



## ILR changes 2019-2020 webinar Q&A

This document provides questions raised by attendees at the ILR changes webinar, 7 June 2019, and answers.

### **Are the Learner name fields going to be split to First Name and Second names?**

The learner name fields are currently FamilyName and GivenName. These fields will be case sensitive to aid mapping to the same information printed on certificates.

### **New GCSEs are numeric (Not A, B, C) but 7, 8, 9 etc. Will this impact on how funding will work?**

There is no impact. Numeric GCSEs have been in our data for a while now and are already catered for in our funding calculations.

### **Please can you clarify the following about the changes announced to the 16 to 19 English and maths condition of funding guidance:**

1. Whether a student who has achieved functional skills level 2 prior to enrolment, with prior attainment of either no GCSE grade or GCSE grade 2 or below, would still be required to study towards a GCSE grade 9 to 4 to meet the condition of funding? Is the functional skills level 2 sufficient to meet the condition of funding and therefore no further study in this subject would be required?

Yes if the student holds GCSE prior attainment of 2/E or below or no GCSE/equivalent and a pass in maths/English level 2 functional skills, from August 2019 they will meet the condition of funding with no further action required.

2. Whether a student who has achieved functional skills level 2 prior to enrolment, with also prior attainment of GCSE grade 3, would still be required to study towards a GCSE grade 9 to 4 to meet the condition of funding? Is the functional skills level 2 sufficient to meet the condition of funding and therefore no further study in this subject would be required?

A student with grade 3 GCSE in English/Maths will still be required to study GCSEs to meet the condition of funding. If they are full time, they can only do GCSE to be compliant, if they are part time, they can do stepping stone qualifications to be compliant. Both of these are covered in our [condition of funding guidance](#).

### **Will the achievement date be the date the EPA was taken or the date it was awarded by the EPA organisation?**

The achievement date will be the date the EPA was taken.

### **So for End Point Assessment (EPA), will it be the date confirmed on the EPA report?**

This will be the date the EPA was taken.

### **If an EPA takes months to grade the test, will it always be the date the learner took the EPA, even if this crosses years?**

Yes, it will be the date the EPA was taken.

### **For integrated degrees, is the end of learning once they have completed the 'learning' (i.e. 300cr for a degree) and the achievement date is after the integrated EPA at 360cr?**

There should be a clear definition between the learning and the EPA, but with some integrated degrees there is an overlap as a number of them have a portfolio included that the apprentice needs to complete ahead of the rest of the EPA.

The provider should still be able to put a date in to show when EPA should begin, if there is the facility to do that. The Achievement date will be the date that concludes the end point assessment.

### **Is the achievement date the date they complete all EPA activities or the date we know they have passed/achieved the EPA?**

The achievement date is the date that the learner completed all EPA activities.

### **Do we have to hold a copy of the certificate to prove completion even though this is in the EPA's remit now?**

In the case of standards, you should have written confirmation from the EPAO to you about the outcome of the end-point assessment (18/19 Funding Rules: rule 293). If the apprentice has successfully completed the end-point assessment, the end-point assessment organisation is responsible for claiming the apprenticeship completion certificate from the ESFA (18/19 Funding Rules: P241). The provider is not required to obtain and hold a copy of the completion certificate.

### **Can you confirm that recording the learner outcomes with completion status as 2,8 in the Outcome field will trigger the completion payment?**

For learners that complete their learning on or after 1 August 2019, Completion payment is paid upon completion (code 2) and the EPA having been completed.

### **Would you still populate the achievement date if the learner has sat EPA but fails and is not going to re sit? How would this effect the completion payment?**

If a learner sits the EPA and fails, they have still completed but not achieved. Completion payment is still paid. Payment is on completion status, not achievement.

### **For use of Outcome code 8 prior to EPA period, is this for learners who end on or after 1 August 2019 or just those who start and end after 1 Aug 2019?**

For apprenticeship standards, learners that end their learning on or after 1 August 2019, Code 8 'Learning activities are complete, but the outcome is not yet known' must be used at the end of learning and prior to the end point assessment period.

### **Can you please explain how the completion payment is released? Based on completions of EPA or achievement of EPA?**

The completion incentive, which is earned when an apprentice completes their end point assessment of the apprenticeship standard, is triggered based on data in the following Learning Delivery fields: Completion status, Outcome and Achievement date. This incentive is paid in full once the programme has been recorded on the ILR as completed (Completion status code 2) and achieved or not achieved (Outcome code 1 or 3), the Achievement date is used as the trigger date for the incentive.

### **Is the new planned hours field separate to the existing planned learning hours code within the ILR spec which is specific by year?**

It is separate to the existing planned learning hours field.

**Is the planned hours only required for new starts from 01/08/2019 or will it be required for carry in?**

Yes, this is only required for new starts from 01/08/2019. There are already funding rules in place that require that the apprenticeship agreement and the commitment statement record the planned number of hours.

**For providers who plan for say 25% OTJ rather than 20%, would the provider be prevented from completing the learner if they get 20% but don't hit the planned 25% OTJ hours as returned in the ILR?**

20% is the minimum requirement for validation purposes.

**So is it going to be made mandatory that actual OTJ hours are captured?**

There is no ILR field for Actual OTJ Hours. It is already an existing requirement for providers to evidence the number of OTJ hours required, this is now collect in the Planned Hours field.

**Is the Planned Hours field for off the job a mandatory field?**

This field is mandatory for Apprenticeships (Funding model 36).

**Is there a plan to provide a funding uplift for providers to cover the additional costs associated with capturing and monitoring the OTJ figures at the level required to prove at Audit?**

No, it is already an existing requirement for providers to evidence the number of OTJ hours required by the apprentice (to establish eligibility) and to put this figure in the commitment statement. It is also an existing requirement to confirm OTJ delivery against the commitment statement. The only additionality is to report the figures you have already collected in the ILR.

**If we plan in the minimum for everyone, can you not just add that for each learner?**

You should not be planning in the minimum for each learner; you should be planning in what the individual requires, which may be more than the minimum.

**Clarification is required on the calculation of minimum hours as it has been referenced as 30 hours but if a learner is contracted for 37.5 would we use 37.5 or 30 hours to calculated to 20% minimum?**

The OTJ minimum requirement is 20% of the apprentice's hours, so if the apprentice works 37.5 hours then this is what you would use. For a full-time equivalent the minimum number of hours we would accept is 30 hours and if an apprentice works less than 30 hours you must extend the duration of the apprenticeship in accordance with the formula given in the rules.

**Is the maximum 30 hours for OTJ?? even if the apprentice is doing 37hours?**

No, as above the OTJ minimum requirement is 20% of the apprentice's hours. If they are working 30 hours, you use 30. If they are working 37 hours you use 37 and so on.

**For any questions regarding ILR changes for 2019/2020 please contact:**

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