



## **Technical Guide 2014 to 2015 Funding Year**

### **Recording Destination and Progression for Traineeship Learners on the Individualised Learner Record**

#### **Background and purpose**

This note provides further guidance to colleges and training organisations on how to record details of destination and progression in the Individualised Learner Record (ILR) for learners following completion of a traineeship programme. This note applies to both Education Funding Agency and Skills Funding Agency funded traineeships.

From the R11 data return onwards, the reporting of a destination and progression record for completed traineeship programmes will be mandated through new validation rules. You must ensure that this data is added to your ILR return, as detailed below, prior to submission of your R11 return to avoid the learners becoming invalid and losing funding.

#### **Overview**

A destination and progression record must be added to the ILR for all traineeship learners following the completion of their programme even if the learner has not achieved or you have been unable to obtain information about their destination.

The traineeship programme aim can only be recorded as 'Achieved' if the learner has progressed to one of the following positive destinations:

- Employment (the job must last 16 hours a week or more for at least six weeks in a row)
- An apprenticeship
- Further education and training (16-19 year olds only)

## How to complete the Individualised Learner Record correctly

1. If you have recorded code 1 'Achieved' in the Outcome field for the traineeship programme aim, then you must also report one of the following Learner

### Destination and Progression records:

- Outcome type and code of EMP1 - In paid employment for 16 hours or more per week or;
- Outcome type and code of EDU2 - apprenticeship or;
- Outcome type and code of EDU4 - Other FE (Full-time) or EDU 5 Other FE (Part-time). *Further education and training can only be used with an Outcome of 'achieved' for 16-19 year olds.*

2. If the traineeship programme aim has not been recorded as achieved, then you must still report a Learner Destination and Progression record. One of the other Outcome types and codes that do not meet the criteria for an achievement may apply:

### For example;

- a) If a learner has entered paid employment for less than 16 hours per week then Outcome type and code EMP2 would be reported.
- b) If the learner remains unemployed then you should report the following:
  - Outcome type and code of NPE1 - Not in paid employment, looking for work and available to start work or;
  - Outcome type and code of NPE2 - Not in paid employment, not looking for work and/or not available to start work (including retired)
  - The Outcome start date should be set to the day after the Learning actual end date of the programme aim

If the learner starts a job or an apprenticeship in later months then an additional destination and progression record should be added to report this.

- c) If the learner is aged 19-23 and has progressed to further education or training, then an Outcome type and code of EDU4 - Other FE (Full-time) or EDU 5 Other FE (Part-time) should be recorded. As these do not meet the criteria for an achievement for 19-23 year olds, the traineeship programme aim must not be recorded as 'achieved'.

**3. If you have been unable to contact the learner or obtain information from them then you should report a Learner Destination and Progression record with an Outcome type and code of OTH2 - Not reported.**