



Monitoring the funding rules 2019 to 2020: reports user guide

Version 1: December 2019

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Introduction and purpose of this document

1. This user guide introduces the suite of Funding Rules Monitoring (FRM) reports. It contains specific guidance and the processes that you must follow to ensure you comply with the funding rules for each area detailed in [Financial assurance: monitoring the funding rules for post-16 funding for 2019 to 2020](#).
2. 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.

Who is this publication for?

3. This user guide is for colleges, training providers and other institutions who have a funding agreement with us and submit ILR data. It assumes users 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.

Understanding our terminology

4. The term 'we' refers to the Education and Skills Funding Agency. When we refer to 'you' or 'providers', this includes colleges, higher education institutions, training organisations, local authorities and employers that receive funding from us to deliver education and training.
5. The term 'post-16 delivery' includes 16 to 19 funding, all apprenticeships, the adult education budget and advanced learner loans. This does not include European social fund or community learning.
6. The term 'monitoring plan' refers to [Financial assurance: monitoring the funding rules for post-16 funding for 2019 to 2020](#).
7. For a Glossary of terms, please see [Annex E](#).

Changes from 2018 to 2019

8. We have included additional funding streams this year:

- **16 to 19 funding** – we will include this provision in reports where we have detected similar issues to those in adult skills and apprenticeship provision. While we expect providers to review the reports and correct data regularly, we will not recover funding from these records in the same way we handle other errors at the end of the year, however we may contact outlier institutions to discuss the data further. We will only review data you submit through the ILR, not through the schools census, and will not routinely require you to correct data or supply evidence to support funding claims.
- **Devolved adult funding** – we will include devolved funding in our reports to support you. However, we do not have responsibility for assuring this provision or recovering any funding at the end of the year, as this responsibility lies with the relevant authority. We will share this data with devolved authorities and will treat this separately in your reports.

9. We are not producing these reports in this year's plan:

- Apprentices studying level 1 English or maths (FRM14)
- 19 to 23 loans learners and prior attainment (FRM24) – we will continue to review this internally before deciding whether to contact you.

10. We have included these new reports this year:

- Overlapping funding streams (FRM03) – this now only focuses on 16 to 19 funding and possible dual funding with other funding streams.
- Changes to funding model between years (FRM25) – this contains continuing aims that you previously recorded as non-funded, and you are now recording them as funded and therefore are now earning funding.
- Breaks in learning where the closed episode is reopened upon the learner's return (FRM26) – this contains aims that you have not recorded correctly.
- Continuing learners who you are reporting as withdrawing on or before 31 July of the previous funding year (FRM27) – this contains aims that indicate that you claimed funding incorrectly in the previous funding year.
- Learners who complete or leave learning within their initial 6-week period (FRM28) – this contains aims that you need to check that the planned hours have been updated to reflect the actual hours delivered.
- Learners who complete or leave learning on or just after the qualifying period for funding (FRM29) – this contains aims that you need to check to ensure you have recorded delivery accurately
- Learners with more than 40 planned hours a week (FRM30) – this contains aims that you need to check the data accuracy and feasibility of delivery.

About the FRM reports

11. The suite of FRM reports supports the monitoring plan by identifying any learners or learning aim records which require review. We will publish FRM reports monthly on [Submit learner data](#) following the R04 ILR data submission.

12. This user guide explains how to access the reports, providing an overview of how the reports work, the actions you must take to ensure compliance, and any action we will take to ensure funding is claimed correctly.

13. You must read this guidance along with any other documents referred to and take the necessary action to ensure data returns and funding claims are correct. These documents include:

- [Funding guidance for young people 2019 to 2020 Funding regulations](#)
- [Funding guidance for young people 2019 to 2010 Rates and formula](#)
- [Adult education budget \(AEB\) funding rules 2019 to 2020](#)
- [Adult education budget: funding rates and formula 2019 to 2020](#)
- [Advanced learner loans funding rules 2019 to 2020](#)
- [Apprenticeship funding rules 2019 to 2020](#)
- [Apprenticeship technical funding guide for starts from April 2019](#)
- [ILR specification, validation rules and appendices 2019 to 2020](#)
- [ILR Guides and Templates for 2019 to 2020](#)
- [Learner Registration Bodies \(schools, academies, FE providers, Local Authorities, HE providers\) user guide](#)
- [Business rules for Qualification Achievement Rates \(QAR\)](#)
- [Employer Data Service \(EDS\) user guide](#)

14. For learners who started before 1 August 2019, please refer to the documents that applied on the learner's first day in learning.

15. It is your responsibility to ensure you review and action this data regularly even if we have not contacted you in-year, or do not contact you. This is particularly important for loans-funded aims where you need to make corrections while the loan is still active.

16. You must ensure that you have robust processes in place to allow you to review the activity of any of your 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.

17. You must ensure that you have the evidence to support your funding claim, ensuring any subcontractors also meet this requirement. This evidence can include digital copies of documents such as learner files, commitment statements or employer declarations. You must send us this evidence if we request it. We will not accept notes or annotations on reports as evidence.

Why you need to review the data

18. Under the terms of various funding agreements with us, we treat a failure to submit accurate ILR data as a serious breach. These reports identify potential breaches which you are responsible for addressing in a timely manner.

19. We are entitled to serve written notice providing details of the breach and require you to remedy the breach within a specified period. You must respond within this period, either by correcting data or by providing evidence to support your funding claim.

What you need to do with the data in the reports

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 that month, and we will not produce a worksheet for that area.

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 affects 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'. You must not continue to record these aims on another funding model with a funding adjustment of 0.

23. 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.

24. If you fail to respond appropriately to any request or subsequent request, we may take action in line with the terms of your funding agreement with us.

25. If you have data errors following the closure of the R14 ILR return at the end of the funding year, we may:

- recover funding where we are confident the claim has been made in error
- conduct assurance visits for specific issues before the end-of-year reconciliation statements are issued. This may result in a recovery of funds.

26. If we have taken repeated action or recovered funding, this will raise your risk profile with us and will increase the likelihood of your organisation's selection for audit.

27. 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.

The data in scope for monitoring

28. We analyse all learning aim records that you report, 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)
- Devolved adult skills funding
- All apprenticeships provision
- Advanced Learner Loans
- 16 to 19 funding (study programmes including 16 to 18 Traineeships)

29. For adult funding streams, apprenticeships and reports that support Qualification Achievement Rates (QARs) we primarily review regulated qualifications. However, given the nature of 16 to 19 funding, non-regulated provision is included as we may need to include this provision in certain calculations (for example determining whether learners have withdrawn from their study programme).

30. The data in scope for our reports broadly falls into the following categories:

- ‘Current’ learning aims – any 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 2019
- ‘Expected’ learning aims – any 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 or a reported transfer
 - iii. provision which you reported in the R14 data return for the previous year as continuing in learning beyond 31 July 2019
- ‘Previous’ learning aims – any provision that you reported as achieved by yourselves or your subcontractors in the last 4 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 provision where we believe you have changed the reported data between years in a way that affects the accurate calculation of funding or qualification achievement rates.

31. 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).

32. 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.

Accessing the reports

33. To access the reports log into Submit Learner Data (see [Annex A](#))
34. After logging in, select 'download reports' and select 'FRM reports' from the list on the left-hand side of the page.

35. All files have the following naming convention:

FRM - Your UKPRN – Year - Return Number - Version Number

For example, 'FRM-99999999-1920-R04-V1' for the FRM reports based upon R04 data in 2019 to 2020.

36. We will publish one file each month in an Excel workbook containing:
- 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)
37. The [ILR freeze schedule 2019 to 2020](#) indicates when we expect to publish the reports each month.

The summary page of the FRM reports

38. The summary page in the report 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.
39. The top of the summary page includes the number of queries we have identified compared to the total number of aim records you reported in that period which fall within the scope of FRM.
40. The 'funding stream summary' page shows you the number of queries we have identified compared to the number of valid learning aim records submitted for each funding line.
41. We have numbered the reports as they appear in the [monitoring plan](#). Reports follow the naming convention 'FRMXX' for example; FRM01 is the first area of the monitoring plan (repeat learning aims). From 1 August 2019, all report will retain the number they were initially assigned

Selecting a report to review

42. 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.

43. 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.

The report layout

44. Each report contains a set of fields, providing enough 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.

45. 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.

46. Where you have not submitted any data in a field, these cells will contain a relevant placeholder value such as -1 or will appear blank indicating a NULL value.

47. We have included year-to-date funding values in most reports. For some funding streams we calculate this value on monthly profiled earnings, for others (such as apprenticeship starts since 1 May 2017) it represents the actual payments, and may be the total payments made for the programme where the component does not attract its own unique funding.

48. Where we have run an analysis using the generic programme aim ('ZPROG001') we have not included the funding associated with individual component aims. This 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).

49. Where we have used employer data held in EDS to identify queries, we have used additional master or alias data held in the EDS system. We use the data where EDS have identified potential duplicate workplace employer records, and allows us to identify the most relevant record, which may supersede the data held for the employer identifier reported in the ILR. You must ensure employer data is current and accurate.

50. Where it is relevant for 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 D](#).

51. 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

52. 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 report, please quote the report number and any relevant data, such as the query ID.


53. You can also access support from the sector using the [FE Connect](#) forum. We will publish technical guidance periodically through [Inform](#) and [Update](#); therefore it is important that you read these communication channels.

Annex A – Locating FRM reports in Submit learner data

54. This annex explains how to access the FRM reports with screenshots to support you.

55. On Submit Learner Data there is only one user role; if you have access to login to Submit Learner Data you will be able to submit data and access reports for your UKPRN.

56. Click onto the Submit Learner Data Link <https://submitlearnerdatabeta.fasst.org.uk/> and then click on the Sign In button.

**Submit learner data**

BETA This is a new service – your [feedback](#) will help us to improve it.

Submit learner data

This service is for training providers that receive funding directly from the Education and Skills Funding Agency.

Use this service to validate and submit:

- Individualised learner records (ILR)
- Earnings adjustment statements (EAS)
- ESF (European Social Fund) supplementary data

You can also view and download reports for data you've submitted.

Mayoral Combined Authorities (MCAs) can only download reports.

Sign in >

Before you start

You will need:

- your IdAMS (Information Management Services system) login details
- an XML or Zip file to upload - for ILR data
- a CSV file to upload - for EAS and ESF data

Help and support

ESFA support desk

Telephone: 0370 267 0001
Monday to Thursday, 9:00am to 5:00pm
Friday, 9:00am to 4:00pm

Email:
sde.servicedesk@education.gov.uk

Related content

[How to become an approved training provider](#)

[2019 to 2020 submission timetable \(appendix A\)](#)

[2018 to 2019 submission timetable \(appendix A\)](#)

Tools and services

[FIS \(Funding Information Service\)](#)

[LARS \(Learning Aims Reference Service\)](#)

[ILR Learner entry tool](#)

[ILR FileMerge](#)

57. Sign in with your username and password

Information Management Services (IDAMS)

Sign in

User ID or email address

Password


Sign in

Problems signing in?

[I forgot my password](#)

[I don't have an account](#)

58. Click on the download reports button and then click on continue.

 **Submit learner data**

BETA This is a new service – your [feedback](#) will help us to improve it.

Kamaljit Thandi UKPRN:10033670 [Sign out](#)

What do you want to do?

☐ Upload ILR (Individualised Learner Records) data

☐ Upload EAS (Earnings Adjustment Statement)

☐ Upload ESF (European Social Fund) supplementary data

☐ Funding claims: view and submit

or

☒ Download reports

Continue

Help and support

ESFA support desk

Telephone: 0370 267 0001
Monday to Thursday, 9:00am to 5:00pm
Friday, 9:00am to 4:00pm

Email:
sde.servicedesk@education.gov.uk

Tools and services

[FIS \(Funding Information Service\)](#)
[LARS \(Learning Aims Reference Service\)](#)
[ILR Learner entry tool](#)
[ILR FileMerge](#)

59. The FRM Reports Link will be available on the left-hand side. Click on the link to view the reports.

[◀ Back to Homepage](#)

[Latest submissions](#)
[Submission history](#)
[FRM reports](#)

Latest submissions

View submissions from up to 3 periods for 2019 to 2020

Each time you submit a new file your reports will be updated. To view your latest reports you should download the reports for your most recent submission.

Filter your submission types

☐ ILR ☐ ESF ☐ EAS

Academic collectionYear 2019 to 2020

R04

Date	Type	File	Submitted by	Reference	Reports
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60. The Funding rules monitoring reports are now displayed. Click on the FRM report against the current return period and the report will open as an excel spreadsheet.

[◀ Back to Homepage](#)

[Latest submissions](#)
[Submission history](#)
[FRM reports](#)

Funding rules monitoring reports

Help with [ESFA financial assurance: monitoring the funding rules](#).

Academic collectionYear 2019 to 2020

Return period	Download
R04	FRM-1920-R04-V1.xlsx (44.29MB)
R03	FRM-1920-R03-V1.xlsx (0.00MB)

ESFA support desk

For help and support call us on: 0370 267 0001
We are available Monday to Thursday, 8:30am - 5pm, or Fridays, 8.30am - 4pm
Or log queries on the [enquiry form](#)

Annex B: Navigating between worksheets

Summary Page

Total Queries		Total Investigated Aims		Proportion		Funding Stream Summary		ReadMe	
Report	Title	Number of Queries	Queries in Review	Change from Previous	Period				
FRM01	Repeat Learning								
FRM02	Duplicate Learning								
FRM04	Actual End Date Changes								
FRM05	Planned End Date Changes								
FRM06	Continuance Issues								

Click to navigate to the relevant sheet

Funding stream summary Page

Funding Stream	Number of Queries	Total Ir
Advanced Learner Loans		
Apprenticeships		
Apprenticeships from May 2017		
Career Learning Pilot		
Other AEB		

Click here to navigate to the Summary sheet

FRM report pages

Report ID	Return	Query ID	UK Provider Reference Num

Click here to navigate to the Summary sheet

Annex C: 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.

Monitoring all policy areas (areas relevant to multiple funding streams)

Area (all policy areas)	Report specification	Action you must take	Action we will take
FRM01 Learners repeating a learning aim they have already achieved	<p>Identify current learning aim records excluding 16 to 19 provision, temporary ULNs, learning aims that are not a 'regulated' qualification or a component of a regulated qualification restarted learning aims, programme aims, work placement aims.</p> <p>Identify previously achieved learning aim records excluding GCSEs where the outcome grade was not A*- C or 4-9.</p> <p>Compare current learning aims with previously achieved learning aims, matching data on ULN and learning aim reference, where the learning start date of the current learning aim is after the learning actual end date of the most recent previous learning aim and there is a UKPRN match between both episodes of learning.</p>	<p>For apprenticeships starting on or after 1 May 2017, 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 enough learning is still required to meet the required minimum duration.</p> <p>For learning aims funded by an advanced learner loan, 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>For any other learning aims, including English and maths aims in apprenticeships, 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 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>

Area (all policy areas)	Report specification	Action you must take	Action we will take
<p>FRM02</p> <p>Duplicate learning aims being delivered at 2 or more providers</p>	<p>Identify current learning aim records, excluding temporary ULNs, programme aims, Non-regulated provision</p> <p>Identify current learning aim records reported by other lead providers.</p> <p>Compare current learning aims with other providers' data, matching data on ULN and learning aim reference, 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.</p> <p>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 recode 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 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>

Area (all policy areas)	Report specification	Action you must take	Action we will take
FRM03 Overlapping funding streams	<p>Identify current learning aim records excluding temporary ULNs, programme aims.</p> <p>Identify current learning aim records reported by other lead providers.</p> <p>Compare current learning aims with other providers' data, matching data on ULN, where at least one aim is funded 16 to 19 provision, 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.</p> <p>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>Groups of students enrolled on a full-time programme at one institution must not be enrolled for funding purposes on part time programmes with other institutions, including through subcontracted provision.</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 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 recode the learning aim record as Funding model 99.</p>	<p>We may pass data onto our investigations teams who will follow their processes for assuring funding.</p>

Area (all policy areas)	Report specification	Action you must take	Action we will take
<p>FRM04</p> <p>Changes to the 'Actual end date' between years</p>	<p>Identify learning aim records in the latest ILR data submission excluding learning aims which are not a 'regulated' qualification or a component of a regulated qualification</p> <p>Identify learning aim records in the R14 ILR data submission for the previous year with a learning actual end date.</p> <p>Compare latest submission data with previous year's data, matching data on learner reference number or previous learner reference number, UKPRN or previous UKPRN or pre-merger UKPRN, learning aim reference, programme type, standard code, framework code, learning start date, where the latest data reported in the current ILR year has a different learning actual end date or no end date compared to the learning actual end date reported in the previous year's ILR for the same episode of learning.</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>If learners were reported as completed in the previous year, and have now been identified as continuing please contact the service desk for advice on how to correct this data. If the learner was incorrectly reported as withdrawn in the previous year, amend the Completion status to code 6 (Learner has temporarily withdrawn from the aim due to an agreed break in learning). Record a new programme with the same learning aim reference(s) the following day with a restart indicator (Learning Delivery Funding and Monitoring Type = RES).</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 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>

Area (all policy areas)	Report specification	Action you must take	Action we will take
<p>FRM05</p> <p>Changes in the 'Learning planned end date' between funding years</p>	<p>Identify learning aim records in the latest ILR data submission excluding learning aims which are not a 'regulated' qualification or a component of a regulated qualification</p> <p>Identify learning aim records in the R14 ILR data submission for the previous year.</p> <p>Compare latest submission data with previous year's data, matching data on learner reference number or previous learner reference number, UKPRN or previous UKPRN or pre-merger UKPRN, learning aim reference, programme type, standard code, framework code, learning start date, where the latest data reported in the current ILR has a different planned end date compared to same episode of learning in the previous ILR.</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 account for 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 is identified as being incorrect and the date prior to 1st August of the current year. This data error cannot be corrected. You will be required to acknowledge this administrative error in the learner evidence.</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 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>

Area (all policy areas)	Report specification	Action you must take	Action we will take
<p>FRM06</p> <p>Continuing learners from 2018 to 2019 who do not appear in the 2019 to 2020 ILR</p>	<p>Identify learning aim records in the latest ILR data submission excluding learning aims which are not a 'regulated' qualification or a component of a regulated qualification</p> <p>Identify learning aim records in the R14 ILR data submission for the previous year which are reported as continuing in learning and have a planned end date after 1 August in the current funding year.</p> <p>Compare latest submission data with previous year's data, matching data on learner reference number or previous learner reference number, UKPRN or previous UKPRN or pre-merger UKPRN, learning aim reference, programme type, standard code, framework code, learning start date, where the expected learning aim does not appear in the latest ILR.</p>	<p>The 2018 to 2019 ILR must include aims that are continuing in the final return for the previous year (R14).</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>

Area (all policy areas)	Report specification	Action you must take	Action we will take
<p>FRM07</p> <p>Breaks in learning where the learning is not re-planned when the learner returns</p>	<p>Identify learning aims reported in the latest ILR data submission with a completion status of 6, excluding Learning aims that are not a 'regulated' qualification or a component of a regulated qualification, 16 to 19 provision.</p> <p>Compare current submission data with break data, matching data on UKPRN, learner reference number, or previous learner reference number, learning aim reference, programme type; standard code; framework code where the original start date of the restart aim matches the start date or original start date of the break aim and the learning start date of that episode is after the learning actual end date of the episode reported as being on a break and the planned end date of the most recent break episode and return episode are the same.</p>	<p>When the learner returns to learning, you will need to re-plan the delivery of any remaining training and/ or assessment following a break, a new programme aim (if required), learning aim(s), new planned end date should be created as in Table 3 . The original learning aims must not be reopened.</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 may ask you to provide evidence that learning has been re-planned.</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>We will recover funding errors after the close of the R14 data submission.</p>

Area (all policy areas)	Report specification	Action you must take	Action we will take
FRM08 Breaks in learning which exceed 12 months/365 days	<p>Identify learning aims reported in the latest ILR data submission with a completion status of 6, excluding Learning aims which are not a 'regulated' qualification or a component of a regulated qualification, 16 to 19 provision.</p> <p>Compare current submission data with break data, matching data on UKPRN, learner reference number, or previous learner reference number, learning aim reference; programme type; standard code; framework code where the original start date of the restart aim matches the start date or original start date of the break aim and the learning start date of that episode is after the learning actual end date of the episode reported as being on a break and there is no identified return episode of learning for the learning aim reference reported as being on a break in learning and the difference between the actual end date (break date) and the current date (return close date of the latest ILR return) is 365 days or more.</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, or 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>

Area (all policy areas)	Report specification	Action you must take	Action we will take
<p>FRM09</p> <p>Transferred learners with no new learning recorded in the ILR</p>	<p>Identify learning aims reported in the latest ILR data submission with a completion status of 3 and withdrawal reason (WR) of 2, 7, 40, 41, 47, excluding Learning aims which are not a 'regulated' qualification or a component of a regulated qualification.</p> <p>Compare current submission data with transfer data:</p> <p>For WR 40, UKPRN, learner reference number or previous learner reference number where the learning start date of that episode is on or after the learning actual end date of the closed aim.</p> <p>For WR 2,7,41, ULN (excluding temporary ULNs) where the UKPRNs are not the same and the learning start date of that episode is on or after the learning actual end date of the closed aim and is on or after the start of the current funding year.</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 to 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>

Area (all policy areas)	Report specification	Action you must take	Action we will take
	<p>For WR 47, Learner Reference Number or Previous Learner Reference Number where the UKPRN of the closed aim match the previous or pre-merger UKPRN of the open aim and the learning start date of that episode is on or after the learning actual end date of the closed aim.</p> <p>Return data where no matching restart episode has been identified and the difference between the actual end date (transfer date) and the current date (return close date of the latest ILR return) is 90 days or more.</p>		

Area (all policy areas)	Report specification	Action you must take	Action we will take
FRM10 Provision delivered outside England	<p>Identify current learning aim records, excluding armed forces learners.</p> <p>Identify employment status data, including work placement data.</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.</p> <p>Identify latest postcode data.</p> <p>Compare employer and delivery location data with postcode data, matching on postcode where the postcode is out of England and the employer is not linked to armed forces.</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. The EDS helpdesk will verify any updates to EDS data.</p>	<p>We may ask you to provide evidence that apprenticeship or other workplace delivery complies with these rules.</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>We will recover funding errors after the close of the R14 data submission.</p>

Area (all policy areas)	Report specification	Action you must take	Action we will take
<p>FRM25</p> <p>Changes to funding model between years</p>	<p>Identify learning aim records in the latest ILR data submission excluding learning aims which are not loans funded, aims which are not a 'regulated' qualification or a component of a regulated qualification, learning aims with a planned end date before the start of the current year.</p> <p>Identify learning aim records in the R14 ILR data submission for the previous year which started in the previous year and were not funded, excluding restarts.</p> <p>Compare latest submission data with previous year's data, matching data on learner reference number or previous learner reference number, UKPRN or previous UKPRN or pre-merger UKPRN, learning aim reference, programme type, standard code, framework code, learning start date, where the latest data reported in the current ILR year has a different funding model compared to the data reported in the previous year's ILR for the same episode of learning.</p>	<p>The funding model on a learning aim record can only be changed after the hard close for the previous ILR year if it is found to be incorrect.</p> <p>Learners will be eligible for ESFA funded AEB for the whole of the learning aim or programme if they are eligible for funding at the start. If an individual starts a learning aim or programme and is not eligible for funding, we will not fund their learning while they remain ineligible.</p> <p>You must retain supporting evidence about why you have claimed funding and the level of funding for a learner, including details of any learner or employer contribution</p>	<p>We may contact you in year and ask you to provide evidence of the learners' eligibility for funding.</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>We will recover funding errors after the close of the R14 data submission.</p>

Area (all policy areas)	Report specification	Action you must take	Action we will take
<p>FRM26</p> <p>Breaks in learning where the closed episode is reopened upon the learner's return</p>	<p>Identify current learning aim records excluding Learning aims which are not reported with a completion status of 6.</p> <p>Identify learning aim records in the R14 ILR data submission for the previous year with a completion status of 6 excluding Learning aims which are not a 'regulated' qualification or a component of a regulated qualification, 16 to 19 provision.</p> <p>Compare previous year submission data with previous year break data, matching data on UKPRN, learner reference number, or previous learner reference number, learning aim reference, programme type, standard code , framework code where the original start date of the restart aim matches the start date or original start date of the break aim and the learning start date of that episode is after the learning actual end date of the episode reported as being on a break and there is no identified return episode of learning for the learning aim reference reported as being on a break in learning in the previous year.</p>	<p>When the learner returns to learning, you will need to re plan the delivery of any remaining training and/ or assessment following a break, a new programme aim (if required), learning aim(s), new planned end date should be created as in Table 3. The original learning aims must not be reopened.</p>	<p>We may ask you to provide evidence of the length of break and the date learners returned to learning.</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>We will recover funding errors after the close of the R14 data submission.</p>

Area (all policy areas)	Report specification	Action you must take	Action we will take
	<p>Compare latest submission data with previous year's data, matching data on learner reference number or previous learner reference number, UKPRN or previous UKPRN or pre-merger UKPRN, learning aim reference, programme type, standard code, framework code, learning start date, where the latest data reported in the current ILR year indicates the learning aim record has been reopened.</p>		

Area (all policy areas)	Report specification	Action you must take	Action we will take
<p>FRM27</p> <p>Continuing learners who are now reported as withdrawing on or before 31 July of the previous funding year</p>	<p>Identify learning aim records in the latest ILR data submission reported as withdrawn, transferred or on a break in learning with a completion status of 3 or 6, a learning actual end date before the start of the current year, excluding learning aims which are not a 'regulated' qualification or a component of a regulated qualification, 16 to 19 provision (where break in learning is recorded only).</p> <p>Identify learning aims reported in the latest ILR data submission</p> <p>Compare break data, transfer data and withdrawal data with current ILR data, and identify where there is no return episode of learning for these aims.</p> <p>Identify learning aim records in the R14 ILR data submission for the previous year that are reported as continuing in learning and have a planned end date after 1 August in the current funding year.</p>	<p>Where there is a collection reference date on the ILR data collection timetable (Appendix A), you must accurately describe in the ILR all provision delivered up to and including the collection reference date.</p>	<p>We will recover any over claim of funding from the previous year 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>

Area (all policy areas)	Report specification	Action you must take	Action we will take
	Compare data with previous year's data, matching data on learner reference number or previous learner reference number, UKPRN or previous UKPRN or pre-merger UKPRN, learning aim reference, programme type, standard code, framework code, learning start date, where the continuing learning aim has now been reported as withdrawn, transferred or on a break in learning before the start of the current year.		

Monitoring apprenticeships starting from 1 May 2017

Apprenticeships area	Report specification	Action you must take	Action we will take
FRM11 Small Employer Waiver	<p>Identify current apprenticeship programme aim records that are part of an apprenticeship starting from 1st 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, where 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. The EDS helpdesk will verify any updates to EDS data.</p>	<p>We 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>We will recover funding errors after the close of the R14 data submission.</p>

Apprenticeships area	Report specification	Action you must take	Action we will take
FRM12 Recording co-investment payments	<p>Identify current apprenticeship programme aim records that are part of an apprenticeship starting from 1st May 2017 where employer co-investment has been calculated and the learner is continuing in learning, excluding 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 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 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>

Apprenticeships area	Report specification	Action you must take	Action we will take
FRM13 Learners undertaking English and/or maths within an apprenticeship when they have already achieved level 1 or above	<p>Identify current English and maths aims learning aim records that are part of an apprenticeship starting from 1st May 2017 excluding temporary ULNs, restarted learning aims.</p> <p>Identify previously achieved English and maths learning aim records.</p> <p>Compare current learning aims with previously achieved learning aims, matching data on ULN and subject, where the learning start date of the current learning aim is after the learning actual end date of the most recent previous learning aim, there is a UKPRN match between both episodes of learning and the following applies:</p> <p>The achieved aim is a level 2 functional skills, a GCSE or equivalent with a grade of C (or 4) or above. The achieved aim is level 1 and the current aim is at level 1 or below.</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 recover funding errors after the close of the R14 data submission.</p>

Apprenticeships area	Report specification	Action you must take	Action we will take
<p>FRM15</p> <p>Apprenticeship standards with no end point assessment organisation</p>	<p>Identify current apprenticeship programme aim records that have a programme type of 25, are part of an apprenticeship from 1st 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 it is less than 90 days between the ILR return close date and the learning planned end date, or the return close date is after the 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>

Monitoring the adult education budget including traineeships

Adult education budget area	Report specification	Action you must take	Action we will take
<p>FRM16</p> <p>Learners who have achieved a full level 2 qualification (or higher) and are fully funded for a further level 2 entitlement aim</p>	<p>Identify current level 2 learning aims fully-funded in AEB with a LARS category reference of 37, excluding temporary ULNs, low wage offer, offer for unemployed, English and Maths entitlement, learners on temporary licence, restarts.</p> <p>Identify previously achieved learning aim records which are 100% of a full level 2, 100% of a full level 3, or level 4 or above, excluding success rate map code BL000001.</p> <p>Compare current learning aims with previously achieved learning aims, matching data on ULN, where the learning start date of the current learning aim is after the learning actual end date of the most recent previous learning aim and there is a UKPRN match between both episodes.</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 to co-funded, or follow provider support manual guidance on correcting data errors after hard close or the previous year.</p>	<p>We will recover funding errors after the close of the R14 data submission.</p>

Adult education budget area	Report specification	Action you must take	Action we will take
<p>FRM17</p> <p>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</p>	<p>Identify current level 3 learning aims funded in AEB with a LARS category reference of 38, excluding temporary ULNs and restarts.</p> <p>Identify previously achieved learning aim records which are 100% of a full level 3, or level 4 or above.</p> <p>Compare current learning aims with previously achieved learning aims, matching data on ULN, where the learning start date of the current learning aim is after the learning actual end date of the most recent previous learning aim and there is a UKPRN match between both episodes.</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"> • apply for an advanced learner loan (provided the qualification is designated for funding, and subject to learner eligibility conditions), or • pay for their own learning <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 recover funding errors after the close of the R14 data submission.</p>

Adult education budget area	Report specification	Action you must take	Action we will take
<p>FRM18</p> <p>19-23 Learners undertaking level 2 aims which are not part of the legal entitlement offer</p>	<p>Identify current level 2 learning aims funded in AEB with a LARS category reference of 40, where the learner is aged 19 to 23 at aim start and has a prior attainment below level 2, excluding temporary ULNs, restarts, English and Maths entitlement, ESOL, licences to practice.</p> <p>Identify previously achieved learning aim records which are 100% of a full level 2, 100% of a full level 3, or level 4 or above, excluding success rate map code BL000001.</p> <p>Compare current learning aims with previously achieved learning aims, matching data on ULN, where the learning start date of the current learning aim is after the learning actual end date of the most recent previous learning aim and there is no achieved episode of learning for the identified learners.</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 equivalents).</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> <p>We will recover funding errors after the close of the R14 data submission.</p>

Adult education budget area	Report specification	Action you must take	Action we will take
<p>FRM19</p> <p>Traineeships where the learner has already achieved a full Level 3, apprenticeship or traineeship</p>	<p>Identify current traineeship programme aims, excluding temporary ULNs and restarts.</p> <p>Identify previously achieved learning aim records which are 100% of a full level 3, level 4 or above or a traineeship programme aim or an apprenticeship programme aim</p> <p>Compare current learning aims with previously achieved learning aims, matching data on ULN, where the learning start date of the current learning aim is after the learning actual end date of the most recent previous learning aim and there is a UKPRN match between both episodes.</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 may contact you in-year and ask you to provide evidence as to why learners need to undertake a traineeship.</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>We will recover funding errors after the close of the R14 data submission.</p>

Monitoring advanced learner loans

Advanced learner loans area	Report specification	Action you must take	Action we will take
FRM20 Loans learning not being recorded in ILR	<p>Identify current loans-funded learning aim records, excluding temporary ULNs.</p> <p>Identify previous loans-funded learning aim records which completed before the start of the current year, excluding temporary ULNs.</p> <p>Identify loans application records held by SLC where the start date of the loan is on or before the return close date, the total payment value in the current funding year is greater than £0 and payments have been paid in the current funding year</p> <p>Compare current and previous learning aims with SLC data, matching data on UKPRN, learning aim reference and ULN where the expected learning aim record does not appear in ILR 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 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>

Advanced learner loans area	Report specification	Action you must take	Action we will take
<p>FRM21</p> <p>Loans learning not being reported by SLC</p>	<p>Identify current loans-funded learning aim records which started on or after the beginning of the previous funding year and at least 30 days before the current return close date, excluding temporary ULNs, restarts.</p> <p>Identify loans application records held by SLC.</p> <p>Compare current and previous learning aims with SLC data, matching data on UKPRN, learning aim reference and ULN where the expected learning aim record does not appear in 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 investigate after the close of the R14 data submission to determine if there has been any over claim of funding.</p> <p>We may take action such as withholding growth or suspending your facility until you report learning in the ILR.</p> <p>We will recover funding errors after the close of the R14 data submission.</p>

Advanced learner loans area	Report specification	Action you must take	Action we will take
<p>FRM22</p> <p>Loans where the ILR planned duration is longer than the planned duration of the loan</p>	<p>Identify current loans-funded learning aim records which started on or after the beginning of the previous funding year and the learner is continuing in learning, excluding temporary ULNs.</p> <p>Identify loans application records held by SLC where the start date of the loan is on or before the return close date, the planned end date is after the return close date, the total payment value in the current funding year is greater than £0 and payments have been paid in the current funding year</p> <p>Compare current learning aims with SLC data, matching data on UKPRN, learning aim reference and ULN, 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 account for 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>

Advanced learner loans area	Report specification	Action you must take	Action we will take
<p>FRM23</p> <p>Learners reported as withdrawn or on a break in learning where the loan is still reported by SLC as being active</p>	<p>Identify loans- funded learning aim records in the latest ILR data submission reported as withdrawn, transferred or on a break in learning with a completion status of 3 or 6, a learning actual end date that is at least 90 days before the current return close date, excluding learning aims which are not a 'regulated' qualification or a component of a regulated qualification, 16 to 19 provision (where break in learning is recorded only).</p> <p>Identify learning aims reported in the latest ILR data submission</p> <p>Compare break data, transfer data and withdrawal data with current ILR data, and identify where there is no return episode of learning for these aims.</p> <p>Identify loans application records held by SLC where the start date of the loan is</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>

Advanced learner loans area	Report specification	Action you must take	Action we will take
	<p>on or before the return close date, the SLC Application Status is not Withdrawn or Suspended, the total payment value in the is greater than £0 and payments have been paid.</p> <p>Compare current learning aims with SLC data, matching data on UKPRN, learning aim reference and ULN, where the ILR record is withdrawn, transferred or on a break in learning where the SLC loans record is still active.</p>		

Monitoring 16 to 19 funding

16 to 19 area	Report specification	Action you must take	Action we will take
FRM28 Learners who complete or leave learning within their initial 6-week period	<p>Identify 16 to 19 learner funding details where the learner's latest learning actual end date is after the start of the current funding year and the number of actual days in learning in the current year is between 14 and 41.</p> <p>Identify learner level planned hours data where the planned hours is greater than 240.</p> <p>Compare funding data and planned hours data, matching on UKPRN and learner reference number where the learner left before 42 and has more than 240 planned hours reported in the ILR.</p>	All students in all funding bands must have their planned hours amended if they transfer, withdraw or complete their study programme within their initial 6-week period. Students who attend for more than 2 weeks but less than 6 weeks on short study programmes remain eligible as a funding start but their planned hours are restricted to the period of their actual attendance.	We may contact you and ask you to provide evidence showing the learner's actual hours.

16 to 19 area	Report specification	Action you must take	Action we will take
FRM29 Learners who complete or leave learning on or just after the qualifying period for funding	Identify 16 to 19 learner funding details where the learner's latest learning actual end date is after the start of the current funding year and the number of actual days in learning in the current year is between 42 and 56 days for provision where the qualifying period is 42 days 14 and 21 days where the qualifying period is 14 days	You must have evidence that individual students were undertaking the specified study programme during the learning period for which funding and retention is being recorded.	We may contact you and ask you to provide evidence showing the learner was still in learning on the qualifying date for funding.
FRM30 Learners with more than 40 planned hours a week	Identify 16 to 19 learner funding details including planned hours in learning. Identify learner level planned hours data. Compare funding data and planned hours data, matching on UKPRN and learner reference number where the learner is recorded as studying more than 40 planned hours per week.	The number of hours a student may study during a week should not be greater than the maximum number of hours a young person can legally work during a week. The number of hours a student may study should not be greater than 40 hours per week and both the study programme's planned hours and planned dates will need to reflect this. If the student is on a study programme that spans more than one funding year then these fields must be amended at the start of each funding year with only the planned hours recorded for each separate year of data.	We may contact you and ask you to provide evidence showing the learner's planned learning hours for the year.

Annex D: FRM reports field listing

Column details		FRM report number																													
Name	Source	1	2	3	4	5	6	7	8	9	10	11	12	13	15	16	17	18	19	20	21	22	23	25	26	27	28	29	30		
Academic Year	Derived	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Return	Derived	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Report ID	Derived	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Query ID	Derived	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
UK Provider Reference Number	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Organisation Name	Derived	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Subcontracted or Partnership UKPRN	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		
Subcontracted or Partnership Organisation Name	Derived	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		
Previous UKPRN	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		
Previous Organisation Name	Derived	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		
Pre-Merger UKPRN	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		
Pre-Merger Organisation Name	Derived	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		
Devolved Authority UKPRN	Derived	Y	Y	Y				Y		Y	Y					Y	Y	Y													
Devolved Authority Name	Derived	Y	Y	Y				Y		Y	Y					Y	Y	Y													

Column details		FRM report number																													
Name	Source	1	2	3	4	5	6	7	8	9	10	11	12	13	15	16	17	18	19	20	21	22	23	25	26	27	28	29	30		
Unique Learner Number	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		
Learner Reference Number	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		
Previous Learner Reference Number	ILR specification				Y	Y		Y																Y	Y	Y					
Software Supplier Aim Identifier	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		
Learning Aim Reference	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Aim Sequence Number	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		
Aim Type Code	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		
Learning Aim Title	LARS	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Learning Aim Type	LARS	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Notional NVQ Level	LARS													Y																	
Standard Code	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		
Framework Code	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		
Pathway Code	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		
Programme Type Code	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		
Learning Start Date	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y		

Column details		FRM report number																													
Name	Source	1	2	3	4	5	6	7	8	9	10	11	12	13	15	16	17	18	19	20	21	22	23	25	26	27	28	29	30		
Original Learning Start Date	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Learning Planned End Date	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Learning Actual End Date	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Completion Status Code	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Withdrawal Reason Code	ILR specification									Y													Y			Y					
Learning Outcome Code	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Funding Model	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Source of Funding Code	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Advanced Learner Loans Indicator	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Funding Stream	Derived	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Restart Indicator	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y					
Provider Specified Delivery Monitoring	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Provider Specified Learner Monitoring	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Prior Learning Funding Adjustment	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y					

Column details		FRM report number																													
Name	Source	1	2	3	4	5	6	7	8	9	10	11	12	13	15	16	17	18	19	20	21	22	23	25	26	27	28	29	30		
Other Funding Adjustment	ILR specification	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y					
End Point Assessment Organisation Identifier	ILR specification														Y																
Year to Date Funding	Calculations output	Y	Y	Y	Y	Y		Y			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Adult Loans Bursary Funding	Calculations output	Y	Y	Y	Y	Y		Y			Y									Y	Y		Y	Y	Y	Y					
Student Loans Company Funding	Calculations output	Y	Y	Y	Y	Y		Y			Y									Y	Y		Y	Y	Y	Y					
Employer Levy Paid	Calculations output	Y	Y	Y	Y	Y		Y			Y	Y	Y	Y	Y									Y	Y	Y					
ESFA Co-Investment Paid	Calculations output	Y	Y	Y	Y	Y		Y			Y	Y	Y	Y	Y									Y	Y	Y					
Employer Co-Investment Required	Calculations output	Y	Y	Y	Y	Y		Y			Y	Y	Y	Y	Y									Y	Y	Y					
ESFA Full Funding Paid	Calculations output	Y	Y	Y	Y	Y		Y			Y	Y	Y	Y	Y									Y	Y	Y					
Levy Funds Transferred	Calculations output	Y	Y	Y	Y	Y		Y			Y	Y	Y	Y	Y									Y	Y	Y					
Total Negotiated Assessment Price	ILR specification														Y																
Assessment Payments Received	ILR specification														Y																
Total Payments Received	ILR specification												Y																		
Refunds to Employer	ILR specification												Y																		

Column details		FRM report number																													
Name	Source	1	2	3	4	5	6	7	8	9	10	11	12	13	15	16	17	18	19	20	21	22	23	25	26	27	28	29	30		
Net Payments Received	Derived												Y																		
Actual Days in Learning	Derived																										Y	Y			
Planned Weeks in Learning	Derived																												Y		
Planned Learning Hours	ILR specification																										Y				
Weekly Planned Learning Hours	Derived																												Y		
Core Aim Learning Actual End Date	Derived																										Y	Y			
Core Aim Completion Status	Derived																										Y	Y			
Academic Programme Withdrawal	Derived																										Y	Y			
Vocational Programme Withdrawal	Derived																										Y	Y			
Academic Programme Indicator	Derived																										Y	Y			
Delivery Location Postcode	ILR specification										Y																				
Delivery Location Country	Derived										Y																				

Column details		FRM report number																											
Name	Source	1	2	3	4	5	6	7	8	9	10	11	12	13	15	16	17	18	19	20	21	22	23	25	26	27	28	29	30
Current Employer Identifier	ILR specification										Y																		
Current Employer Name	EDRS										Y																		
Current Employer Postcode	EDRS										Y																		
Current Employer Postcode Country	Derived										Y																		
Current Master Employer Identifier	EDRS										Y																		
Current Master Employer Name	EDRS										Y																		
Current Master Employer Postcode	EDRS										Y																		
Current Master Employer Postcode Country	Derived										Y																		
SEM Employer Identifier	ILR specification											Y																	
SEM Employer Name	EDRS											Y																	

Column details		FRM report number																											
Name	Source	1	2	3	4	5	6	7	8	9	10	11	12	13	15	16	17	18	19	20	21	22	23	25	26	27	28	29	30
SEM Employment Start Date	ILR specification											Y																	
SEM Employer Workplace Employees	EDRS											Y																	
SEM Employer Aggregated Employees	EDRS											Y																	
SEM Employer Aggregated Ultimate Employees	EDRS											Y																	
SEM Master Employer Identifier	EDRS											Y																	
SEM Master Employer Name	EDRS											Y																	
SEM Master Employer Workplace Employees	EDRS											Y																	
SEM Master Employer Aggregated Employees	EDRS											Y																	
SEM Master Employer Aggregated Ultimate Employees	EDRS											Y																	
Work Placement	ILR specification										Y																		

Column details		FRM report number																											
Name	Source	1	2	3	4	5	6	7	8	9	10	11	12	13	15	16	17	18	19	20	21	22	23	25	26	27	28	29	30
Employer Identifier																													
Work Placement Employer Name	EDRS										Y																		
Work Placement Employer Postcode	EDRS										Y																		
Work Placement Employer Postcode Country	Derived										Y																		
Work Placement Master Employer Identifier	EDRS										Y																		
Work Placement Master Employer Name	EDRS										Y																		
Work Placement Master Employer Postcode	EDRS										Y																		
Work Placement Master Employer Postcode Country	Derived										Y																		
LPP Reference	SLC data																			Y		Y	Y						

Column details		FRM report number																													
Name	Source	1	2	3	4	5	6	7	8	9	10	11	12	13	15	16	17	18	19	20	21	22	23	25	26	27	28	29	30		
LPP Application Status Code	SLC data																			Y		Y	Y								
LPP Application Status Description	SLC data																			Y		Y	Y								
LPP Start Date	SLC data																			Y		Y	Y								
LPP End Date to/from	SLC data																			Y		Y	Y								
Matching UKPRN	Derived	Y	Y	Y										Y		Y	Y		Y												
Matching Organisation Name	Derived	Y	Y	Y										Y		Y	Y		Y												
Matching Subcontracted or Partnership UKPRN	Derived	Y	Y	Y										Y		Y	Y		Y												
Matching Subcontracted or Partnership Organisation Name	Derived	Y	Y	Y										Y		Y	Y		Y												
Matching Previous UKPRN	Derived	Y	Y	Y										Y		Y	Y		Y												
Matching Pre-Merger UKPRN	Derived	Y	Y	Y										Y		Y	Y		Y												
Matching Learning Aim Reference	Derived			Y										Y		Y	Y		Y												
Matching Learning Aim Title	Derived			Y										Y			Y		Y												

Column details		FRM report number																											
Name	Source	1	2	3	4	5	6	7	8	9	10	11	12	13	15	16	17	18	19	20	21	22	23	25	26	27	28	29	30
Matching Notional NVQ Level	Derived													Y			Y		Y										
Matching Learning Start Date	Derived	Y	Y	Y	Y	Y								Y		Y	Y		Y					Y	Y	Y			
Matching Learning Planned End Date	Derived	Y	Y	Y	Y	Y		Y																Y	Y	Y			
Matching Learning Actual End Date	Derived	Y	Y	Y	Y	Y								Y		Y	Y		Y					Y	Y	Y			
Matching Standard Code	Derived		Y	Y										Y					Y										
Matching Framework Code	Derived		Y	Y										Y					Y										
Matching Pathway Code	Derived		Y	Y										Y					Y										
Matching Programme Type Code	Derived		Y	Y										Y					Y										
Matching Funding Model	Derived		Y	Y																				Y					
Matching Advanced Learner Loans Indicator	Derived		Y	Y																				Y					
Matching Funding Stream	Derived		Y	Y																				Y					

Column details		FRM report number																													
Name	Source	1	2	3	4	5	6	7	8	9	10	11	12	13	15	16	17	18	19	20	21	22	23	25	26	27	28	29	30		
Matching Year to Date Funding	Derived																									Y					
Matching Adult Loans Bursary Funding	Derived																									Y					
Matching Student Loans Company Funding	Derived																									Y					
Matching Employer Levy Paid	Derived																									Y					
Matching ESFA Co-Investment Paid	Derived																									Y					
Matching Employer Co-Investment Required	Derived																									Y					
Matching ESFA Full Funding Paid	Derived																									Y					
Matching Levy Funds Transferred	Derived																									Y					
Matching Prior Learning Funding Adjustment	Derived				Y	Y																				Y					
Matching Other Funding Adjustment	Derived				Y	Y																				Y					
Matching Restart Indicator	Derived		Y	Y																				Y							

Column details		FRM report number																											
Name	Source	1	2	3	4	5	6	7	8	9	10	11	12	13	15	16	17	18	19	20	21	22	23	25	26	27	28	29	30
Matching Completion Status Code	Derived	Y	Y	Y										Y		Y	Y		Y						Y	Y			
Matching Learning Outcome Code	Derived	Y	Y	Y										Y		Y	Y		Y						Y	Y			
Matching Withdrawal Reason Code	Derived																						Y	Y					
Matching Outcome Grade	Derived	Y												Y		Y	Y	Y	Y										

Annex E: Glossary of terms

Term	Definition
UKPRN match	Any shared UKPRN data between 2 aim records when matching the following fields: <ul style="list-style-type: none"> • UKPRN • Subcontracted or Partnership UKPRN • Previous UKPRN • Pre-Merger UKPRN
Regulated provision	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
Current learning aim	Any 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 2019
Expected learning aim	Any regulated provision we expect to see reported in the current ILR year, which can include: <ul style="list-style-type: none"> • advanced learner loans • return episodes following a reported break in learning • return episodes following a reported transfer • provision which was reported in the R14 data return for the previous year as continuing in learning beyond 1 August
Previous learning aim	Any provision reported as achieved by yourselves or your subcontractors in the last 4 ILR years (including the current year). These aims will affect the learner's eligibility for funding for the provision currently reported in the ILR.
Serious breach	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 your funding agreement or the provision of a safe, healthy and supportive learning environment.
Temporary ULN	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



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