focused Training 2 - additional aim (no funding)
A61	Project dossier number	Enter details from contract schedule Appendix 2. Must be completed to ensure payment	
A62	Local project number	Enter details from contract schedule Appendix 2. Must be completed to ensure payment.	
A66	Employment status on day before starting learning aim	For Work Focused training participants Code 04 (unemployed) should always be entered. An entry must also be made in field A67 as below.	

A67	Length of unemployment before starting project	Where an entry in A66, enter any of the following valid codes:	
		01	Less than 6 months
		02	6-11 months
		03	12-23 months
		04	24-35 months
		05	Over 36 months
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. Note: both of the above codes generate a payment for Work Focused Training</p>	