



Education & Skills  
Funding Agency

# Monitoring the funding rules 2018 to 2019: reports user guide

## Version 1

Guidance for using the funding rules monitoring (FRM) reports for the 2018 to 2019 funding year (1 August 2018 to 31 July 2019)

December 2018

Of interest to colleges, training organisations and employers.

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## Understanding the terminology

1. The terms 'we' and 'ESFA' refer to the 'Education and Skills Funding Agency' and associated staff.
2. When we refer to 'you' or 'providers', this includes colleges, training organisations, local authorities and employers that receive funding from us, or Advanced Learner Loans (loans) payments from the Student Loans Company (SLC) on behalf of learners, to deliver education and training.

## Changes from the 2017 to 2018 version of this report

3. We decommissioned BIRST (my BI) on 1 October 2018, and published the remaining FRM reports for the 2017 to 2018 funding year in a new format on the Hub. We will continue to use this new format in the 2018 to 2019 funding year.
4. We have updated the following reports in response to policy changes or provider feedback. The details of the specific changes are included in the next section:
  - Changes to the 'Actual end date' between funding years (report 4)
  - Changes in the 'Learning planned end date' between funding years (report 5)
  - Apprentices studying level 1 English or maths (report 14)
  - Learners who have achieved a full level 2 qualification (report 16)
  - Traineeships where the learner has already achieved a full Level 3, apprenticeship or traineeship (report 19)
  - 19 to 23 loans learners and prior attainment (report 24)
5. We have added the following reports in response to rule changes and clarifications, or issues identified during the previous funding year:
  - Breaks in learning where the learning is not re-planned when the learner returns (report 7)
  - Transferred learners with no new learning recorded in the ILR (report 9)
  - Apprenticeship standards with no end point assessment organisation (report 15)
  - 19-23 Learners undertaking level 2 aims which are not part of the legal entitlement offer (report 18)
  - Loans learning not being reported by the SLC (report 21)

## Introduction

6. The suite of FRM reports supports the [2018 to 2019 monitoring plan](#). As this work supports our overall assurance approach, some FRM reports also appear in the [provider data self-assessment toolkit \(PDSAT\)](#). PDSAT reports only reflect the data contained in the ILR files you submit and help you cleanse your data before you submit your ILR return each month. It also enables auditors to follow up potential issues with you on-site. Some FRM reports then compare your data with other provider's data and data from previous years.
7. For further information on our monitoring work, please refer to:
  - [ESFA financial assurance: monitoring the funding rules](#)
  - [Adult education budget funding rules 2018 to 2019](#)
  - [Adult education budget: funding rates and formula 2018 to 2019](#)
  - [Advanced learner loans funding rules 2018 to 2019](#)
  - [Apprenticeship funding and performance management rules 2018 to 2019](#)
  - [Apprenticeship technical funding guide for starts from May 2017](#)
  - [ILR specification, validation rules and appendices 2018 to 2019](#)
  - [ILR guides and templates for 2018 to 2019](#)
  - [Learner Registration Bodies \(schools, academies, FE providers, Local Authorities, HE providers\) user guide](#)
  - [Qualification achievement rates \(QAR\) business rules, technical specifications and data extract guidance](#)
  - [Employer Data Service \(EDS\) user guide](#)

## Purpose of this user guide

8. This user guide introduces the suite of FRM reports. It details specific guidance and the processes you must follow to ensure compliance with the funding rules for each area of the monitoring plan. For each report we have indicated the actions we will take if we are not satisfied your data complies with the rules. [Annex B](#) lists the available reports with details.

9. This user guide is for those who have a working knowledge of the funding rules and the key principles of funding. It also assumes a working knowledge of the ILR, including the field names and codes and their impact on funding.
10. If you require any further guidance, please contact the service desk marking your query for the attention of the funding rules monitoring team. You can also access peer-to-peer support from the sector through the [FE Connect](#) forum.

## **Data in scope for monitoring**

11. We analyse all learning aim records that are reported, or which we expect to be reported, in the following funding streams:
  - Formula-funded adult skills provision (the Adult Education Budget including traineeships for 19 to 24 year olds)
  - All apprenticeships provision
  - Advanced learner loans (both the ESFA and SLC funded elements including the Career Learning Pilot)
12. The data in scope broadly falls into the following categories:
  - ‘Current’ learning aims – any regulated provision that you report in the current ILR year as starting in the current funding year or continuing into the current funding year. These aims are continuing in learning, or have a learning actual end date that is on or after 1 August 2018.
  - ‘Expected’ learning aims – any regulated provision we expect you to report in the current ILR year, which can include:
    - i. advanced learner loans
    - ii. returning episodes of learning following a reported break in learning
    - iii. returning episodes of learning following a reported transfer
    - iv. provision which you reported in the R14 data return for the previous year as continuing in learning beyond 31 July 2018

- ‘Previous’ learning aims –any regulated provision that you reported as achieved by yourselves or your subcontractors in the last 3 ILR years (including the current year). These aims will affect the learner’s eligibility for funding for the provision currently reported in the ILR.
  - Any regulated provision where we believe you have changed the reported data between years in a way that affects the accurate calculation of funding or achievement rates.
13. To identify potential data errors, we may use external datasets. This is data that you do not report to us directly in your ILR return, but which we hold separately or external sources share with us. This includes advanced learner loans applications and payments data shared by SLC, as well as data held in the Employer Data Service (EDS).
14. We are aware that some learners may have achieved multiple qualifications or instances of the same qualification that affect the eligibility of any current reported learning. We are also aware that some learners have multiple episodes of learning with the same provider before achieving their qualification or programme, or may have multiple employers during the lifetime of their programme. To produce a manageable dataset, and to reduce duplication when calculating funding and potential error rates, we will:
- only return data relating to the most recent instance of the previous qualification that has a UKPRN match when reviewing prior attainment (a UKPRN match is where you, your subcontractors, or previous providers (for mergers or learner transfers) are reported against both episodes of learning).
  - only investigate and report the most recent or expected episode of learning and the episode of learning that immediately precedes it
  - only return data relating to the latest work placement record recorded in a traineeship programme that is delivered outside England
  - only return data relating to the latest employment status that may fail small employer eligibility, or is based outside of England

## What you must do

15. We will publish FRM reports monthly on the Hub following the R04 ILR data submission. You must review the data, funding rules and ILR guidance for each report and determine whether you need to make any data corrections in your next ILR submission.
16. Where there is an explicit statement of the action you must take within the funding rules, ILR guidance or this document ([Annex B](#)), you must comply with this guidance. You must not continue to claim funding that is ineligible.
17. You must ensure that you have robust processes in place to allow you to review the activity of any subcontractors, particularly where we have identified that learning may be duplicated across multiple providers or that your subcontractor delivered any previous learning to those learners.
18. You must ensure that you have the evidence to support your funding claim, ensuring any subcontractors also meet this requirement. We may ask you to present this evidence to us for assurance purposes; you must be prepared to provide this to us in a timely manner.
19. If we serve you with notice of a breach, you must correct data or supply us with evidence within the period specified. This evidence can include digital copies of documents such as learner files, commitment statements or employer declarations – annotated spreadsheets or notes are not acceptable as evidence and we will reject them.
20. You do not need to take any action for areas with '0' records identified on the summary page on the reports. This means that we have not identified any records in that area of the monitoring plan, and we do not produce a worksheet for those areas.
21. A report or data indicating you have claimed '£0 funding' for the records identified may still require action if aims form part of a programme or the data reported effects the qualification achievement rate calculations.

22. If no funding is being claimed, or the learning is not eligible for funding, the learning aim must be reported under funding model '99'. If you do not hold any evidence that you have delivered the qualification in question to that learner, you must not report that learning in your ILR data submission.

## Accessing the reports

23. To access the reports you will need the 'Data Exchange Service - provider information officer' user role. If you already have access to the Hub, you can request this role through your nominated super user. For further guidance, please refer to [The Hub: Guide to User Roles](#).
24. After approval of your user role, you can select 'data returns' and then click on the 'business reports' tab. The new reports will be available in their own collection - 'FRM Reports'. You can filter for this collection using the 'view' drop down list (see [Annex A](#)). For further guidance, please refer to the [data returns overview](#).
25. All files will be named using the following convention:
- FRM - Your UKPRN – Year - Return Number - Version Number
- For example, 'FRM-99999999-1819-R04-V1' for the FRM reports based upon R04 data in 2018 to 2019
26. We will publish one file each month in an Excel workbook containing:
- a 'read me' section
  - 2 worksheets of summary data
  - 1 worksheet for every report where there is data available (if there are no errors in a report, a worksheet will not appear for that report)
27. The [ILR freeze schedule 2018 to 2019](#) indicates when we expect to publish reports each month.



## Summary page

28. The summary page provides you with a list of all the areas of the monitoring plan where we have produced a report. This list includes a summary of the data in each report, including cash values.
29. The top of the summary page includes the number of queries we identified compared to the total number of aim records you reported in that period which fall within the scope of FRM.
30. The 'funding stream summary' page shows you the number of queries identified compared to the number of valid learning aim records submitted for each funding line.
31. We have numbered the reports as they appear in [Financial Assurance: Monitoring the funding rules for apprenticeships and adult skills for 2018 to 2019](#). Reports follow the naming convention 'FRMXX' for example; FRM01 is the first area of the monitoring plan (repeat learning aims). Continuing reports may not have the same numbering as the previous year's plan.

## Selecting a report to review

32. You can select a report to review by scrolling across on the list of worksheets at the bottom of the page or by selecting the relevant report number or title on the summary page as these are hyperlinks.
33. Selecting cell B1 on each individual report sheet will take you back to the summary page so you can select a different report to review.

## Report layout

34. Each report contains a set of fields, providing sufficient data for you to identify specific records within your own system. Some fields are common to all reports; you can sort and filter by any field. These fields are identical to the previous BIRST report fields.

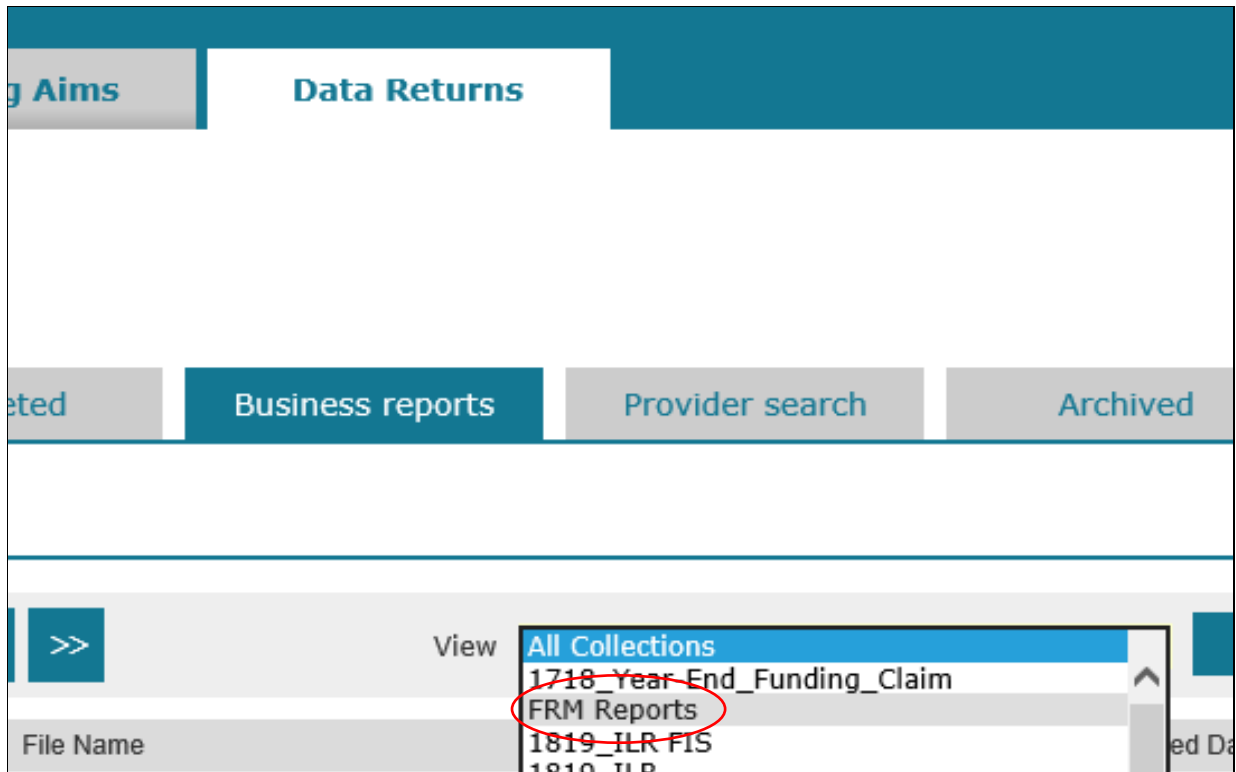
35. In most cases, the fields in the reports match the fields in the ILR specification. The data returned in these reports will be the data you submit each month.
36. Where you have not submitted any data in a particular field, these cells will contain a relevant placeholder value such as -1 or will appear blank indicating a NULL value.
37. We have included year-to-date funding values in most reports. For some funding streams this value will be calculated on monthly profiled earnings, for others (such as apprenticeship starts since 1 May 2017) it represents the actual payments calculated, and may be the total payments made for the programme where the component does not attract its own unique funding.
38. Where we have run an analysis using the generic programme aim ('ZPROG001') we have not included the funding associated with individual component aims, which may mean the funding value appears as £0 (for example, apprenticeship frameworks on funding model 35), unless funding is directly associated with that aim (for example, for apprenticeships starting after 1 May 2017).
39. Where it is relevant for particular reports, we have provided additional 'supplementary' fields. This is because we may have compared the data you submit with previous or other providers' returns, or have derived data in that particular analysis. The full list of fields and the reports are in [Annex C](#).
40. Each row in every report is assigned a 'query ID' to support your analysis and help any discussions you may need to have with us.

## **Further support**

41. If you cannot access your reports, or are unsure how to resolve any identified issues, please contact the service desk, marking your query for the attention of the funding rules monitoring team. If your query relates to data in a particular report, please quote the report number and any relevant data.
42. You can also access support from the sector using the [FE Connect](#) forum. We will publish technical guidance periodically through [Inform](#) and [Update](#).

## Annex A – Locating FRM reports in the Hub

You can access your FRM reports on the data returns tab on the Hub as highlighted in the screenshot below.



## Annex B: The FRM reports in detail

The following areas of the published monitoring plan have been included in the new suite of reports. We have identified the relevant dataset when using multiple sets of data.

Report number and name	Report specification	Action you must take	Action we will take
<p>1.</p> <p><b>Learners repeating a learning aim they have already achieved</b></p>	<p>Identify current learning aim records. Exclude temporary ULNs, restarts, programme aims, work placement aims and aims delivered under the AEB English and maths entitlement (excluding GCSEs).</p> <p>Identify previously achieved learning aim records that are not GCSEs (or equivalents) with an outcome grade of D or below or 3 or below.</p> <p>Compare current learning aims with previously achieved learning aims, matching data on ULN and learning aim reference.</p> <p>Return data where the learning start date of the current learning aim is after the learning actual end date of the most recent previous learning aim where there is a UKPRN match between both episodes of learning.</p>	<p>You should check that you have correctly recorded data such as the Learning aim reference or ULN.</p> <p><b>For apprenticeships starting on or after 1 May 2017</b>, you must not use funds in apprenticeship service accounts or government-employer co-investment for any components funded as part of the negotiated price. The negotiated price must reflect the prior learning identified. If you need to amend the negotiated price and the planned delivery, you must be able to demonstrate that sufficient learning is still required to meet the required minimum duration.</p> <p><b>For learning aims funded by an advanced learner loan</b>, you must not require a learner to take out a loan if their prior learning meets the full requirements of the awarding organisation to achieve the qualification. You must remove the ADL flag from the learning aim record and contact the SLC to cancel the loan if the learner was required to take out a loan in error.</p> <p><b>For any other learning aims, including English and maths aims in apprenticeships</b>, this is a funding error and is ineligible. Qualifications that require periodic refreshing or contain different pathways are the responsibility of the employer or individual. We will not fund a learner to undertake a new pathway within a qualification they have already achieved. You must correct data by recoding the aims with Funding model code 99, or follow provider support manual guidance on correcting data errors after hard close of the previous year.</p>	<p>We will contact you in-year if data corrections are required.</p> <p>We will recover funding errors after the close of the R14 data submission.</p> <p>We will report loans errors to SLC for them to take action.</p> <p>We may investigate apprenticeship components funded through the negotiated price to determine if corrections are necessary after the close of the R14 data submission.</p>

Report number and name	Report specification	Action you must take	Action we will take
<p><b>2.</b></p> <p><b>Duplicate learning aims being delivered at 2 or more providers</b></p>	<p>Identify current learning aim records. Exclude temporary ULNs and programme aims.</p> <p>Identify current learning aim records reported by other lead providers. Exclude temporary ULNs and programme aims.</p> <p>Compare current learning aims with other providers' data, matching data on ULN and learning aim reference.</p> <p>Return data where the start and actual end dates of both episodes of learning overlap and there is a UKPRN match between both episodes of learning and the lead provider is not the same. The same aim may appear multiple times if there are multiple cases of overlap.</p>	<p>You should check that you have correctly recorded data such as the Learning aim reference or ULN.</p> <p>You must report withdrawals and transfers in a timely manner with the relevant withdrawal reason and accurately record the date of the last learning activity for the aim.</p> <p>You need to agree which learners belong to you and which belong to your subcontractors (or the other provider). For provision such as apprenticeships, this should be identifiable from sources like the contract for delivery between the provider and the employer or the commitment record in the apprenticeship service.</p> <p>If you cannot evidence that you hold the contract as the lead provider for the delivery of learning you are claiming funding for, you must remove the learning aim record(s) from your ILR. You must not record this on the ILR with a Completion status of 'withdrawn'.</p> <p>Where the learners have transferred to you through action by us (for example, termination of previous provider's funding agreement) there is no action to take.</p> <p>If a learner in receipt of an advanced learner loan changes provider during the learning aim they must inform the SLC and reapply to the SLC for a loan to continue their studies at the new provider.</p> <p>If the learner was still in learning with another provider on the day that they started learning with yourselves, they are ineligible for funding and you must re-code the learning aim record as Funding model 99. You must remove the advanced learner loans indicator flag from the learning aim record and contact the SLC to cancel the loan if the learner was required to take out a loan in error.</p>	<p>We will contact you in-year if data corrections are required, and may ask you to provide evidence of the agreement between yourself and the employer to deliver apprenticeships.</p> <p>We may pass data onto our investigations teams who will follow their processes for assuring funding.</p>
<p><b>3.</b></p> <p><b>Overlapping funding streams</b></p>	<p>We will not publish a report until further notice. We will continue to monitor internally to inform the development of future policy in this area.</p>		

Report number and name	Report specification	Action you must take	Action we will take
<p><b>4.</b></p> <p><b>Changes to the 'Actual end date' between years</b></p>	<p>Identify learning aim records in the latest ILR data submission.</p> <p>Identify learning aim records in the R14 ILR data submission for the previous year with an actual end date.</p> <p>Compare latest submission data with previous year's data, matching data on UKPRN, ULN, learner reference number, learning aim reference and learning start date. This match includes previous/pre-merger UKPRN and previous learner reference number fields.</p> <p>Return data where latest reported data has a different learning actual end date or no actual end date (continuing aim).</p>	<p>If an aim was recorded as complete in the previous year's R14 ILR file and continues to be returned in the current year, then the Learning actual end date must not be changed.</p> <p>If a learner undertakes an aim, finishes learning, takes the final assessment and fails, then you must close the aim and record it as not achieved. Where this learner is then identified as needing further support or additional learning in order to pass the assessment, then a new learning aim should be recorded as a restart with the 'Funding adjustment for prior learning' completed to account for the new learning required to pass the resit.</p> <p>You must not amend the original, closed learning aim, and must return the data as reported in R14 of the previous year.</p>	<p>We will contact you in-year if data corrections are required.</p> <p>We will recover any over claim of funding after the close of the R14 data submission.</p> <p>We may pass data onto our investigations teams who will follow their processes for assuring funding.</p>
<p><b>5.</b></p> <p><b>Changes in the 'Learning planned end date' between funding years</b></p>	<p>Identify learning aims reported in the latest ILR data submission.</p> <p>Identify learning aims reported in the R14 ILR data submission for the previous year.</p> <p>Compare current submission data with previous year's data, matching data on UKPRN, ULN, learner reference number, learning aim reference and learning start date. This match includes previous/pre-merger UKPRN and previous learner reference number fields.</p> <p>Return data where latest reported data has a different planned end date.</p>	<p>You can only amend data from the previous year in the current year if it is incorrect due to an administrative error. The Learning planned end date must not be changed to take into account a revised planned end date due to a change in circumstances such as illness, slow progress or unemployment.</p> <p>If the planned end date has been identified after R14 as being significantly incorrect you must:</p> <p>Set the Completion status to code 3 'withdrawn' and complete the Withdrawal reason using code 40 'Learner has transferred to a new learning aim with the same provider'.</p> <p>Record a Learning actual end date of 1 August 2018. Record a new learning aim with the same Learning aim reference and a Learning start date of 1 August 2018 and the correct Learning planned end date. Record this aim as a restart (Learning Delivery Funding and Monitoring Type = RES), and complete the Funding adjustment for prior learning field with the percentage of learning that is still to be delivered</p> <p>If the planned end date changed for reasons other than administrative errors, you must return the data that you reported in R14 of the previous year.</p>	<p>We will contact you in-year if data corrections are required.</p> <p>We will recover any over claim of funding after the close of the R14 data submission.</p> <p>We may pass data onto our investigations teams who will follow their processes for assuring funding.</p>

Report number and name	Report specification	Action you must take	Action we will take
<p><b>6.</b></p> <p><b>Continuing learners from 2017 to 2018 who do not appear in 2018 to 2019 ILR</b></p>	<p>Identify learning aims reported in the latest ILR data submission</p> <p>Identify learning aims reported in the R14 ILR data submission for the previous year as continuing with a planned end date after 1 August of the current funding year.</p> <p>Compare current submission data with previous year's data, matching data on UKPRN, ULN, learner reference number, learning aim reference and learning start date.</p> <p>Return data where the expected learning aim does not appear in the latest ILR data submission.</p>	<p>The 2018 to 2019 ILR must include aims that are continuing in the final return for the previous year (R14).</p> <p>For traineeship and apprenticeship programmes, the ILR must include the programme aim and all the associated component aims, even if the component aims are completed and closed.</p> <p>If the learner was reported as continuing in the R14 return for the previous year, but has since been identified as having withdrawn before 1 August 2018, you must set the Completion status to code 3 'withdrawn' and complete the Withdrawal reason field with the relevant code. Record the Learning actual end date as the last day the learner was in learning: this will be in the previous ILR year, do not use 1 August of the current year.</p>	<p>We will treat these learners as withdrawn for the QARs</p>
<p><b>7.</b></p> <p><b>Breaks in learning where the learning is not re-planned when the learner returns</b></p>	<p>Identify learning aims reported in the latest ILR data submission with a completion status of 6. Exclude temporary ULNs.</p> <p>Identify learning aims reported in the latest ILR data submission.</p> <p>Compare current submission data with break data, matching data on ULN, learning aim reference, funding model, programme type, standard code, framework code, advanced learner loans indicator and UKPRN.</p> <p>Return data where the most recent return episode has the same planned end date as the break episode that immediately precedes it.</p>	<p>When the learner returns to learning you should record a new programme aim (if required) and learning aim(s) as in Table 3 of the provider support manual. You must not reopen the original learning aim(s).</p> <p>You may need to report a new planned end date in the ILR, if the one currently reported is incorrect. If the return episode started in this funding year, you can correct the data on that aim. If the episode started in a previous year, follow the provider support manual process for continuing learners whose Learning planned end date has now been identified as significantly incorrect as per report 5.</p> <p>When an apprentice returns from a break in learning, the employer must extend the practical period of the apprenticeship agreement as required. The lead provider must re-plan the delivery and agree a revised price, if required, with the employer when the apprentice resumes learning.</p> <p>You must have evidence that the planned duration reported in the ILR is correct for the amount of learning still to be delivered when the learner returns, and that the data reported in the ILR reflects this evidence.</p>	<p>We will contact you in-year if data corrections are required, and may ask you to provide evidence of you re-planning learning when the learner returns from their break.</p>

Report number and name	Report specification	Action you must take	Action we will take
<p><b>8.</b></p> <p><b>Breaks in learning which exceed 12 months/365 days</b></p>	<p>Identify learning aims reported in the latest ILR data submission with a completion status of 6. Exclude temporary ULNs.</p> <p>Identify learning aims reported in the latest ILR data submission.</p> <p>Compare current submission data with break data, matching data on ULN, funding model, programme type, standard code, framework code, advanced learner loans indicator and UKPRN. This match includes previous/pre-merger UKPRN fields.</p> <p>Return data where the expected return episode does not appear in the latest ILR data submission and the ILR submission close date is 365 or more days after the learning actual end date of the break episode.</p>	<p>You must not record a break in learning unless you, the learner and the employer (where applicable) have agreed this, the learner intends to return to learning at a later point, and there is supporting evidence in the learner file.</p> <p>If the learning aim that the learner was following is no longer available when they return (in other words, the certification date has passed), then you cannot class this as a break in learning.</p> <p>If the learner did not take an agreed break in learning, or took a break in learning before 1 August 2018 and has now been identified as withdrawn, you must set the Completion status to code 3 'withdrawn' and complete the Withdrawal reason with the relevant code. Do not amend any of the dates or other aim data.</p>	<p>We will treat these learners as withdrawn for the QARs when:</p> <p>They do not have a corresponding restart record in the same funding year or in the following two funding years, <b>or</b> the planned break recorded in the R14 ILR return for 2017 to 2018 has no corresponding restart record in the R04 ILR return of 2019 to 2020.</p>
<p><b>9.</b></p> <p><b>Transferred learners with no new learning recorded in the ILR</b></p>	<p>Identify learning aims reported in the latest ILR data submission with a completion status of 3 and a withdrawal reason of 2,7,40 or 41. Exclude temporary ULNs.</p> <p>Identify learning aims reported in the latest ILR data submission.</p> <p>Compare current submission data with break data, matching data on ULN and UKPRN (where withdrawal reason is 40). This match includes previous/pre-merger UKPRN fields.</p> <p>Return data where the expected return episode does not appear in the latest ILR data submission and the ILR submission close date is 90 or more days after the learning actual end date of the transfer episode.</p>	<p>If a learner transfers to another programme or learning aim after the funding qualifying period, then the original learning aim record(s) will need to be closed and new learning aim(s) added.</p> <p>If a learner transfers to a new provider, the new provider will create new learning aims for the learner (with new start dates and new planned end dates as applicable).</p> <p>You should only use Withdrawal reason code 41 to identify where a learner has transferred from a 16-19 funded study programme or Adult skills funded learning in order to take up an apprenticeship programme, traineeship or Supported Internship.</p> <p>Where an apprentice is transferring to a new aim, then the start date of the new learning aim cannot be earlier than the actual end date of the learning aim that the apprentice has transferred from.</p> <p>If a learner did not transfer to new learning or a new provider, you must record the learner as withdrawn and record the Withdrawal reason appropriate to the learner's circumstances.</p>	<p>We will treat learners who have transferred to a new learning aim with the same provider as withdrawn for QARs when 120 days have passed since the learning actual end date and you have not recorded new learning.</p> <p>We will treat transfers to a new provider for reasons other than ESFA intervention or government strategy, as a withdrawal for QARs.</p> <p>We may pass data onto our investigations teams who will follow their processes for assuring funding.</p>



Report number and name	Report specification	Action you must take	Action we will take
<p><b>10.</b></p> <p><b>Provision delivered outside England</b></p>	<p>Identify current learning aim records.</p> <p>Identify latest data held in EDS.</p> <p>Compare current ILR data with EDS, matching on employer identifier or work placement employer identifier where reported.</p> <p>Return data for delivery location postcodes, and the most recent employer or work placement employer that are not located in England. Exclude learners where the employer identifier or workplace employer identifier are linked to armed forces/ ministry of defence.</p>	<p>You should check that you have correctly reported postcode and employer data and data is complete.</p> <p>Apprentices must spend at least 50% of their working hours in England over the duration of the apprenticeship.</p> <p>Loans are only available to eligible learners who are studying in England. You must not deliver any loans funded provision outside England.</p> <p>You must not claim AEB funding for any provision you deliver to a learner whose learning is taking place outside England.</p> <p>If the delivery does not comply with the rules above, you must recode the learning as Funding model 99, otherwise you may need to correct the Delivery location postcode or record a new Employer identifier that more accurately captures the learner's location. If you cannot find a suitable employer record in EDS, you may need to create a new record using 'Advanced Search' and clicking on the 'Add' button on the right of the search box. Refer to the EDS user guide for more information.</p>	<p>We will contact you in-year if data corrections are required, and may ask you to provide evidence that apprenticeship or other workplace delivery complies with these rules.</p> <p>We will recover funding errors after the close of the R14 data submission.</p> <p>We may investigate after the close of the R14 data submission to determine if there has been any over claim of funding.</p> <p>The EDS helpdesk will verify any updates to EDS data.</p>
<p><b>11.</b></p> <p><b>Small Employer Waiver</b></p>	<p>Identify current apprenticeship programme aim records that are part of an apprenticeship starting from 1<sup>st</sup> May 2017 where any employment status for that programme includes the small employer flag and the learner was aged 16 – 18 at start, or an eligible 19-24 year old.</p> <p>Identify latest data held in EDS.</p> <p>Compare current ILR data with EDS, matching on employer identifier.</p> <p>Return data for the most recent employment status where EDS indicates that the employer, or any corporate group it is part of, has more than 49 employees.</p>	<p>You should check that you have correctly reported employer data correctly and data is complete.</p> <p>Before any apprenticeship starts, the employer must provide evidence that they employed an average of 49 or fewer employees in the 365 days before recruiting apprentice. This number must cover the whole organisation, including any connected companies, and not individual sites or locations. If this average was 49, the first apprentice is eligible for the waiver, but subsequent apprentices are ineligible.</p> <p>If the employer was not eligible for the waiver, you must remove the SEM flag in the employment status record.</p> <p>If the EDS record is correct, but any of the details are wrong, you can select 'Update' in the EDS record and complete the update form. If you cannot find a suitable employer record in EDS, you may need to create a new record using 'Advanced Search' and clicking on the 'Add' button on the right of the search box. Refer to the EDS user guide for more information.</p>	<p>We will contact you in-year if data corrections are required, and may ask you to provide evidence that the employer had 49 or fewer employees in the 365 days prior to the apprentice starting.</p> <p>We may investigate after the close of the R14 data submission to determine if there has been any over claim of funding.</p> <p>The EDS helpdesk will verify any updates to EDS data.</p>

Report number and name	Report specification	Action you must take	Action we will take
<p><b>12.</b></p> <p><b>Recording co-investment payments</b></p>	<p>Identify current apprenticeship programme aim records that are part of an apprenticeship starting from 1<sup>st</sup> May 2017 where employer co-investment has been calculated and the learner is continuing in learning. Exclude programmes recorded with LDM codes 356 or 361 to indicate co-investment payments from the employer do not require reporting.</p> <p>Identify all payment records across all episodes of learning for that programme with a payment date before the latest ILR submission close date, matching on UKPRN, ULN, learner reference number, programme type, framework code and standard code.</p> <p>Return data where the required employer co-investment is greater than the total sum of all payment (PMR) records reported to date for that programme.</p>	<p>If co-investment applies, you must collect payments from the employer and report these payments in the ILR by the quarterly review points in June, September, December and March. To record these payments on the ILR you must complete the Apprenticeship financial type field with a Payment record (PMR). You must record a separate Payment record for each payment that the employer makes to you; this should cover payments across the apprenticeship, not just for the current year's ILR collection.</p> <p>If you are delivering to your own employees, you must report these learners with the Learning delivery monitoring code '356' – 'Apprenticeship being delivered to own employees'.</p> <p>If the small employer waiver applies to the whole programme, you must report the 'SEM' flag in the ILR at the start of the programme, otherwise co-investment payments will be calculated.</p>	<p>We will contact you in-year if insufficient co-investment has been collected</p> <p>We will withhold completion payments if insufficient co-investment is collected.</p> <p>If the small employer flag is subsequently applied, we will correct any co-investment payments.</p>
<p><b>13.</b></p> <p><b>Learners undertaking English and maths within an apprenticeship when they have already achieved level 1 or above in that subject</b></p>	<p>Identify current learning aim records that have a LARS basic skills type of English or maths and are part of an apprenticeship from 1<sup>st</sup> May 2017 onwards. Exclude temporary ULNs and restarts.</p> <p>Identify previously achieved learning aim records that have a LARS basic skills type of English or maths and are not GCSEs (or equivalents) with an outcome grade of D or below or 3 or below.</p> <p>Compare current learning aims with previously achieved learning aims, matching data on ULN and subject where the previously achieved learning is a functional skills level 2 or GCSE, or the current learning aim has a level 1 or below and the previously achieved learning aim is at level 1 or above.</p> <p>Return data where the learning start date of the current learning aim is after the learning actual end date of the most recent previous learning aim where there is a UKPRN match between both episodes of learning.</p>	<p>You should check that you have correctly recorded data such as the Learning aim reference or ULN.</p> <p>We will only fund an apprentice to achieve up to an approved level 2 qualification in English and maths where they do not already hold a suitable equivalent qualification.</p> <p>Where the apprentice already holds approved level 1 qualifications, they must start, continue to study and take the assessments for a level 2 English and/or maths (functional skills level 2 or GCSE).</p> <p>We will not fund a learner to repeat the same regulated qualification where they have previously achieved it, unless it is a requirement of the apprenticeship or for any GCSE where the apprentice has not achieved grade C, or 4, or higher.</p> <p>You must correct data by recoding the aims with Funding model code 99, or follow provider support manual guidance on correcting data errors after hard close or the previous year.</p>	<p>We will contact you in-year if data corrections are required.</p> <p>We will recover funding errors after the close of the R14 data submission.</p>

Report number and name	Report specification	Action you must take	Action we will take
<p>14.</p> <p><b>Apprentices studying level 1 English or maths</b></p>	<p>We will not publish a report until further notice. We will continue to monitor internally to inform the development of future policy in this area</p>		
<p>15.</p> <p><b>Apprenticeship standards with no end point assessment organisation</b></p>	<p>Identify current apprenticeship programme aim records that have a programme type of 25, are part of an apprenticeship from 1<sup>st</sup> May 2017 and the learner is continuing in learning.</p> <p>Return data where there is no valid end-point assessment organisation recorded against those aims and the date of the latest ILR return is less than 2 months before, or is after, the learning planned end date of the programme aim.</p> <p>Identify if a historic assessment price or any assessment payment records with a payment date before on the latest ILR submission close date have been reported, matching on UKPRN, ULN, learner reference number, programme type and standard code.</p>	<p>The commitment statement must set out the planned content/components and schedule of eligible training (and for standards the end-point assessment).</p> <p>Before the apprentice reaches the gateway before moving onto end-point assessment, the employer must select an organisation from the Register of End-Point Assessment Organisations and negotiate a price with this organisation for the end-point assessment.</p> <p>You must ensure that the price you agree with the employer for the apprenticeship includes the negotiated with the EPAO. You must report this in the ILR. If the employer has not engaged an EPAO you must not negotiate, charge or claim any assessment costs.</p>	<p>We may contact you in-year and ask you to provide evidence that you and the employer have engaged an EPAO, or evidence of why an EPAO has not yet been engaged.</p> <p>If we have identified that you have reported a historic assessment price, we may ask you to provide evidence showing the negotiation of the price and evidence that any price records are correct.</p>
<p>16.</p> <p><b>Learners who have achieved a full level 2 qualification (or higher) and are fully funded for a further level 2 entitlement aim</b></p>	<p>Identify current learning aim records that have a LARS category of 37, and delivered in AEB with full funding. Exclude temporary ULNs, restarts and aims delivered under the low wage offer, the offer for unemployed people or the English and maths entitlement.</p> <p>Identify previously achieved learning aim records that have or had a LARS category code of 37 and a full level 2 percent of 100 or a category code of 38 and a full level 3 percent of 100 in the year in which they were achieved, or are level 4 and above.</p> <p>Compare current learning aims with previously achieved learning aims, matching data on ULN.</p> <p>Return data where the learning start date of the current learning aim is after the learning actual end date of the most recent previous learning aim where there is a UKPRN match between both episodes of learning.</p>	<p>You should check that you have correctly recorded data such as the Learning aim reference or ULN.</p> <p>We will not fund a learner to repeat the same regulated qualification where they have previously achieved it unless it is for any GCSE where the learner has not achieved grade C, or 4, or higher.</p> <p>If a learner, aged 19 to 23, has achieved a level 2 qualification that was at the time they started, or still is, classed as a full level 2, then any subsequent level 2 qualifications will be co-funded.</p> <p>You must correct data by recoding the aims with Funding model code 99, or follow provider support manual guidance on correcting data errors after hard close or the previous year.</p>	<p>We will contact you in-year if data corrections are required.</p> <p>We will recover funding errors after the close of the R14 data submission.</p>

Report number and name	Report specification	Action you must take	Action we will take
<p><b>17.</b></p> <p><b>Learners who have achieved a full level 3 qualification (or higher) and are subsequently funded (full or co-) for a further level 3 entitlement aim</b></p>	<p>Identify current learning aim records that have a LARS category of 38, and delivered in AEB. Exclude temporary ULNs and restarts.</p> <p>Identify previously achieved learning aim records that have or had a LARS category code of 38 and a full level 3 percent of 100 in the year in which the aim was achieved, or are level 4 and above.</p> <p>Compare current learning aims with previously achieved learning aims, matching data on ULN.</p> <p>Return data where the learning start date of the current learning aim is after the learning actual end date of the most recent previous learning aim where there is a UKPRN match between both episodes of learning.</p>	<p>You should check that you have correctly recorded data such as the Learning aim reference or ULN.</p> <p>We will not fund a learner to repeat the same regulated qualification where they have previously achieved it unless it is for any GCSE where the learner has not achieved grade C, or 4, or higher.</p> <p>If a learner, aged 19 to 23, has achieved a level 3 qualification that was at the time they started, or still is, classed as a full level 3, and they want to enrol on any subsequent level 3 qualification, of any size, then they may either:</p> <ul style="list-style-type: none"> <li>• apply for an advanced learner loan (provided the qualification is designated for funding, and subject to learner eligibility conditions), or</li> <li>• pay for their own learning</li> </ul> <p>You must correct data by recoding the aims with Funding model code 99, or follow provider support manual guidance on correcting data errors after hard close or the previous year.</p>	<p>We will contact you in-year if data corrections are required.</p> <p>We will recover funding errors after the close of the R14 data submission.</p>
<p><b>18.</b></p> <p><b>19 – 23 Learners undertaking level 2 aims which are not part of the legal entitlement offer</b></p>	<p>Identify current learning aim records that have a LARS category of 40, are level 2, and delivered in AEB where the learner was 19 – 23 at start has a prior attainment of below level 2. Exclude temporary ULNs and restarts.</p> <p>Identify previously achieved learning aim records that have or had a LARS category code of 37 and a full level 2 percent of 100 or a category code of 38 and a full level 3 percent of 100 in the year in which they were achieved, or are level 4 and above.</p> <p>Compare current learning aims with previously achieved learning aims, matching data on ULN.</p> <p>Return data where there is no data match between current and previously achieved learning aims.</p>	<p>You should check that you have correctly recorded data such as the Learning aim reference or ULN.</p> <p>You must have suitable evidence that 19-23 learners have already fulfilled their legal entitlement before starting the learning aim(s) identified (either single qualification or equivalent(s)).</p> <p>You must ensure that the prior attainment reported in the ILR is correct.</p> <p>Otherwise, you must correct data by recoding the aims with Funding model code 99, or follow provider support manual guidance on correcting data errors after hard close or the previous year.</p>	<p>We may contact you in-year and ask you to provide evidence that the learner has already fulfilled their legal entitlement.</p> <p>We may investigate after the close of the R14 data submission to determine if there has been any over claim of funding.</p>

Report number and name	Report specification	Action you must take	Action we will take
<p><b>19.</b></p> <p><b>Traineeships where the learner has already achieved a full Level 3, apprenticeship or traineeship</b></p>	<p>Identify current traineeship programme aim records delivered in the adult education budget. Exclude temporary ULNs and restarts.</p> <p>Identify previously achieved learning aim records that are the programme aim of a traineeship or apprenticeship, or that have a LARS category code of 38 and a full level 3 percent of 100, or are level 4 and above.</p> <p>Compare current learning aims with previously achieved learning aims, matching data on ULN.</p> <p>Return data where the learning start date of the current learning aim is after the learning actual end date of the most recent previous learning aim where there is a UKPRN match between both episodes of learning.</p>	<p>You should check that you have correctly recorded data such as the Learning aim reference or ULN.</p> <p>Traineeships are for individuals who have not previously attained a first full level 3 qualification, have little or no work experience and you assessed as having the potential to be ready for an apprenticeship within six months.</p> <p>If the learner has already achieved a previous traineeship, you must hold evidence that supports the learner undertaking a subsequent traineeship.</p> <p>Otherwise, you must correct data by recoding the aims with Funding model code 99, or follow provider support manual guidance on correcting data errors after hard close or the previous year.</p>	<p>We will contact you in-year if data corrections are required, and ask you to provide evidence to support a learner undertaking a second traineeship.</p> <p>We will recover funding errors after the close of the R14 data submission.</p> <p>We may investigate after the close of the R14 data submission to determine if there has been any over claim of funding.</p>
<p><b>20.</b></p> <p><b>Loans learning not being recorded in ILR</b></p>	<p>Identify learning aim records funded through advanced learner loans. Exclude temporary ULNs.</p> <p>Identify loans application records held by SLC with payments paid in the current funding year.</p> <p>Compare current learning aims with SLC data, matching data on UKPRN, learning aim reference and ULN.</p> <p>Return data where the expected learning aim record does not appear in the latest ILR data submission.</p>	<p>You should check against the Learning Provider Portal for any data held for learners and ensure it is correct for any learners identified.</p> <p>You must ensure that you report loans-funded activity in the ILR with Funding model 99 and the advanced learner loans indicator.</p>	<p>We will contact you in-year if we do not believe your ILR data is accurate.</p> <p>We may take action such as withholding growth or suspending your facility until you report learning accurately in the ILR.</p>

Report number and name	Report specification	Action you must take	Action we will take
<p><b>21.</b></p> <p><b>Loans learning not being reported by SLC</b></p>	<p>Identify current learning aims reported in the latest ILR data submission with a funding model of 99 and the advanced learner loans indicator that start before the current return close date. Exclude temporary ULNs and restarts.</p> <p>Identify loans application records held by SLC.</p> <p>Compare current learning aims with SLC data, matching data on ULN.</p> <p>Return data where the expected learner record does not appear in the latest SLC data.</p>	<p>You should check against the Learning Provider Portal for any data held for learners and ensure it is correct for any learners identified.</p> <p>You must only use your loans bursary allocation to support learners funded through a loan or participating in the career learning – outreach and cost pilot (where applicable).</p> <p>If the learner does not have an approved loan with SLC for their learning, you must remove the advanced learner loans indicator from the ILR and remove any loans bursary claim.</p>	<p>We will contact you in-year and ask you to provide evidence to support the learner having an approved loan.</p> <p>We will pass data on to SLC to investigate further.</p> <p>We may take action such as withholding growth or suspending your facility until you report learning in the ILR.</p> <p>We may investigate after the close of the R14 data submission to determine if there has been any over claim of funding.</p>
<p><b>22.</b></p> <p><b>Loans where the ILR planned duration is longer than the planned duration of the loan</b></p>	<p>Identify current learning aims reported in the latest ILR data submission with a funding model of 99 and the advanced learner loans indicator</p> <p>Identify loans application records held by SLC with payments paid.</p> <p>Compare current learning aims with SLC data, matching data on UKPRN, learning aim reference and ULN.</p> <p>Return data where the calculated ILR planned duration is more than 30 days longer than the calculated SLC planned duration</p>	<p>You can only amend data from the previous in the current year if it is incorrect due to an administrative error. The Learning planned end date must not be changed to take into account a revised planned end date due to a change in circumstances such as illness, slow progress or unemployment.</p> <p>You may need to report a new planned end date in the ILR, if the one currently reported is incorrect due to an administrative error. If the return episode started in this funding year, you can correct the data on that aim, otherwise follow the provider support manual process for continuing learners whose Learning planned end date has now been identified as significantly incorrect as per report 5.</p> <p>If the data in the ILR is correct (and you have followed the correct procedure for correcting any data recording errors), you must then ensure any changes are carried out on the SLC Learning Provider Portal with a change of circumstances form. This will update your payment profile.</p>	<p>We may contact you in-year and ask you to provide evidence to support the data reported in the ILR.</p> <p>We will report discrepancies to SLC for them to take action.</p> <p>We may take action such as withholding growth or suspending your facility until you report learning accurately in the ILR.</p>

Report number and name	Report specification	Action you must take	Action we will take
<p><b>23.</b></p> <p><b>Learners reported as withdrawn or on a break in learning where the loan is still reported by SLC as being active</b></p>	<p>Identify learning aims reported in the latest ILR data submission with a funding model of 99 and the advanced learner loans indicator that have a completion status of 3 or 6. Exclude temporary ULNs. Identify loans application records held by SLC with payments paid.</p> <p>Compare current learning aims with SLC data, matching data on UKPRN, learning aim reference and ULN.</p> <p>Compare current submission data with withdrawal and break data, matching on ULN, funding model, programme type, standard code, framework code, advanced learner loans indicator and UKPRN (where withdrawal reason is 40). This match includes previous/pre-merger UKPRN fields.</p> <p>Return data where the SLC application status is not 'withdrawn' or 'suspended' and there is no return episode in the latest ILR data and the ILR submission close date is 90 or more days after the learning actual end date of the withdrawal or break episode.</p>	<p>When a learner has passed the initial liability point, you must confirm their attendance to the SLC, using the Learning Provider Portal, on a quarterly basis on 1 November, 1 February, 1 May and 1 August.</p> <p>If a learner's details or circumstances change, you must tell the SLC as soon as you are aware as this will reduce the risk of a learner becoming legally responsible for a loan for a qualification they are no longer studying.</p> <p>If a learner changes provider during their learning, you must inform SLC through the Learning Provider Portal and the learner must be marked as a withdrawal from your organisation. Learners transferring with an intention to continue their qualification and access further loans support will be required to apply for an additional loan.</p>	<p>We will contact you in-year if data corrections are required</p> <p>We will report discrepancies to SLC for them to take action.</p> <p>We may take action such as withholding growth or suspending your facility until any overpayment is resolved.</p> <p>Where late notification of withdrawal results in an overpayment, SLC will recover this overpayment from your future loan payments or ask you to repay any overpayment.</p>
<p><b>24.</b></p> <p><b>19 – 23 learners and prior attainment</b></p>	<p>Identify learning aims reported in the latest ILR data submission with a funding model of 99 and the advanced learner loans indicator that have a LARS category of 38, and delivered through loans or career learning pilot where the learner was aged 19 – 23 at start and has a prior attainment of below level 3. Exclude temporary ULNs and restarts.</p> <p>Identify previously achieved learning aim records that have a LARS category code of 38 and a full level 3 percent of 100, or are level 4 and above.</p> <p>Compare current learning aims with previously achieved learning aims, matching data on ULN. Return data where there is no data match between current and achieved aims with a learning actual end date before the learning start date of the current aim.</p>	<p>You should check that you have correctly recorded data such as the Learning aim reference or ULN.</p> <p>You must have suitable evidence that the learner has already fulfilled their legal entitlement before starting the learning aim(s) identified (either single qualification or equivalents).</p> <p>If the learner has not already fulfilled their legal entitlement, you must have evidence that you have made them aware of this entitlement. You must make them aware that this may mean that they give up their right to exercise their legal entitlement in future.</p> <p>If you have an AEB funding agreement with us and the learner did not have a full level 3, you must withdraw the loan and fund the learner through the adult education budget, and reduce their fee liability to zero.</p>	<p>We may contact you in-year and ask you to provide evidence that the learner has already fulfilled their legal entitlement, or that they are aware and accept that they may be waiving their legal entitlement.</p> <p>We may investigate after the close of the R14 data submission to determine if there has been any over claim of funding.</p>

## Annex C: FRM reports field listing

Column name	Category	Data source	Report(s)
Academic Year	Core column	ILR specification 2018 to 2019	All
Return	Core column	ILR specification 2018 to 2019	All
Report ID	Core column	Monitoring plan 2018 to 2019	All
Query ID	Core column	Derived data	All
UK Provider Reference Number	Core column	ILR specification 2018 to 2019	All
Organisation Name	Core column	Data held by ESFA	All
Subcontracted or Partnership UKPRN	Core column	ILR specification 2018 to 2019	All exc. 20
Subcontracted or Partnership Organisation Name	Core column	Data held by ESFA	All exc. 20
Previous UKPRN	Core column	ILR specification 2018 to 2019	All exc. 20
Pre-Merger UKPRN	Core column	ILR specification 2018 to 2019	All exc. 20
Unique Learner Number	Core column	ILR specification 2018 to 2019	All
Learner Reference Number	Core column	ILR specification 2018 to 2019	All exc. 20
Previous Learner Reference Number	Core column	ILR specification 2018 to 2019	All exc. 20
Learning Aim Reference	Core column	ILR specification 2018 to 2019	All
Aim Sequence Number	Core column	ILR specification 2018 to 2019	All exc. 20
Learning Aim Title	Core column	LARS	All
Standard Code	Core column	ILR specification 2018 to 2019	All exc. 20
Framework Code	Core column	ILR specification 2018 to 2019	All exc. 20
Pathway Code	Core column	ILR specification 2018 to 2019	All exc. 20
Programme Type Code	Core column	ILR specification 2018 to 2019	All exc. 20
Advanced learner loans indicator	Core column	ILR specification 2018 to 2019	All exc. 20
Career learning pilot indicator	Core column	Derived data	All exc. 20
Learning Start Date	Core column	ILR specification 2018 to 2019	All exc. 20
Learning Planned End Date	Core column	ILR specification 2018 to 2019	All exc. 20
Learning Actual End Date	Core column	ILR specification 2018 to 2019	All exc. 20
Restart indicator	Core column	ILR specification 2018 to 2019	All exc. 20
Prior Learning Funding Adjustment	Core column	ILR specification 2018 to 2019	All exc. 20
Other Funding Adjustment	Core column	ILR specification 2018 to 2019	All exc. 20
Completion Status Code	Core column	ILR specification 2018 to 2019	All exc. 20
Learning Outcome Code	Core column	ILR specification 2018 to 2019	All exc. 20
Funding stream	Core column	Derived data	All
Year to date funding	Core column	Funding calculation output	All exc. 6,8,9
Employer Levy Paid	Supplementary column	Funding calculation output	1,2,4,5,7,10,11,12,13,15
ESFA Co-Investment Paid	Supplementary column	Funding calculation output	1,2,4,5,7,10,11,12,13,15
Employer Co-Investment Required	Supplementary column	Funding calculation output	1,2,4,5,7,10,11,12,13,15
ESFA Full Funding Paid	Supplementary column	Funding calculation output	1,2,4,5,7,10,11,12,13,15
Levy Funds Transferred	Supplementary column	Funding calculation output	1,2,4,5,7,10,11,12,13,15



Column name	Category	Data source	Report(s)
Total Training Price	Supplementary column	Derived data	12,15
Total Assessment Price	Supplementary column	Derived data	12,15
Training Payments Received	Supplementary column	Derived data	12,15
Assessment Payments Received	Supplementary column	Derived data	12,15
Employer payment reimbursed by provider	Supplementary column	Derived data	12,15
End Point Assessment Organisation Identifier	Supplementary column	Derived data	15
Matching UKPRN	Supplementary column	ILR specification 2018 to 2019	1,2,13,16,17,19
Matching Organisation Name	Supplementary column	Data held by ESFA	1,2,13,16,17,19
Matching Subcontracted or Partnership UKPRN	Supplementary column	ILR specification 2018 to 2019	1,2,13,16,17,19
Matching Subcontracted or Partnership Organisation Name	Supplementary column	Data held by ESFA	1,2,13,16,17,19
Matching Previous UKPRN	Supplementary column	ILR specification 2018 to 2019	1,2,13,16,17,19
Matching Pre-Merger UKPRN	Supplementary column	ILR specification 2018 to 2019	1,2,13,16,17,19
Matching Learning Aim Reference	Supplementary column	ILR specification 2018 to 2019	13,16,17,19
Matching Learning Aim Title	Supplementary column	LARS	13,16,17,19
Matching Notional NVQ level	Supplementary column	LARS	13,16,17,19
Matching Level 2 legal entitlement indicator	Supplementary column	LARS	16
Matching Level 3 legal entitlement indicator	Supplementary column	LARS	17,19
Matching Standard Code	Supplementary column	ILR specification 2018 to 2019	19
Matching Framework Code	Supplementary column	ILR specification 2018 to 2019	19
Matching Pathway Code	Supplementary column	ILR specification 2018 to 2019	19
Matching Programme Type Code	Supplementary column	ILR specification 2018 to 2019	19
Matching Learning Start Date	Supplementary column	ILR specification 2018 to 2019	2
Matching Learning Planned End Date	Supplementary column	ILR specification 2018 to 2019	5
Matching Learning Actual End Date	Supplementary column	ILR specification 2018 to 2019	1,2,4,13,16,17,19
Matching Restart Indicator	Supplementary column	ILR specification 2018 to 2019	2
Employer Identifier	Supplementary column	ILR specification 2018 to 2019	10,11
Employer Name	Supplementary column	EDS	10,11
Employer Postcode	Supplementary column	EDS	10
Employer Postcode country	Supplementary column	Derived data	10
Workplace Employees	Supplementary column	EDS	11
Aggregated Workplace Employees	Supplementary column	EDS	11
Aggregated Ultimate Employees	Supplementary column	EDS	11
Work Placement Employer Identifier	Supplementary column	ILR specification 2018 to 2019	10
Work Placement Employer Name	Supplementary column	EDS	10
Work Placement Employer Postcode	Supplementary column	EDS	10
Work Placement Employer Postcode country	Supplementary column	Derived data	10
LPP Reference	Supplementary column	SLC	20
LPP Application State	Supplementary column	SLC	20,22,23
LPP Start Date	Supplementary column	SLC	20,22,23
LPP End date to/from	Supplementary column	SLC	20,22,23

## Annex D: glossary of terms

Term	Definition
UKPRN match	<p>Any shared UKPRN data between 2 aim records when matching the following fields:</p> <ul style="list-style-type: none"> <li>• UKPRN</li> <li>• Subcontracted or Partnership UKPRN</li> <li>• Previous UKPRN</li> <li>• Pre-Merger UKPRN</li> </ul>
Regulated provision	<p>For FRM, we are treating regulated provision as any learning which does not have a learning class code category of A,B,E,F,G,L,M or O</p>
Current learning aim	<p>Any regulated provision that you report in the current ILR year as starting in the current funding year or continuing into the current funding year. Aims must be reported as continuing in learning, or have a learning actual end date that is on or after 1 August 2018.</p>
Expected learning aim	<p>Any regulated provision we expect to see reported in the current ILR year, which can include:</p> <ul style="list-style-type: none"> <li>• advanced learner loans</li> <li>• return episodes following a reported break in learning</li> <li>• return episodes following a reported transfer</li> <li>• provision which was reported in the R14 data return for the previous year as continuing in learning beyond 1 August</li> </ul>
Previous learning aim	<p>Any regulated provision reported as achieved by yourselves or your subcontractors in the last 3 ILR years (including the current year). These aims will affect the learner's eligibility for funding for the provision currently reported in the ILR.</p>
Serious breach	<p>Any breach defined as a Serious Breach in your funding agreement or any breach or breaches which adversely, materially or substantially affect the performance or delivery of the Services or compliance with the terms and conditions of you funding agreement or the provision of a safe, healthy and supportive learning environment.</p>
Temporary ULN	<p>A known unique learner number (ULN) value that you have used to indicate that the ULN of the learner not known. The recognised temporary ULN is 9999999999; however, we have also identified instances where providers have used 100000000 in place of this. A ULN of 9999999999 can be used temporarily until 1 January 2019 whilst a provider is registering the learner for a ULN, except where an apprenticeship is funded through a contract for services with the employer</p>

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