

## **Further Guidance for Providers changing from POL to Batch ILR collection route for 2011/12 Academic Year**

Those learning providers who will be changing from using both Provider Online (POL) and Batch collection routes in 2010/11 to only using Batch collections for 2011/12 should follow the guidance set out below to ensure that all learners currently returned via POL are captured correctly for the remainder of the 2010/11 and 2011/12 academic years.

Providers switching from POL to Batch will need to take a 2010/11 data extract from the Online Data Collection system as soon as their POL data for Period 12 (04 August 2011) has been validated. Guidance for downloading the extract is shown below.

Providers who need a data extract for years prior to 2010/11 should contact the **Service Desk** on **0870 2670001** or email: [servicedesk@thedata-service.org.uk](mailto:servicedesk@thedata-service.org.uk), stating their UPIN and the academic year(s) required.

**Providers are strongly urged to download their 2010/11 extract between 05 August 2011 and 10 August 2011**, due to the Online Data Collections outage for the 2011/12 upgrade.

After Period 12, no new enrolments should be added to the 2010/11 academic year data.

For learners who will complete in 2010/11 (those with an actual end date prior to 1 August 2011 (A31 <= 31/07/2011)):

- Those learner and aim records should not be re-imported into the provider's batch system (unless for internal MI reasons) and must not be returned in the 2011/12 batch data returns.
- Any outstanding completion or achievement data for learners that occurs prior to 01 August 2011 must be updated in POL before the close of Period 13, which is 11 November 2011.

For learners who will continue into 2011/12 (those with an Actual end date or Achievement date after 1 August 2011 (A31 or A40 > 31/07/2011)):

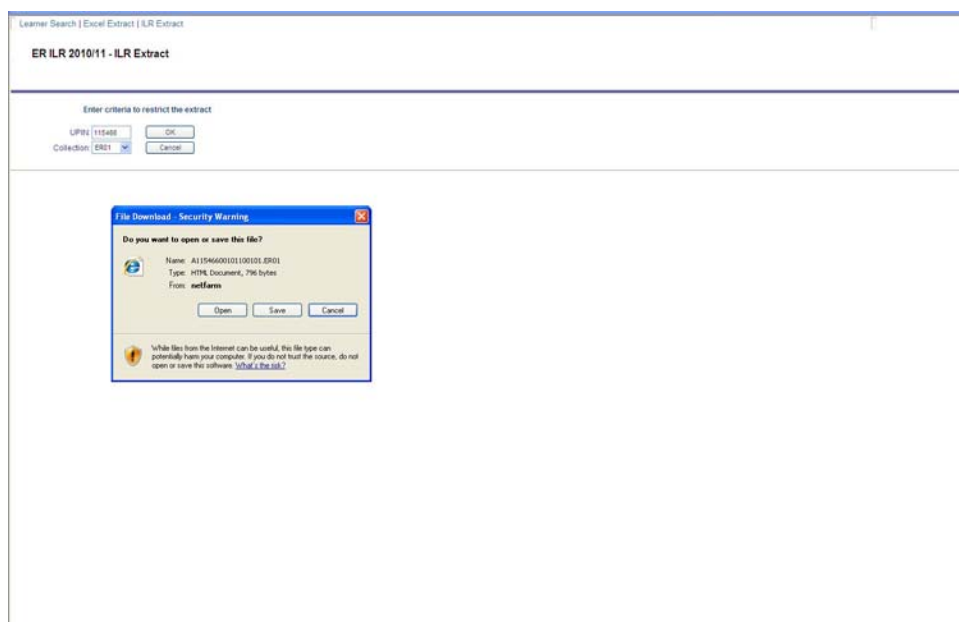
- These learner and aim records should be imported into the provider's MI system to be included with their 2011/12 ILR batch returns.
- We recommend that providers check for duplicate Learner Reference numbers (L03) at this time and cleanse/change as appropriate. If a provider does need to change the Learner Reference number for a learner from 10/11 to 11/12 they should inform the Data Service so that an L03 mapping can be registered for their success rates.
- If the same learner has multiple learner records (ie more than one L03 value), providers are not required to change those for 2011/12 but should be mindful that they may need to be amalgamated in the future.

All providers are reminded to check for further updates on the [information authority](#) and [Data Service](#) website news pages, and to sign up for web alerts from both websites, to ensure that they are up to date on system developments for the 2011/12 academic year.

- The Data Service Web Alerts [signup page](#)
- *The information authority* Web Alerts [signup page](#)

## Instructions for Downloading an ILR Extract

1. From the ILR search screen, select “ILR Extract”.
2. Your UPIN number will be auto-populated.
3. Select the period 12 collection.



4. Save the file to your preferred location.