

ILR Specification 2016 to 2017 Appendix A - Data Collection Timetable

Version history: v1 published April 2016

v2 published July 2016: Clarification of requirements for apprenticeship standards. Changes from version 1 highlighted in green.

v3 published December 2016: Changes from version 2 highlighted in blue. Requirements for Funding model 36 added: data for all new apprenticeship starts to be returned monthly. These changes are effective from 1 May 2017.

All requirements for new and existing apprenticeships can be found on page 2.

Changes from the previous year are highlighted in yellow. Further information about the timetable and definitions can be found in the Individualised Learner Record 2016 to 2017 Provider Support Manual. Definitions of provider types can be found on page 2 below.

Funding Model (FM)	Provider type	Return Number													
		R01	R02	R03	R04	R05	R06	R07	R08	R09	R10	R11	R12	R13	R14
		06/09/2016	06/10/2016	04/11/2016	06/12/2016	06/01/2017	06/02/2017	06/03/2017	06/04/2017	05/05/2017	06/06/2017	06/07/2017	04/08/2017	14/09/2017	19/10/2017
	Reference date				01/11/2016						01/05/2017			31/07/2017	31/07/2017
All funding models	Main data use				• MI & national statistics		• MI & national statistics				• MI & national statistics			• MI & national statistics (provisional full year)	• MI & national statistics (final full year)
EFA (FM 25, 82)	Grant funded				√		√				√			√	√
	Contract funded				√		√				√			√	√
	Main data use				• In-year performance and monitoring • 2017/18 allocations • Achievement rates		• In-year performance and monitoring • Finalising 2017/18 allocations				• In-year performance and monitoring • DfE 16-18 performance tables			• Year-end performance and monitoring • Baseline modelling for 2018/19 allocations	• Final 2016/17 performance and monitoring data • Informing 2018/19 allocations • Achievement rates
Adult skills (non-apprenticeships) (FM 35, 81)	Grant funded				√		√				√			√	√
	Contract funded	√	√	√	√	√	√	√	√	√	√	√	√	√	√
	Main data use	• Payments	• Payments	• Payments	• Payments • Achievement rates	• Payments	• Payments • Allocations	• Payments	• Payments	• Payments	• Payments	• Payments	• Payments	• Year-end performance review	• Final reconciliation • Achievement rates
ESF (FM 70)	Grant funded	√	√	√	√	√	√	√	√	√	√	√	√	√	√
	Contract funded	√	√	√	√	√	√	√	√	√	√	√	√	√	√
	Main data use	• Payments	• Payments • October quarterly review point • Operational MI • ESF Claim	• Payments	• Payments	• Payments • January performance management point • Operational MI • ESF Claim	• Payments	• Payments	• Payments	• Payments • April quarterly review point • Operational MI • ESF Claim	• Payments	• Payments • July performance management point • Operational MI • ESF Claim	• Payments	• Operational MI	• Achievement rates
Community learning (FM 10, FM 99 SOF 108)	Grant funded				√		√				√			√	√
	Contract funded				√		√				√			√	√
	Main data use				• Learner MI		• Learner MI				• Learner MI			• Year-end performance review	• Final reconciliation

		Return Number													
		R01	R02	R03	R04	R05	R06	R07	R08	R09	R10	R11	R12	R13	R14
Funding Model (FM)	Provider type	06/09/2016	06/10/2016	04/11/2016	06/12/2016	06/01/2017	06/02/2017	06/03/2017	06/04/2017	05/05/2017	06/06/2017	06/07/2017	04/08/2017	14/09/2017	19/10/2017
16-18 Apprenticeships (FM 35, 81)	Grant funded	√	√	√	√	√	√	√	√	√	√	√	√		√
	Contract funded	√	√	√	√	√	√	√	√	√	√	√	√		√
	Main data use	· Payments	· Payments	· Payments	· Payments · Achievement rates	· Payments	· Payments · Allocations	· Payments	· Payments	· Payments	· Payments	· Payments	· Payments	· Payments · Year-end performance review	· Final reconciliation · Achievement rates
19+ apprenticeship frameworks (FM 35, 81)	Grant funded				√		√				√			√	√
	Contract funded	√	√	√	√	√	√	√	√	√	√	√	√		√
	Main data use	· Payments	· Payments	· Payments	· Payments · Achievement rates	· Payments	· Payments · Allocations	· Payments	· Payments	· Payments	· Payments	· Payments	· Payments	· Payments · Year-end performance review	· Final reconciliation · Achievement rates
19+ apprenticeship standards (FM81 and ProgType 25)	Grant funded	√	√	√	√	√	√	√	√	√	√	√	√	√	√
	Contract funded	√	√	√	√	√	√	√	√	√	√	√	√		√
	Main data use	· Monitoring · Payments (contract-funded providers only)	· Monitoring · Payments (contract-funded providers only)	· Monitoring · Payments (contract-funded providers only)	· Achievement rates · Monitoring · Payments	· Monitoring · Payments (contract-funded providers only)	· Allocations · Monitoring · Payments	· Monitoring · Payments (contract-funded providers only)	· Monitoring · Payments (contract-funded providers only)	· Monitoring · Payments (contract-funded providers only)	· Monitoring · Payments (contract-funded providers only)	· Monitoring · Payments	· Monitoring · Payments (contract-funded providers only)	· Monitoring · Payments (contract-funded providers only)	· Year-end performance review
Apprenticeships from 1 May 2017 (FM 36)	Grant funded									√	√	√	√		√
	Contract funded									√	√	√	√		√
	Main data use									· Payments	· Payments	· Payments	· Payments · Year-end performance review	· Final reconciliation · Achievement rates	
Advanced Learner Loan (FM 99 and FAMType ADL)	Grant funded				√		√				√			√	√
	Contract funded	⚠	⚠	⚠	√	⚠	√	⚠	⚠	⚠	√	⚠	⚠	√	√
	Main data use	· Monitoring of loan facility · Loan bursary payments	· Monitoring of loan facility · Loan bursary payments	· Monitoring of loan facility · Loan bursary payments	· Monitoring of loan facility · Loan bursary payments · Achievement rates	· Monitoring of loan facility · Loan bursary payments	· Monitoring of loan facility · Loan bursary payments · Allocations	· Monitoring of loan facility · Loan bursary payments	· Monitoring of loan facility · Loan bursary payments	· Monitoring of loan facility · Loan bursary payments	· Monitoring of loan facility · Loan bursary payments	· Monitoring of loan facility · Loan bursary payments	· Monitoring of loan facility · Loan bursary payments	· Monitoring of loan facility · Loan bursary payments	· Year-end performance review
Non-funded (FM 99)**	Grant funded				√		√				√				√
	Main data use				· Learner MI		· Learner MI				· Learner MI				· Learner MI

* For Contract funded providers delivering Advanced Learner Loan funded provision, the following returns are mandatory for loans facility and loans bursary: R04, R06, R10 and R14. For these providers, the other returns are optional but will be required for payment of the loans bursary on actuals

** Refer to the ILR Provider support manual for further information about the return of data about non-funded learning

Definition of provider type:

- Grant funded This provider type includes all providers funded by a grant, including:
- Colleges – a further education corporation established under the Further and Higher Education Act 1992. This covered GFEs, Tertiary, Sixth-form, Specialist Colleges, and Academies.
 - Sixth Form Colleges – added to this definition following the new status of Sixth Form Colleges established under the ASCL Act 2009
 - Local authorities (county, borough, district and city councils and unitary authorities in England) – included in this definition for data collection purposes
 - Higher Education Institutions – included in this definition for data collection purposes
- Contract funded This provider type includes all providers funded by a contract, including:
- Training organisations – an organisation whose main area of business is education and/or training but which is not a college or local authority.