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# **Learner Entry Tool (LET) User Guide**

(Allowing further education providers to return ILR information)

**August 2020**



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## Learner Entry Tool - User Guide (2020 – 2021)

### What this guide covers

- Overview: what does the tool do
- Getting the LET
- Functions
- Adding a learner
- Learner Information
- Importing and exporting files
- Managing or deleting stored data files



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## Learner Entry Tool - User Guide (2020 – 2021)

### Overview

#### 1. What does the Learner Entry Tool do?

The Learner Entry Tool (LET) allows users to manually create Individualised Learner Record (ILR) data, for an academic year, in XML files. It also allows the migration of data files from previous academic years.

The software is free to users, without access to a data management system, who will submit ILR data to the Education & Skills Funding Agency (ESFA).

Please note:

- LET will not be supported where data exceeds 500 learner records
- LET does not validate data
- Data files from the funding year 2019 - 2020 can be imported to the 2020 - 2021 LET to retain and migrate continuing learner data
- Only one file at a time can be imported. Importing another file will overwrite existing data
- Data inputted into LET is stored within the internal ILR on the user's machine. The user is responsible for the security of all data input and stored
- Data entered into LET must comply with the ILR specifications. Guidance documents can be found on:  
<https://guidance.submitlearnerdatabeta.fasst.org.uk/>
- LET is not mandatory for the preparation of data files prior to submission to the ESFA's data collection portal 'Submit Learner Data'



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### 2. Installation

LET will work with the following Windows operating systems:

Microsoft Vista, Windows 7, Windows 8, Windows 8.1 and Windows 10

The following software must be installed for the LET to work:

.NET Framework version 4 (or a later .NET Framework version)

If you are using Windows Vista or Windows 7, or if it is not already installed on your PC, it can be downloaded and installed from the Microsoft website

Before installing, you will need to download the LET from the ESFA's [Submit Learner website](#).

Please ensure you select the academic year 2020 to 21 from the Filter.

GOV.UK Submit learner data

BETA We are looking to improve the Learner Entry Tool and would really appreciate your [feedback](#)

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### ILR Learner entry tool

The Learner Entry Tool lets you create Individualised Learner Record (ILR) data as an XML file. Those without a data management system will find the tool of most use. If you submit more than 500 learner records the tool may slow down. We will not be able to help you with any issues as a result of this.

Filter by year

2020 to 2021  2019 to 2020

**Academic year 2020 to 2021**

Version	Date and time uploaded	Download Link
2021.1	4 August 2020 at 3:41pm	<a href="#">Download 2021.1</a>



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You must download the latest version for the academic year you are submitting data for.

The tool will be installed once the file has been extracted and placed in a folder chosen by the user.

To run the application, open the folder where the file is stored, then double click the file icon.

Name	Date modified	Type	Size
DC-ILR-2021-LearnerEntry.2021.1	06/08/2020 17:21	Compressed (zipped)...	399 KB

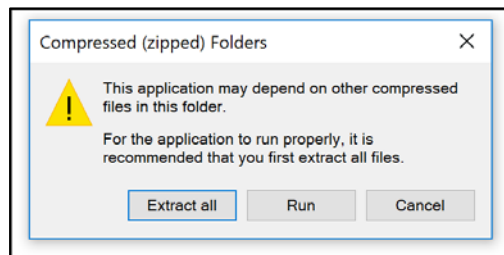
You will now need to double click on the ILRLearnerEntry2021 application.

Name	Type	Compressed size	Password pr...	Size	Ratio	Date modified
ILR.dll	Application extension	71 KB	No	274 KB	75%	04/08/2020 12:55
ILRLearnerEntry2021	Application	303 KB	No	699 KB	57%	04/08/2020 12:55
System.Windows.Interactivity.dll	Application extension	26 KB	No	55 KB	54%	04/08/2020 12:55

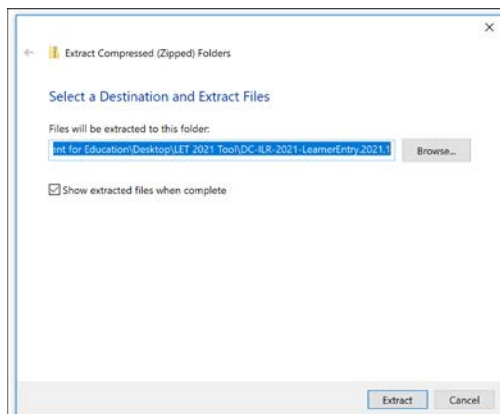


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The following message will be displayed when you have clicked on the ILRLearnerEntry2021 application.



Click on Extract all and select the folder where the ILR Learner Entry Tool files will be extracted to.



Once the files have been extracted double click on the ILR Learner Entry Tool to open the application.



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### 3. Functions

The home screen has three tabs:

- Home Page - Provides a summary of records imported
- Learners - View a summary of all learners associated with the imported or created file
- Learner Destination and Progression - View learner destination and progression details

#### Home Page

Please note if no files are imported the screen will only show learner count 0

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Home Page | Learners | Learner Destination and Progression

UKPRN :

Learner count 0

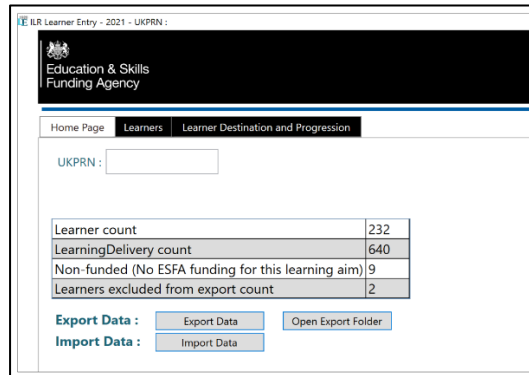
Export Data :

Import Data :



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Once files are imported full details will be displayed relevant to the file loaded



### UKPRN

Users should input their UK Provider Reference Number (UKPRN) in the home screen. This will be used throughout the application and will also be the filename of the exported ILR file

### Learner Counts

Overall counts of:

Learner and Learning Delivery

Learners excluded from export

Various other items may be shown here depending upon the contents of the file, for example: Community Learning, Adult Skills, Other Adult and Non-funded counts (as shown in the example screenshot above).

### Import Data

This allows users to import a 2019 to 2020 ILR data file, which will be converted to 2020 to 2021 funding year format, or to import an ILR data file in 2020 to 2021 funding year format





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### **Export Data**

This allows users to export data and create a new ILR data file in 2020 to 2021 funding year format, including the option of where to export the data

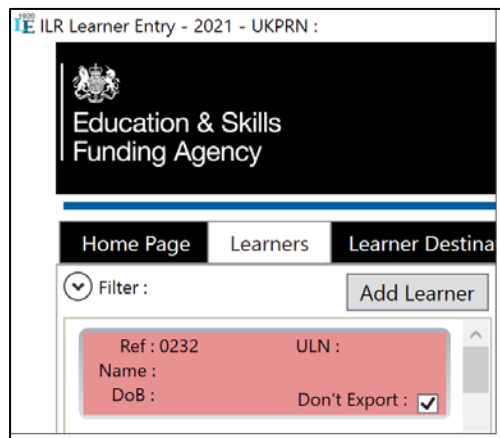
### **Open Export Folder**

This will open the folder where the previous data has been exported to



### 4. Adding a Learner

To add a learner, click on the Learners tab and then the Add Learner button



There are several mandatory fields which must be filled in order to add a learner:

- Unique Learner Number (ULN)
- Given Names
- Family Name
- Sex
- Ethnicity
- Postcode Prior to Enrolment
- Postcode



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In addition, the Learner Reference Number is mandatory, the system will default the Learner Reference Number to the next number in sequence. The Learner Reference Number can be changed if preferred and this field will accept numeric and letters.

Mandatory fields will be highlighted in red until filled to alert users to missing fields

The screenshot displays the 'LEARNER' entry form. At the top, there are 'Delete Learner' and 'Save' buttons. Below this, a list of mandatory fields is shown in red: 'Given Names - required', 'Family Name - required', 'Sex - required', 'ULRN - required', 'Ethnicity - required', and 'Postcode - required'. The form contains several input fields: 'Learner reference number' (with '0001' entered), 'Previous reference number', 'Unique learner number (ULN)', 'Previous UKPRN', 'Pre-merger UKPRN', 'Campus Identifier', 'Given names', 'Family name', 'Date of birth' (with a 'Select a date' dropdown), and 'Sex'. The 'Date of birth' and 'Sex' fields are highlighted in red. Below the input fields are tabs for 'Learner', 'Learning Delivery', and 'Employment Status'. The 'Learner' tab is active, showing sub-sections: 'Learner Provider Specified Monitoring', 'Learner HE Information', and 'Contact Preferences'. Under 'Learner Provider Specified Monitoring', there are fields for 'National Insurance number', 'Ethnicity' (with a dropdown menu), 'Postcode Prior to Enrolment', 'Address', 'Postcode', 'Telephone', and 'Email'. The 'Ethnicity', 'Postcode Prior to Enrolment', and 'Postcode' fields are highlighted in red. At the bottom, there is a checkbox: 'Check box if the learner is living away from home in accommodation owned or managed by the provider.'

There are also additional, non-mandatory fields:

- Pre-merger UKRPN
- Date of birth
- Previous reference number
- Previous UKPRN
- Campus identifier



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To complete the fields:

Use the Tab button to move between fields and type in each box

Use the Alt-Up or Alt-Down button to select a field in fields of drop-down lists

Use the keyboard to enter data into text and numerical fields

Use the spacebar to assign a value to 'tick' boxes

This screen contains a dynamic filter which compares the text entered by the user in this box against the Learner Reference Number, ULN and Name fields and displays records with any matching content

The filter tab allows users to select a specific record from the list of learners beneath. This is a dynamic filter that compares the text entered by the user in this box against the Learner Reference Number, ULN and Name fields and displays records with any matching content

To ensure data is valid, the data entered should be completed in accordance with the following documents:

- [Provider Support Manual](#)
- [ILR Validation Specification](#)

The screenshot shows the 'ILR Learner Entry - 2021 - UKPRN' interface. At the top, there is a header with the Education & Skills Funding Agency logo and name. Below the header, there are navigation tabs: 'Home Page', 'Learners', and 'Learner Destina'. The 'Learners' tab is active. Underneath the tabs, there is a 'Filter' section with a dropdown arrow and an 'Add Learner' button. The filter section contains a red box with the following fields: 'Ref : 0232', 'ULN :', 'Name :', and 'DoB :'. There is also a 'Don't Export' checkbox which is checked.



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When the above fields are completed, but there is not a match, a learner is added, and the LET will generate a Learner Reference Number.

It is worth noting that incomplete records will display in Red and the 'Don't Export' field will be ticked as the record should not be exported when it is not complete as it will fail validations.

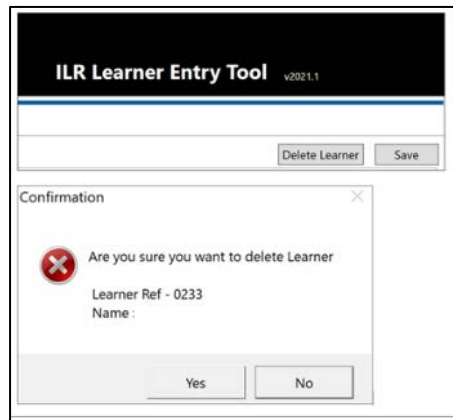
Other functions on this screen include:

**Delete Learner** - allows deletion of the currently open learner record.

Before you delete a learner, a prompt box will pop up asking you to confirm the action

**Save** - saves all current data including the currently open learner record.

LET does not save data automatically as it is added but it will be saved automatically as the application is closed.





## 5. Learner Information

### Learner Tab



The learner tab contains the following categories of learner information:

- Learner Information
- Learners with Learning Difficulties or Disabilities (LLDD) and Learning Support
- Funding and Monitoring
- Learner Provider Specified Monitoring
- Learner HE Information
- Contact Preferences



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### Learner Information

Allows users to supply further non-mandatory details relating to a learner.

Mandatory fields on this screen are:

- Ethnicity
- Postcode Prior to Enrolment
- Postcode

### Learners with Learning Difficulties or Disabilities (LLDD) and Learning Support

Allows users to supply further details relating to any disability, health or learning difficulties. It is mandatory to confirm if the learner has or does not have one or more of these conditions or has not supplied this information. This is selected from a drop-down list.

The screenshot shows a web form with two tabs: "Learner Information" and "LLDD and Learning Support". The "LLDD and Learning Support" tab is active. Below the tabs, there is a label "Long term disability, health problem or learning difficulty:" followed by a drop-down menu. The menu is open, showing three options: "1 - Learner considers himself or herself to have a learning difficulty and/or disability and/or health problem", "2 - Learner does not consider himself or herself to have a learning difficulty and/or disability and/or health problem", and "9 - No information provided by the learner".

### Funding and Monitoring

Allows users to supply details of any prior attainment, learning hours, pupil premiums, free meals eligibility, indicated if the learner migrated or moved, etc.

### Learner Provider Specified Monitoring

This entity collects data specified by the provider for their own use. The reason this field is in the ILR is to help providers and allows them to analyse ILR data to their own requirements.



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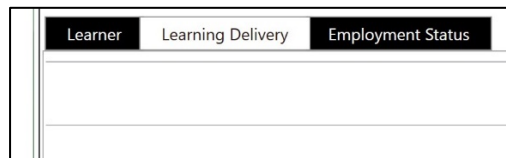
### Learner HE Information

Allows users, where applicable, to supply information on a learner's highest-level education and other support details.

### Contact Preferences

Preferences for how the learner would like to be contacted.

### Learning Delivery Tab



The learner delivery tab contains the following categories of learner information:

- Learning Information
- Funding and Monitoring
- Provider Specified Information
- Learning Delivery HE
- Financial Details
- Work Placement
- End Details





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### **Learning Information**

Allows users to supply further details at learning aim level. Mandatory fields are aim type, learning aim ref, funding model, delivery location postcode, learning start date and planned end date.

### **Funding and Monitoring**

Allows users to supply details of any learning support funding, advanced learning loans bursary funding, apprenticeship contract type and information relative. A function tab to add details is available for each category.

### **Provider Specified Information**

This entity collects data specified by the provider for their own use. This field is Optional and provides details for providers allowing them to analyse ILR data to their own requirements.

### **Learning Delivery HE**

Allows users, where applicable, to supply further information at aim level on a learner relative to Higher Education.

### **Financial Details**

Allows users to add details of apprenticeship financial record details for financial type, financial code, Financial record date and Financial Amount.



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### Work Placement

Allows users to add details of work placements and dates. Mandatory records are Start date, Mode (internal or external work placement) and hours.

Learning Information Funding and Monitoring Provider Specified Info Learning Delivery HE Financial Details Work Placement End Details

Start : End : Mode : Emp Id : Remove Add

Work Placement Details

Start Date : Select a date 15 Mode : [dropdown] !

End Date : Select a date 15 Employer Id : Hours : [input] !

### End Details

Allows users to supply details of employment outcomes, completion status, end dates, achievement dates, outcome, and grades, plus the withdrawal reason if withdrawn. Multiple aims can be added for the learner and removed if required.

Aim Seq : 1 Aim Type : Aim Ref : Start Date : Add

Aim Seq : 2 Aim Type : Aim Ref : Start Date : Remove

Learning Information Funding and Monitoring Provider Specified Info Learning Delivery HE Financial Details Work Placement End Details

Employment outcome : [dropdown]

Completion status : 1 - The learner is continuing or intending to continue the learning activities leading to the learning aim

Actual end date : 1 - The learner is continuing or intending to continue the learning activities leading to the learning aim

Outcome : 2 - The learner has completed the learning activities leading to the learning aim

Withdrawal reason : 3 - The learner has withdrawn from the learning activities leading to the learning aim

Outcome grade : 6 - Learner has temporarily withdrawn from the aim due to an agreed break in learning



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### Employment Status tab

Learner	Learning Delivery	Employment Status
---------	-------------------	-------------------

The Employment Status tab allows users to supply information about a learner's Employment status. You can add or remove Employment status details as required.

Learner	Learning Delivery	Employment Status
---------	-------------------	-------------------

Code :	Date :	Remove	Add
--------	--------	--------	-----

#### Employment Status

Employment status :

Date status applies :  Employer Identifier :

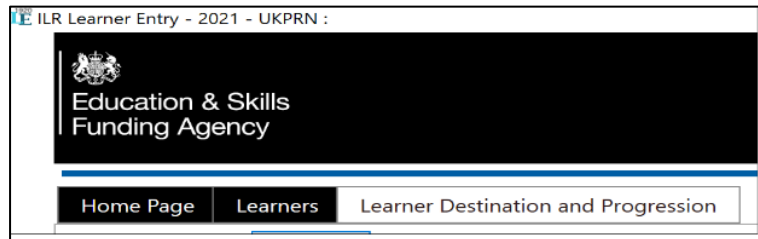
#### Employment status monitoring types and codes

Is the learner self employed ? <input type="checkbox"/>	Length of unemployment : <input type="text"/>
Was the learner in full time education or training prior to enrolment ? <input type="checkbox"/>	Benefit status indicator : <input type="text"/>
Is the employer a small employer? (applicable programmes only) <input type="checkbox"/>	Employment intensity indicator : <input type="text"/>
	Length of employment : <input type="text"/>



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### Learner Destination and Progression Tab:



The Learner Destination and progression tab allows users to Add Destination and progression data for the learner. Mandatory fields which are required are:

- Learner Reference Number
- ULN
- Outcome Record

The screenshot displays the 'Add DP' (Add Destination and Progression) form in the ILR Learner Entry Tool. The form is titled 'Add DP' and includes a 'Delete DP' button and a 'Save' button. The form contains several fields with red error messages indicating mandatory fields:

- Learner reference number:** A text input field with a red error message 'Learner reference number required'.
- Unique learner number:** A text input field with a red error message 'ULN required'.
- Outcome Record:** A section with a 'Type' dropdown menu and a red error message 'Start date not supplied'.

Below the Outcome Record section, there are several date selection fields:


- Code:** A dropdown menu.
- Start date:** A date selection field with a calendar icon.
- End date:** A date selection field with a calendar icon.
- Collection date:** A date selection field with a calendar icon.



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Once the Learner reference number and ULN are entered you will need to click on Add then the Outcome record can be created

### Outcome Record

Type :  

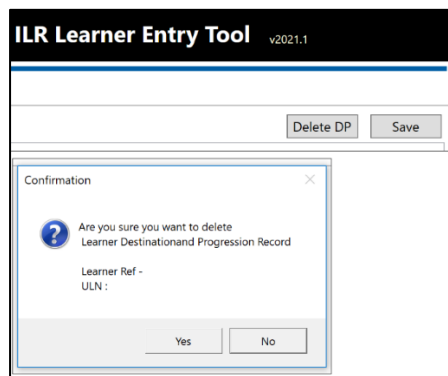
Code :

Start date : Select a date

End date : Select a date

Collection date : Select a date

Other functions on this screen are Delete DP which allows deletion of the currently open learner destination progression record  
Before you delete a DP record a prompt box will pop up asking you to confirm the action





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### 6. Importing and exporting files

The LET has a function that allows users to import or export the stored data from the Home Page Tab.

Exporting a file will create a new ILR data file in 2020 to 2021 funding year format and users then have the option of choosing where to export the data.

Users can also import a 2019 to 2020 ILR data file, which will be converted to 2020 to 2021 funding year format, or import an ILR data file in 2020 to 2021 funding year format

Learner count	2
LearningDelivery count	1
Learners excluded from export count	2

**Export Data :**

**Import Data :**

**When the ILR Learner Entry Tool is downloaded and opened it will create an Internal2021.ilr file in the folder where the ILR Learner Entry Tool is saved. The Internal2021.ilr file is the template where all the data for the ILR Learner Entry Tool will be saved.**

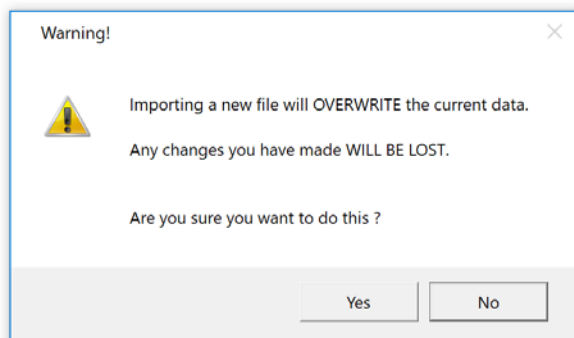


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The exported ILR File will be given the file name including UKPRN, and date and time stamp of export details so that the file is ready for loading into Submit Learner Data.

Users can Import data many times and create a new version by closing and reopening the application.





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### 7. Managing or deleting stored data files

When the LET application is started, a data storage file named internal2021.ilr will be created.

Users will need to access this file to delete, edit or remove data from LET.

**Please note before you download another version of the ILR Learner Entry Tool please rename the current Internal2021.ilr file and save in another folder. If this is not done, then when you have downloaded another version of the ILR Learner Entry Tool once you open the tool it will overwrite any existing data in the current Internal2021.ilr file.**

If you need to restore data to a new version of the ILR Learner Entry Tool which you have downloaded then **before you open the Tool** please save the renamed Internal2021.ilr file back into the folder where the new version of the tool is saved. If you are doing this, please ensure the file is showing the name Internal2021.ilr as the ILR Learner Entry tool will not be able to import any data if this is not done and the Learner Count will be displayed as 0.

The screenshot shows the top navigation bar with the Education & Skills Funding Agency logo and text. Below the navigation bar, there are three tabs: 'Home Page', 'Learners', and 'Learner Destination and Progression'. The 'Learners' tab is active. The main content area contains a form with the following elements:

- A text input field labeled 'UKPRN:'.
- A text input field labeled 'Learner count' with the value '0'.
- A section labeled 'Export Data:' with two buttons: 'Export Data' and 'Open Export Folder'.
- A section labeled 'Import Data:' with one button: 'Import Data'.

Please be aware that the ILR Learner Entry Tool does not have to capability to restore deleted data from the Recycle Bin or from a state of permanent deletion.





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### Known issues

Whilst we try to ensure the ILR Learner Entry Tool is accurate, if any issues are identified they will be captured in the 'ILR Learner Entry Tool known issues 2020 to 2021' document referring to the 'Active' tab. This document is available via the following link:

<https://www.gov.uk/government/publications/set-up-your-ilr-and-collect-data-with-the-learner-entry-tool>

### Feedback

If you have a question regarding the ILR Learner Entry Tool and its' functionality then please contact the Service Desk on:

Email: [SDE.Servicedesk@education.gov.uk](mailto:SDE.Servicedesk@education.gov.uk)

Telephone: 0370 2670001

Before reporting issues, please ensure that you are using the latest available version of the ILR Learner Entry Tool and have checked the known issues document as the issue may already be identified.