

Completion of the ILR for OLASS Learners – Policy and Guidance Notes for learners in Custody from the 10/11 academic year



1. This joint guidance from the Skills Funding Agency and Young People's Learning Agency (YPLA) is prepared to help Offenders' Learning and Skills Service (OLASS) providers complete the Individualised Learner Record (ILR) and must be used in conjunction with the Information Authority ILR documentation. The full ILR specification along with the learner responsive provider support manual is available through the Information Authority Website (<http://www.theia.org.uk/>). The following notes offer general guidance for managers of OLASS funded learning in custody. The guidance aims to support processes that enable the recording of learners' achievements within the framework of the ILR Specification and Skills Funding Agency or YPLA OLASS policy guidance as appropriate.
2. All OLASS funded learners must have a valid ILR recorded in the Learner Responsive (LR) return. (The class register must be matched by class enrolments)
3. All OLASS funded learners must be enrolled as soon as they begin an OLASS funded activity. Learners involved in HMPS activities that incorporate embedded learning **supported by OLASS funding** must be enrolled, but only those learning aims funded by OLASS should be recorded.
4. **All** specified ILR fields in Learner Responsive returns must be completed (See Annexe B)
5. The Unique Learner Number (ULN) must be recorded for all learners unless the learner falls under any of the criteria specified in these OLASS guidance notes.
6. Learner achievement must only be recorded where there is auditable evidence of that success e.g. pass list or certificate. QCF based qualifications will be used wherever possible, this includes credits and units which are to be recorded in fields A59/A60.
7. All Learner Responsive ILR returns (named **LR01, LR02, LR03, LR04** and LR05 from the 10/11 academic year) are required to be submitted for OLASS and these returns will be used as the basis of discussions between the Funding body and the providers to check progress. These returns replace those previously known as F0 or L0 and a timetable for returns is available through the Information Authority website. <http://www.theia.org.uk>
8. Providers have a duty of care towards learner information and must take all reasonable measures to ensure that the learner data is treated as confidential and only accessed by authorised staff.

OLASS Guidance Notes

Academic year

The academic year is used within OLASS learner administration to align processes with other Skills Funding Agency/YPLA funding models and administrative cycles. The academic year starts on 1st August and finishes on 31st July and this is in line with the ILR year.

Achievement (Recording methodology)

Achievement must only be recorded in the ILR if it can be validated with auditable evidence. The receipt of a certificate is not required where an awarding body supplies other auditable information of learner success e.g. a pass list. Where certificates are able to be awarded by approved assessors achievement can be recorded from the assessor pass list. When recording Achievements, it is important to make sure that the **Delivery** location postcode **field, field A23**, is correct and showing the establishment where the learner achieved their learning aim. (Approved list of postcodes is available in Annexe A).

For NVQs, the date that the NVQ was internally verified is the measure used for determining the date of achievement and not the stage when a certificate is actually received from an awarding body.

Due to the average length of stay in custody, it will often be more appropriate to enrol on and record individual unit achievements rather than full qualifications. Credit achievements of QCF qualifications and units are captured using **the Planned credit value field, field A59**, and **the Credits achieved field, field A60**. Please refer to the accompanying policy guidance for further details.

Qualification achievements are included in the Qualification Success Rate used across all funding models nationally and by Ofsted. Individual unit achievement is not included in the Qualification Success Rate, but a separate measure referred to as the Credit Success Rate is currently being developed for future use within Framework for Excellence and potentially by Ofsted.

Enrolments and achievements of non-accredited provision must be only be recorded where there is a robust and verifiable process such as RARPA in place to record the assessment process.

Additional Learning Support (Adult) (fields L29 and L31)

There was no need for the Additional Learning Support to be identified in ILR completion for the first year of OLASS 3 custodial contracts since the hourly funding rate includes the learner support element. We are researching a different funding methodology in the future, and need to gather data on additional learner support given to custody learners. If the learner has been assessed as needing additional learning support, this should be recorded **in Additional learning support field**, field L29, in 2010/11. However, **the Additional learning support cost field**, field L31, **MUST ALWAYS** be 000000 as no additional funding will be paid via this route in 2010/11. We also monitor the ILR fields relating to learning difficulties and disabilities health problems (**fields** L14, L15 and L16) closely to determine of the proportion of such learners who are being supported by providers.

Additional Learning Support (YPLA)

There is no need for the Additional Learning Support to be identified in the ILR completion for OLASS 3 custodial contracts for young people since the funding rate includes the additional learning support element. **The Additional learning support field, field L29**, should be set to 99 and **the Additional learning support cost field**, field L31, set to 000000. However, we monitor the ILR fields relating to learning

difficulties and disabilities and/or health problems (fields L14, L15 and L16) closely to have an idea of the proportion of such learners who are being supported by providers.

Data cleansing

The data quality of ILR returns will be monitored during the year by running a series of reports to highlight areas of concern with OLASS data not identified by the Learner Information Suite (see later section). The Funding body will be sharing this information with providers as part of the contract management process.

Date of birth (field L11)

The date of birth is used to analyse the age structure of the learner population and to help providers establish unique records for each learner and used to identify delivery to young offenders separately from delivery to adults in split site establishments. Providers must not estimate date of birth.

Disability, Learning difficulties and/or disabilities and/or health problems and learning difficulty (fields L15, L14 and L16)

These fields should be completed on the basis of the learner's self-assessment. Where a learner is unable to identify themselves as having learning difficulties, this information can be recorded from interviews with learners, their parents, guardians, tutors or advocates.

Enrolment

Learners on remand and foreign nationals must always be enrolled where they are present in education classes.

The learning aim the provider records on the ILR must reflect the expected outcome of the learner's current programme as recorded in their individual learning agreement. Where a learner is intending to achieve a qualification, only the qualification should be recorded. Where it is expected that a unit or units will be achieved (and not the whole qualification) in the current learning programme, then the individual QCF unit(s) should be recorded. In OLASS we would expect learners to enrol on "bite size" learning aims of achievable level and length, which may be units in the first instance.

Prior to the full roll out of QCF, learners must be enrolled onto achievable aims that are recordable on the current ILR system. Appendix H on the ILR specification published by the information authority has a section on "Units of approved qualifications and credit framework qualifications" and "Units of approved functional skills qualifications".

If providers experience any problems in the coding structure set out in Appendix H, please contact the data service with the following information:

- specific codes you are using
- description of the aim titles
- volume number of enrolments by aim

Contact details are at the end of this guidance.

Learners who enrol on a full time course (e.g. functional skills) then later enrol on another course (e.g. Construction) can continue with the functional skills qualification as an embedded learning enrolment. An appropriate ILR record should be submitted for both of these aims.

If the learning aim is not funded by the Skills Funding Agency/YPLA, then it is considered to be an "out of scope" activity and these learning aims must not be recorded in the ILR.

Eligibility for 16 – 18 funding entitlement (field L28)

This must be coded 99 for all OLASS funded provision delivered in custody.

For 2010/11 this field has been removed from the employer responsive collection and will be collected in the learning aim data set, in the Eligibility for enhanced ER funding field, field A69.

For the learner responsive collection, only field L28 should be completed.

Ethnicity (field L12)

The provider must collect and record the ethnicity of their learners wherever possible.

European Social Fund

OLASS provision may be used for ESF match funding, and when this occurs, the Destination field, field L39, the Employment status on day before starting learning aim field, field A66 and the Length of unemployment before starting ESF project field, field A67, also need to also be completed.

Family learning

Family learning within custody must be recorded through enrolling the learners on the appropriate learning aim reference using field A09.

Funding Model (field A10)

The new coding method has been put in place from the 10/11 academic year so that the Skills Funding Agency funded provision and the YPLA funded provision can be clearly separated. Therefore, for learning aims that start on or after 1 August 2010, any Adult OLASS provision delivered by providers under the Skills Funding Agency contract must be coded 81 in the Funding model field, field A10, and any young people's OLASS provision delivered by providers under the YPLA contract must be coded 82. Data recorded for learners who are continuing from 2009/10 and were recorded using A10=80 does not need to be changed.

Guided Learning Hours (field A32)

This is the number of guided learning hours (GLH) in which it is planned to deliver the learning aim. Further details are available in the learner responsive provider support manual. It is recognised that learners may have to miss some of their classes because of security or ongoing legal issues but the GLH does not need to be updated unless the actual hours delivered varies by 20% or more from those planned.

Learner Information Suite (LIS)

The Learner Information Suite (LIS) is software developed by the Data Service and used by providers to calculate main stream funding and to validate the ILR before it is returned to the Skills Funding Agency/YPLA. It produces error reports showing why learner records are not valid and 'warning' reports on learners studying more than 9 hrs a day etc. Providers must use the most up to date LIS to minimise the errors reported in all ILR records including OLASS ILR data. The latest LIS is available to download from the Data Service website (<http://www.thedataservice.org.uk/Services/DataCollection/software/lis/>)

Learning Aim Database (LAD)

The Learning Aim Database (LAD) is an online application that contains information about all Skills Funding Agency/YPLA recognised learning aims. It has search and download facilities. A download of the LAD is required for use with the LIS. The LAD can be accessed through the following link (<http://providers.lsc.gov.uk/LAD/default.asp>)

Learner name (fields L09 & L10)

Tracking individual learners throughout their learning journey is assisted where names are provided as student record systems typically identify unique learners by searching by their name, their date of birth, postcode and their Unique Learner Number (ULN). With OLASS learners the delivery location postcode can change and where names are not available, the risk of duplicate records is considerably increased.

It is the provider's responsibility to maintain accurate records of learner progress and where security issues prevent the recording of names, a system or process that minimises the risk of duplicating learning activities and learner records must be introduced.

National Learning aims monitoring (field A46)

Any OLASS provision delivered in a Custodial setting must be recorded as code 34 in the National learning aim monitoring field, field A46.

Any mainstream funded provision delivered in a custodial setting should be recorded as code 119 in the National learning aim monitoring field, field A46.

Planned end date (field A28)

Learners have their achievement reported upon against the academic year in which they planned to complete or the year in which they actually completed. OLASS achievement rate reporting will follow this convention to conform to established Skills Funding Agency/YPLA reporting conventions. It is vital that this field is completed in a realistic and accurate manner. Once submitted this field must not be amended.

Postcodes (fields A23, L17 and L22)

There are three postcode fields available in the ILR:

The Home postcode field, field L17, should record the permanent or home postcode of the learner prior to enrolling at the provider. This should be their last non-custodial postcode.

The Current postcode field, field L22, should record the postcode of the learner's current or last known residence. However, if this field is used by the provider for ULN registration purposes, this field MUST NOT record the prison postcode.

The Delivery location postcode field, field A23, should record the postcode of the address at which the learning is delivered. Therefore, in custody, this should always record the prison postcode at which the learner resides.

A list of prison postcodes and codes for use in the Local learning aim monitoring field, field A47 is available in Annexe A.

Prior attainment (field L35)

The information provided by learners themselves should be regarded as acceptable. There is no requirement for OLASS learning that evidence of attainment be provided. The qualification should have been completed and passed for recording.

Information on prior attainment will be used to report on the distance travelled by an individual learner. Information on the prior qualifications completed is typically collected with little formal evidence and where it becomes obvious during learning that the information was wrong this should, with the agreement of the Education Manager, be corrected.

Provider withdrawal

Where a provider ceases to deliver OLASS learning, they have a duty to complete the full cycle of ILR returns for an academic year in which they cease to deliver. They are also required to make arrangements for the full transfer of information on live learners to a new provider. They must also make all reasonable arrangements to capture achievement for the cohort of completed learners.

If a provider withdraws their service from any establishment, they have a duty to complete the ILR data as fully as possible. The withdrawing provider also has the duty to pass information on the active learners to the new provider to enable them to enrol the active learners with a reason for transfer.

Reasons for full funding/co-funding of learning aim (field A14)

Providers should use one of the following codes according to the type of provision

OLASS funded learners in custody

OLASS funded learners who are in custody should be coded 29 'OLASS funded offenders in custody' in the Reason for full funding/co-funding of learning aim field, field A14.

Released on Temporary Licence (ROTL)

When a learner is released on temporary licence to take part in learning and skills activity, they should be accessing mainstream LR funded provision. Therefore Reason for full funding/co-funding of learning aim field, field A14, should be coded 25 (Category D offender learner). The National learning aim monitoring field, field A46 should contain code 86 (offenders in the community) The remainder of the ILR should be completed as for any other Learner Responsive funded learner.

Provision delivered in custody with mainstream funding

Mainstream providers may also deliver provision in custody using mainstream LR funding. This is only possible if the provision delivered by mainstream providers does not duplicate OLASS provider provision. LR funded learners in custody should record either code 01 (16 -18 year old learner) or code 20 (Skills Funding Agency/YPLA funded project where the Skills Funding Agency/YPLA has agreed that the learner is eligible for full funding) in the Reason for full funding/co-funding of learning aim field, field A14..

Any mainstream funded provision delivered in a custodial setting should be recorded as code 119 in the National learning aim monitoring field, field A46.

Please note that offenders in custody accessing mainstream provision are not eligible for any uplift.

Restricted use Indicator (field L27)

All learners in custody must be coded 1 'Learner has withheld permission to be contacted' in the Restricted use indicator field, field L27.

Security of learner information

The Offender Management Act makes it a criminal offence for individuals not directly employed by, or (in certain circumstances) contracted to the Crown, to convey out of the prison information relating to prisoners, in any format and through any means.

In all circumstances, any conveyance of information must be for legitimate work purposes.

It is recognised that there are organisations / staff members who will need prisoner information conveying from the prison to, for example, the organisation's Head Office, for monitoring or other legitimate work purposes. In order to affect this, each organisation / member of staff will need to gain the Governor's authorisation to convey this information.

Applications for authority must include:

- Name of organisation and staff involved.
- The information that they require to convey outside the prison (type, format etc).
- The means of conveyance, including necessary security measures (such as encryption of electronic data, secure conveyance of hard copy data).
- Why the information is required and how it will be used.
- How the information will then be stored or destroyed.

Sources of funding (field A11) and Contracting Organisation Code (field A70)

The Sources of funding field, field A11, must be completed for all learning aims, including any continuing learners from 2009/10

Field A11 must be completed in conjunction with the Contracting organisation code field, field A70, which is the code used to identify the contract schedule or subdivision under which funding is being provided for the learning aim. This is a new field for 2010/11 and must be completed for all learning aims, including those continuing from 2009/10. A list of all the contracting organisation codes can be found in Appendix E to the ILR specification for 2010/11.

- For Skills funding Agency funded provision, A11 must be coded 105.
- For YPLA funded provision, A11 must be coded 107.

For further details please refer to *the information authority* ILR Specification for 2010/11.

Transfer - transferring their enrolment to a new aim within the same provider and establishment

Learners must be recorded as a transfer when they start on a course that is then found not to be suitable for the learner and they move to another course to continue their learning. This typically happens, for example, where a learner enrolls at Entry level Communication, the teacher quickly finds they should

really be at level 1 Communication and the learner is transferred. For a transfer to be valid, there has to be an existing enrolment A and a transfer to a new enrolment B, the dates for the transfer from A to B should be clearly consecutive. When this occurs, the ILR should be coded with code 4 'Learner has transferred to a new learning aim' in the Completion Status field, field A34.

Where learners move from one establishment to another, this is not a "transfer" in ILR terms as outlined above and this is called "Travel".

Travel – where a learner moves from one establishment to another

Where a learner moves from one establishment to another, every effort must be made to support the continuity of their learning but it is recognised that this cannot be guaranteed. When/if learners have to leave an establishment to move to another before completing their learning activities, the uncompleted learning aim(s) must be recorded as withdrawn, code 3 in the Completion status field, field A34, and the appropriate reasons recorded in field A50, Reason learning ended. Please see section on withdrawal below.

The learner must have a new ILR when they start their learning in another establishment.

If the learner's achievement records are received after the learner has moved on to another establishment or he/she has been released, it is the responsibility of the provider where the learner has achieved their learning aim to record the achievement on the ILR. OLASS learning providers have a duty to complete the full cycle of ILR returns for an academic year even if they cease to deliver OLASS provision mid year.

Providers MUST NOT delete the learner records of those who are no longer in learning with them since this information will be used to measure the effect that learner travel has on achievements.

Unique learner number (fields L45 and A55)

OLASS providers are required to record the Unique Learner Number (ULN) of learners.

It should be noted that there will be certain categories of prisoner who may not be registered on the Learner Register held by the Learning Records Service (previously know as MIAP). These categories of prisoner include:

- High Profile Offenders
- Offenders who have been (or are) subject to media interest
- Offenders who have been convicted under the Terrorism Act (TACT)
- Offenders who are subject to the witness protection programme.

Offenders that fall into any of the above categories should not have their details entered on the Learner Register under any circumstances. The Head of Learning and Skills (HoLS) in the establishment will be responsible for notifying the provider of the prisoner(s) in these categories.

All OLASS funded learners must have a valid ILR record including those who do not have a ULN. Aims on which these learners are enrolled will be identified through the learner reference number in field L03.

Validating Learner Data

Learner data has usually been captured by the Prison Service or the Careers Information Advice Service (CIAS)/Connexions or as part of the Education Support Services (ESS) provider before the learner arrives in education. This information should be used wherever possible to validate date of birth, disability, learning difficulties and/or disabilities, ethnicity and prior attainment.

Withdrawal

OLASS providers are required to complete the Reason learning ended field, field A50, using code 27 'OLASS learner withdrawn due to circumstances within the provider's control' or code 28 'OLASS learner withdrawn due to circumstances outside the provider's control'

Further queries on ILR

If there are any queries regarding the recording of ILR data, please contact the data service

TEL: 0870 267 0001

E-mail: servicedesk@thedata-service.org.uk

Any queries specific to OLASS must be tagged as “OLASS” at the bottom of the query for ease of reference for anyone who may be able to contribute.

Annexe A: Prison Address and Postcodes (A23)

Skills Funding Agency Region	Prison Name 1	ILR OLASS 3 Postcode	ILR OLASS 3 A47
EE	BEDFORD	MK40 1HG	
	BLUNDESTON	NR32 5BG	
	BULLWOOD HALL	SS5 4TE	
	BURE	NR10 5AJ	
	CHELMSFORD	CM2 6LQ	
	EDMUNDS HILL	CB8 9YN	
	HIGHPOINT	CB8 9YG	
	HOLLESLEY BAY	IP12 3JW	
	LITTLEHEY	PE28 0SR	1
	LITTLEHEY 2	PE28 0SR	2
	NORWICH	NR1 4LU	
	THE MOUNT	HP3 0NZ	
	WARREN HILL	IP12 3JW	
	WAYLAND	IP25 6RL	
WHITEMOOR	PE15 0PR		
EM	ASHWELL	LE15 7LF	
	FOSTON HALL	DE65 5DN	
	GARTREE	LE16 7RP	
	GLEN PARVA	LE18 4TN	
	LEICESTER	LE2 7AJ	
	LINCOLN	LN2 4BD	
	MORTON HALL	LN6 9PT	
	NORTH SEA CAMP	PE22 0QX	
	NOTTINGHAM	NG5 3AG	
	ONLEY	CV23 8AP	
	RANBY	DN22 8EU	
	STOCKEN	LE15 7RD	
	SUDBURY	DE6 5HW	
	WELLINGBOROUGH	NN8 2NH	
WHATTON	NG13 9FQ		
GL	BELMARSH	SE28 0EB	
	BRIXTON SLA	SW2 5XF	
	FELTHAM	TW13 4ND	
	HOLLOWAY	N7 0NU	
	LATCHMERE HOUSE	TW10 5HH	
	PENTONVILLE	N7 8TT	
	WANDSWORTH	SW18 3HS	
	WORMWOOD SCRUBS	W12 0AE	
ISIS	SE28 0NZ		

Skills Funding Agency Region	Prison Name 1	ILR OLASS 3 Postcode	ILR OLASS 3 A47
NE	ACKLINGTON	NE65 9XF	
	CASTINGTON	NE65 9XG	
	DEERBOLT	DL12 9BG	
	DURHAM	DH1 3HU	
	FRANKLAND	DH1 5YD	
	HOLME HOUSE	TS18 2QU	
	KIRKLEVINGTON GRANGE	TS15 9PA	
	LOW NEWTON	DH1 5YA	
NW	BUCKLEY HALL	OL12 9DP	
	GARTH	PR26 8NE	
	HAVERIGG	LA18 4NA	
	KENNET	L31 1HX	
	KIRKHAM	PR4 2RN	
	LANCASTER CASTLE	LA1 1YL	
	LANCASTER FARMS	LA1 3QZ	
	LIVERPOOL	L9 3DF	
	MANCHESTER SLA	M60 9AH	
	PRESTON	PR1 5AB	
	RISLEY	WA3 6BP	
	STYAL	SK9 4HR	
	THORN CROSS	WA4 4RL	
	WYMOTT	PR26 8LW	
YH	ASKHAM GRANGE	YO23 3FT	
	EVERTHORPE	HU15 1RB	
	FULL SUTTON	YO41 1PS	
	HULL	HU9 5LS	
	LEEDS	LS12 2TJ	
	LINDHOLME	DN7 6EE	
	MOORLAND CLOSED	DN7 6BW	
	MOORLAND OPEN	DN7 6EL	
	NEW HALL	WF4 4XX	
	NORTHALLERTON	DL6 1NW	
	WAKEFIELD	WF2 9AG	
	WEALSTUN	LS23 7AZ	
	WM	BIRMINGHAM	B18 4AS
BRINSFORD		WV10 7PY	
DRAKE HALL		ST21 6LQ	
FEATHERSTONE		WV10 7PU	
LONG LARTIN		WR11 8TZ	
SHREWSBURY		SY1 2HR	
STAFFORD		ST16 3AW	
STOKE HEATH		TF9 2JL	
SWINFEN HALL		WS14 9QS	
HEWELL	B97 6QQ		

Skills Funding Agency Region	Prison Name 1	ILR OLASS 3 Postcode	ILR OLASS 3 A47
SE	Albany	PO30 5RS	
	AYLESBURY	HP20 1EH	
	BLANTYRE HOUSE	TN17 2NH	
	BULLINGDON	OX25 1PZ	
	CampHill	PO30 5PB	
	CANTERBURY	CT1 1PJ	
	COLDINGLEY	GU24 9EX	
	DOWNVIEW	SM2 5PD	
	EAST SUTTON PARK	ME17 3DF	
	ELMLEY	ME12 4DZ	
	FORD	BN18 0BX	
	GRENDON	HP18 0TL	
	HIGH DOWN	SM2 5PJ	
	KINGSTON	PO3 6AS	
	LEWES	BN7 1EA	
	MAIDSTONE	ME14 1UZ	
	Parkhurst	PO30 5NX	
	READING	RG1 3HY	
	ROCHESTER	ME1 3QS	
	SEND	GU23 7LJ	
	SPRING HILL	HP18 0TH	
	STANDFORD HILL	ME12 4AA	
	SWALESIDE	ME12 4AX	
WINCHESTER	SO22 5DF		
WOODHILL	MK4 4DA		
SW	BRISTOL	BS7 8PS	
	CHANNINGS WOOD	TQ12 6DW	
	DARTMOOR	PL20 6RR	
	DORCHESTER	DT1 1JD	
	EASTWOOD PARK	GL12 8DB	
	ERLESTOKE	SN10 5TU	
	EXETER	EX4 4EX	
	GLOUCESTER	GL1 2JN	
	GUYS MARSH	SP7 0AH	
	LEYHILL	GL12 8BT	
	PORTLAND	DT5 1DL	
	SHEPTON MALLET	BA4 5LU	
	THE VERNE	DT5 1EQ	

YPLA Regions	YOI name	ILR OLASS 3 Postcode	ILR OLASS3 A47
EE	Warren Hill (including Carlford Unit)	IP12 3JW	01
EM	Foston Hall – Toscana Unit (until 31 October 2010)	DE65 5DN	
GL	Feltham (including Heron Unit)	TW13 4ND	
NW	Hindley	WN2 5TH	
YH	New Hall -Rivendell unit	WF4 4XX	
YH	Wetherby (including Anson Unit and Keppel unit)	LS22 5ED	Keppel unit only – 78
SE	Cookham Wood	ME1 3LU	
SE	Downview - Josephine Butler unit	SM2 5PD	
WM	Stoke Heath	TF9 2JL	
WM	Werrington	ST9 0DX	
SW	Eastwood Park - Mary Carpenter Unit	GL12 8DB-	

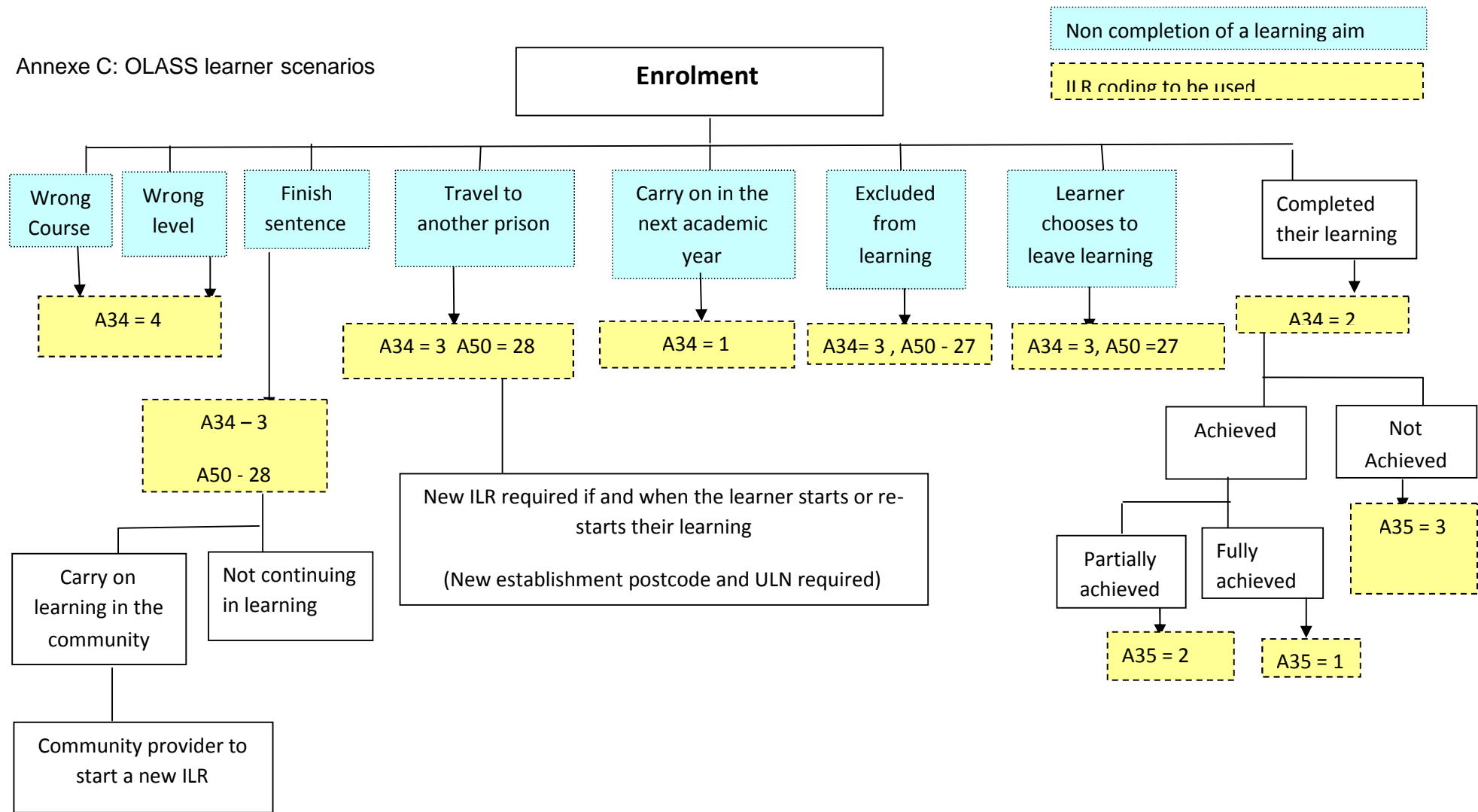
Annexe B; Learner Record – OLASS ILR for learners in Custody- Suggested completion of fields for 2010/11 ILR

No.	Field Name	Completion
L01	Provider Number	As ILR Spec.
L03	Learner reference number	As ILR Spec.
L04	Data set identifier code	As ILR Spec. (10)
L05	Learning aim data sets	As ILR Spec. (Count of aims – e.g. 01)
L07	HE data sets	As ILR Spec. (00)
L09	Learner surname/family name	Name must be entered unless security issue (then 'NOT PROVIDED')
L10	Learner forenames	Name must be entered unless security issue (then 'NOT PROVIDED')
L11	Date of birth	As ILR Spec.
L12	Ethnicity	As ILR Spec.
L13	Sex	As ILR Spec.
L14	Learning difficulties and/or disabilities and/or health problems	As ILR Spec.
L15	Disability	As ILR Spec.
L16	Learning difficulty	As ILR Spec.
L17	Home postcode	Last known non-custodial postcode
L18	Address line 1	First Line of Prison Address (MUST NOT include prison name)
L19	Address line 2	Null
L20	Address line 3	Null
L21	Address line 4 (optional)	Null
L22	Current postcode (optional)	Learner's current or Last known postcode (see guidance notes)
L23	Telephone number (optional)	Space Fill
L24	Country of domicile	As ILR Spec.
L26	National insurance number	Null
L27	Restricted use indicator	1
L28	Eligibility for 16-18 funding (occurs 2)	99 (occurs 2) LR return only
L29	Additional learning support	As ILR spec
L31	Additional learning support cost	000000
L32	Eligibility for disadvantage uplift	99
L33	Disadvantage uplift factor	0.0000
L34	Learner support reason - other (occurs 4)	As ILR spec
L35	Prior attainment level	As ILR Spec. (Must be recorded whenever possible)
L37	Employment status on first day of learning	As ILR spec
L39	Destination	As ILR spec (Required for ESF match - see guidance)
L40	National learner monitoring (occurs 2)	As ILR spec
L41	Local learner monitoring (occurs 2) (optional)	As ILR Spec.
L42	Provider specified learner data (occurs 2) (optional)	Available for providers use (occurs 2)
L45	Unique learning number	Compulsory field for OLASS learners (for exceptions, see guidance)
L46	UK provider reference number	As ILR Spec.
L49	Discretionary support funds (occurs 4)	As ILR spec

Annexe B: Aims Record - OLASS ILR for learners in Custody – Suggested completion of fields for 2010/11

No.	Field Name	Completion
A01	Provider Number	As L01
A03	Learner reference number	As A03
A04	Data set identifier code	As ILR Spec. (usually 30)
A05	Learning aim data set sequence	As ILR Spec.
A07	HE data sets	As ILR Spec. (00)
A08	Data set format	As ILR Spec. (1)
A09	Learning aim reference	As ILR Spec.
A10	Funding model	81 for Skills funding Agency funded 82 for YPLA funded
A11	Source of funding (occurs 2)	105 for Skills funding Agency funded 107 for YPLA funded
A13	Tuition fee received for year	00000
A14	Reason for full funding/co-funding of learning aim	see guidance
A15	Programme type	As ILR Spec. (usually 99)
A17	Delivery mode	As ILR Spec. (usually 1, continuous delivery – day time)
A18	Main delivery method	As ILR Spec. (usually 01, class contact)
A19	Employer role	9
A20	Re-take	As ILR Spec. (usually 9)
A22	Franchise and partnership delivery provider number	Space Fill
A23	Delivery location postcode	Prison Postcode (using approved list at Annexe A)
A26	Framework code	As ILR Spec. (usually 000)
A27	Learning start date	As ILR Spec.
A28	Learning planned end date	As ILR Spec. It is vital this date is entered accurately.
A31	Learning actual end date	As ILR Spec.
A32	Guided learning hours	As ILR Spec.
A34	Completion status	As ILR Spec.
A35	Learning outcome	As ILR Spec.
A36	Learning outcome grade	As ILR Spec.
A44	Employer identifier	Space Fill
A45	Workplace location postcode	Space Fill
A46	National learning aim monitoring (occurs 2)	034 (OLASS – in custody) for first occurrence, same for second occurrence
A47	Local learning aim monitoring (occurs 2) (optional)	000000000000 (Unless local initiative)
A48	Provider specified learning aim data (occurs 2) (optional)	Available for providers use (occurs 2)
A49	Special projects and pilots	Space Fill
A50	Reason learning ended	See guidance below and OLASS policy guidance
A51a	Proportion of funding remaining	000
A52	Distance learning SLN	0.000
A55	Unique learning number	Compulsory field for OLASS learners (for exceptions, see guidance)
A56	UK provider reference number	As L46
A57	Source of tuition fees	98
A58	ASL provision type	99
A59	Planned credit value	As ILR Spec.
A60	Credits achieved	As ILR Spec.
A61	Project dossier number	Usually Space Fill (may be required for ESF Matching. See guidance)
A62	ESF local project number	000 (Required for ESF Match – see guidance)
A63	National Skills Academy	As ILR Spec (usually 99)
A66	Employment status on day before starting learning aim	As ILR Spec
A67	Length of unemployment before starting ESF project	As ILR Spec
A68	Employment outcome	00
A70	Contracting organisation code	As ILR spec

Annexe C: OLASS learner scenarios



Non completion of a learning aim
 ILR coding to be used