

Webinar: Single ILR and the replatforming of data collection systems

ILR changes for 2011/12 (including the implementation of the single ILR) – Questions and Answers

1. Does the B file overwrite the A file?

If you merge an A & B file together then the resulting file will contain all learners from both files and will be set to be a B file

2. Previously the Data Service had a quick reference code table to assist providers with entering codes. Will there be a similar quick reference code table for the new ILR?

Yes, this has been published on the [ILR guidance and forms page](#) of the *information authority* website.

3. What is the return frequency for local authorities who have ESF co-financed funding returned through the ER element of the ILR return? As we are have conflicting instructions from 2011/12 documentation between monthly and quarterly returns?

For colleges and local authorities it is only 16-18 apprenticeship data that must be kept up to date monthly.

4. Can you confirm frequency of ESF returns?

ESF returns are monthly for private training providers. and quarterly for colleges and local authorities.

5. **A local authority who has an ER contract, the timetable states 5 points of returns but the Provider Support Manual for 11/12 states for a starter the SFA have to informed within 2 months (or within the old second ER return). This contradicts the collection timetable as the first ER element of the ILR will not be collected until 06 December 2011. What do you recommend for a local authority to do?**

The Timeliness requirements do not apply to provision delivered by providers who are paid on profile. It does however apply to 16-18 Apprenticeships as all providers have to submit monthly returns.

6. **Is an NI number going to be needed for the new, self declared, fee remission categories?**

No

7. **Will NI numbers be required for learners who are Fully Funded at the Provider's discretion as announced in the latest Eligibility Rules?**

No

8. **Where can we find the YPLA code which replaces the LA code please?**

See your contract schedule from the YPLA or contact your YPLA contract manager

9. **This year we required ULNs for all students, Why only for ESF this year?**

ULNs are required for all Skills Funding Agency/YPLA funded learners except those within the Adult Safeguarded Learning funding model

10. **What is the actual date in September for the first return of 2011/12?**

06 September 2011

11. **If the Contracting Org Code uses the region code and not the LA Code - how do we report on provision in a specific LA?**

The Local Authority code defines the region. Postcode data could also be used.

- 12. Can the transmission number be auto incremented? This should be quite simple to do.**

Yes but it is unique to each LIS installation and one provider may have several users of LIS. Also different combinations of files may need to result in different transmission number so it is safer for the user to input.

- 13. Have you a link to the 2011 Census regarding ethnic breakdown?**

http://2011.census.gov.uk/en/index.php?content_id=1603

- 14. If the return dates are the dates the data will be extracted, will we need to upload the data on the day before at the latest?**

The deadline to return data is 6pm on the return date. Data extracts will be taken after this

- 15. My company currently only submit data through Provider Online (POL), what is the impact of the single ILR to us?**

The POL screens have been amended to reflect the new structure of the single ILR. The new form layouts (on which the POL screens are based) can be found on [the information authority website](#), on the guidance & forms page. There are no longer separate ER and ESF SR collections – data for all POL learners is held in a single database.

- 16. You mentioned four types of collections however we also capture YPLA students - will this also be collected at the same time?**

Yes – these learners were previously on your Learner Responsive ILR return and will need to be included in the single ILR file returned

- 17. Do the LR04 and LR05 still have to adhere to return dates already set?**

Yes the final 2010/11 collection return dates are unchanged

- 18. Will we submit one return in period 1 that covers both period 1 and period 13 for 2010/11?**

No the period 13 return must be made using a 2010/11 format flat file ILR file. Period 01 for 2011/12 is made using the new single ILR return in xml format, but this return has been cancelled. See recent [news item](#).

19. Combination of A & B = B, please explain why this is?

If you input a B file this would not have all your learners in it (otherwise it would be an A file) and so the resulting amalgamated file would therefore by implication also not have all your learners in it and so be a B file

20. If a learner has died, in a subsequent return we did not return their data - do we now how to return their data and flag them as deleted on L08?

Records for learners who have died should remain in the ILR file for the rest of the year but the aim(s) should be closed and the Destination field completed with code 61 to indicate that the learner has died. The restricted use indicator should also be set to indicate no contact

21. Is the new ILR and the single ILR different?

No, they are different terms for the same thing.

22. Please clarify "by end of 4th working day" - is this 4pm or 11:59?

It is 6pm.

23. Where can you find YPLA codes

Appendix E to the ILR specification at http://www.theia.org.uk/ilr/ilrdocuments/201112_ilrdetail.htm

24. If NI numbers are compulsory, will error reports be produced if the NI numbers are not entered?

No.

25. We have no ALS high cost learners - all have claims each year below Â£5,500 (all adult). But we still need to record the ALS costs for our own internal monitoring and for audit good practice. If we continue to enter ALS costs under £5,500 will this trigger an error via the business rules 11/12?

No.

26. If XML files are submitted, could we switch back to flat file submission?

No.

- 27. When ILR flat files are merged, will any business rule errors present when just validating a single – e.g. LR - file - be removed in the merged file - as happens up to 2010/11 when importing two or more ILR flat files into LIS then exporting into a single one?**

The error report will report errors for each file separately on different pages (each file will have its own summary page) and then will run the val rules again against the combined file and report any other errors for the combined file at the end of the error report

- 28. With the deletion flag is this only for a B return? As an A return will delete all records?**

In an A file you do not have to list the learners to be deleted at the top of the xml file (or use the deletion flag in the flat file) as all learners not contained in the file will be removed from the database.

- 29. I am a bit confused as to whether i will be getting one or more files to amalgamate or not. Do I need to check with my software supplier?**

Yes.

- 30. Will A files have different transmission numbers if submitting to OLDC than B files - or should an A file no 1 be followed by a B file no 2?**

The number should always increment regardless of whether the file is an A or B file, so A file 1 would be followed by B file 2

- 31. If NI numbers are so important why are there no validation rules enforcing it?**

NI number is still not required for all learners and so cannot be made mandatory and validated for all learners

- 32. As QCF credits no longer have to be recorded unless in the QCF trials, do we still need to record a value in A51a?**

Yes if not all the funding is being claimed because of previous attainment or break in learning etc then A51a should still be used.

33. Do we need a national insurance number for ASL learners?

No.

34. We use two different systems for LR and ER which generate different learner reference numbers, have these got to be the same if learner funded in both streams?

Existing learners from 2010/11 can retain their different learner ref numbers. Ideally any new starters in 2011/12 should have the same learner ref number if they have both LR and ER aims. If this proves difficult to achieve with two different MI systems then you can continue to issue separate learner ref numbers in 2011/12. In 2012/13 we will be asking that all learners are recorded using a single ref number.

35. Could I have further information on the compressing of ILR files?

The [Provider Support Manual](#) details this on page 17 (paras 100-106). If you need any further information please contact the Service Desk at the Data Service on 0870 267 0001

36. Does amalgamation run the risk of removing ESF data with regard to start date and outcomes if the learner then transfers to mainstream funding?

No – all learning aims for the 2011/12 year for that learner will be retained.

37. Will the error reports make any sense? It was difficult enough to use when the field names were present?

The error reports will be in the same format as 2010/11 but will use the new ILR field names, which should be more readable than the L and A numbers. If you need help converting the new field names to L and A numbers or vice versa then use the [Interactive Conversion Tool - Field Mappings Flat File ILR to Single ILR](#) on *the information authority* website.

38. Do the Learner Responsive students only have to be sent for the first time in the December return?

Yes if you are a college or local authority. Private training providers return adult skills budget learners monthly (this includes LR funded).

39. You talk about one function must be nominated to send the ILR - what do you mean by function?

One department within your organisation should have overall responsibility for managing ILR submissions so that different departments who may have submitted different ILRs independently in previous years do not accidentally overwrite one another's data.

40. Do HEIs delivering FE need to submit returns as "other providers" i.e. with an early September return, or should they be classed as colleges?

They are classed as colleges

41. Is 06 September the first ER collection date for 2011/12?

Due to delays in the development of the data collections systems for 2011/12 providers will no longer have to send data for the first return in September. See the [news item](#) on the Data Service website for further details. The date of the second return is 06 October and this is required for all types of providers delivering 16-18 apprenticeships and other adult skills budget & ESF provision for independent providers.

42. In combining learners with different reference numbers in different systems would you recommend using the Unique Learner Number (ULN)?

The ULN can be used if the learner has one although it may be more convenient to use the learner reference number generated from your MI system. Any changes in learner reference numbers from 2010/11 to 2011/12 must be reported to the Data Service Service Desk to ensure continuity of success rate and other reporting.

43. The new ILR form only appears to require the provider signature on the 'end information' section. Is this correct?

Yes.

44. Is it possible for a provider to commence 2011/12 using POL and then migrate over to single ILR at the point where all functions within the organisation need to report data. In our case we could use POL for 2 months of ER moving to xml format from return 3?

No, this is not possible.

- 45. What happens if there are any discrepancies between two or more records with regard to the learner details, when they have the same reference number?**

These discrepancies must be corrected otherwise the LIS will not be able to combine the records into a single record and they will be rejected during amalgamation

- 46. Will the Learner Reference Numbers still appear on error/warning reports so we know which learners have problems?**

The Learner Reference Number is still on the validation reports, which are in the same format as previous years although they use the new ILR field names and not the L and A field numbers

- 47. There appears to be a contradiction between the ILR specification and the Adult Skills Budget Funding Requirements around the definition of fully funded. From the ASB guidance paragraph 34. Providers must note that the Education and Skills Act 2008, Part 3 paragraph 4B subsection 8, states: tuition fees, in relation to a course, means (a) the fees charged in respect of the course by the person providing it, and such fees in respect of other matters relating to the course (such as undergoing a preliminary assessment or sitting an examination) as may be specified in regulations made by the Secretary of State which appears to contradict A13 in the ILR specification Tuition fees do not include fees charged for exams, materials or field trips. What would we expect to see recorded in A13?**

The data recorded in the Fees field in the ILR should adhere to the Skills Funding Agency's funding requirements. The definition of fees in the ILR specification will be updated when it is next issued to reflect the SFA funding guidance.

- 48. ASB priority of moving individuals into work with a view to paying on job outcomes in the future. How do we capture a learner who moves into temporary employment for example a learner securing employment over the Christmas period but is then unemployed in the new year and returns to the provider, if code 95 overrides everything in L39 will we lose the record of a learner moving into employment?**

Learner's employment outcomes are not recorded in the Destination field – they are recorded in the Employment Outcome field which can be completed at any time even if the learner continues in learning. The Skills Funding Agency will shortly be releasing a technical briefing note about claiming and recording employment outcomes.

49. YPLA region code - For IPPs with national contracts should this now just be the lead region or the region of delivery?

You will need to check with your YPLA contract manager.

50. If the same learner can have different learner reference numbers (as per scenario 3 Amalgamation section) will this not lead to double counting in 2011/12?

Yes but this has always been the case with the same learner appearing in more than one ILR return.