

Title	Guidance for recording Trailblazer apprenticeships in the ILR for 2014 to 2015
Purpose	To provide detailed information on how to record ILR data for learners undertaking a Trailblazer apprenticeship in 2014 to 2015.
Intended audience	This document is aimed at those responsible for making data returns; data specification implementation; and MI system design (including MI managers, commercial software suppliers and own software writers)
Version	1

This document should be read in association with the [Trailblazer apprenticeships funding rules 2014 to 2015](#)

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Document History

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Guidance for recording Trailblazer apprenticeships in the ILR for 2014 to 2015

1. This is a guide to recording Trailblazer apprenticeship programmes in the ILR.
2. The following guidance details how to record Learner, Learner Employment Status, Learning Delivery, Learning Delivery Funding and Monitoring, and Apprenticeship Trailblazer Financial Details.
3. In this document, the term 'you' is used to refer to providers or employers who are responsible for returning Trailblazer apprenticeship data in the ILR.
4. 'Assessment' is used to refer to the end point assessment portion of the Trailblazer apprenticeship that must include an independent element. This does not refer to continuous assessment, e.g. continuous assessment conducted as part of NVQ learning aims.
5. Data about each Trailblazer apprenticeship learner must be reported in the ILR by a single lead provider as set out in the funding rules.

Trailblazer apprenticeship data return timetable

6. [Annex 1](#) to this document contains the timetable for Trailblazer apprenticeship ILR data submissions for 2014 to 2015.
7. You should note that Trailblazer apprenticeship data return dates are earlier than other ILR return dates. You will need to submit an ILR file containing your Trailblazer apprentices to the Hub by 6pm on the date indicated in Annex 1 for payment in that period.
8. You can continue to submit an ILR file with updates to other (non-Trailblazer apprenticeship) learners up until the usual ILR return dates. If you are submitting a subsequent 'A' file then please ensure this contains all learners including your Trailblazer apprentices.

Learner and Learner Employment Status data

9. You should record learner and employment status data in the same way as for any other apprenticeship programme. See the [Individualised Learner Record](#) webpage for the ILR Specification and Provider support manual for 2014 to 2015.
10. A new Employment status monitoring type has been added to identify whether the employer recorded in the Employer identifier field is a small employer as defined in the funding rules for Trailblazer apprenticeships. This data will be used to indicate if the employer is eligible for the small business incentive payment.
11. You must record all small employers using code SEM1 in the Employment Status monitoring fields.
12. You must report all changes to a learner's employment status or employer during their programme by recording additional employment status records.
13. See [Table 1 \(page 10\)](#) for further guidance on completing the Learner and Learner Employment Status data for Trailblazer apprenticeship programmes.

Learning Delivery data

14. Learning delivery data for Trailblazer apprenticeship programmes is recorded in a similar way to other apprenticeship programmes:
 - A programme aim is recorded using code 1 in the Aim type field
 - Component aims are recorded using code 3 in the Aim type field

15. Every Trailblazer apprenticeship must have at least one component aim recorded. You should record one of the non-regulated learning aims from LARS if there are no regulated qualifications being undertaken as part of the standard. These non-regulated codes should be taken from Category E of Appendix H.
16. You must record all Trailblazer apprenticeship aims using code 81 (Other Skills Funding Agency funding) in the Funding model field and code 25 (Apprenticeship Trailblazer) in the Programme type field. This includes English and Maths learning aims.
17. Do not record the Framework code and Apprenticeship pathway fields for Trailblazer apprenticeships.
18. Do not record the Workplace learning indicator (WPL1) for Trailblazer apprenticeships.
19. You must record the Trailblazer apprenticeship standard being undertaken using one of the Trailblazer apprenticeship standard (TBS) codes in the Learning Delivery Funding and Monitoring fields (see below for more details).
20. [Table 2 \(page 10\)](#) provides further guidance on completing programme and component aim fields for Trailblazer apprenticeship programmes.

Learning Delivery Funding and Monitoring (FAM) data

21. You must record the Trailblazer apprenticeship standard (TBS) code on all Trailblazer apprenticeship aims.
22. The TBS code will be used to identify which funding band the Trailblazer apprenticeship is in and the maximum Core Government Contribution (CGC) that applies.
23. The list of valid codes for Trailblazer apprenticeship standards is published on the [ILR guides and templates for 2014 to 2015](#) webpage and will be updated as new standards are approved.
24. You must record the Source of funding using code SOF105 (Skills Funding Agency) for all Trailblazer apprenticeship aims. Other Funding and Monitoring fields should be completed as applicable using relevant FAM types and codes.
25. [Table 3 \(page 11\)](#) provides further guidance for completing Learning Delivery FAM data.
26. You do not need to record the Full or co-funding indicator (FFI) for Trailblazer apprenticeships.

Apprenticeship Trailblazer Financial Details data

27. You should record the financial information about each Trailblazer apprenticeship programme in the Apprenticeship Trailblazer Financial Details dataset. This information will be used to calculate the funding payments for the learner.
28. Each Trailblazer apprenticeship programme will have a number of separate financial records associated with the programme aim.
29. The Apprenticeship Trailblazer Financial Details dataset contains the following fields:

Field Name	Definition	Aim Type
Trailblazer financial type	Indicates the type of financial information being recorded: <ul style="list-style-type: none"> TNP identifies total negotiated price details PMR identifies payment records 	Recorded on the programme aim only
Trailblazer financial code	Identifies different types of TNP or PMR records	Recorded on the programme aim only
Trailblazer financial record date	The date associated with the financial record	Recorded on the programme aim only
Trailblazer financial amount	The amount of money recorded on the financial record. This is the actual amount in pounds (to the nearest whole pound) and is the amount excluding VAT.	Recorded on the programme aim only

30. There are two Trailblazer financial types that can be recorded:

- Trailblazer negotiated price (TNP): this is the total price agreed by the employer and their providers for delivery of the training and assessment that is intended to be eligible for co-payment.
- Payment record (PMR): the individual payment records of the cash contributions from the employer to the training provider or assessment provider.

31. The table below lists the different codes available for each financial type:

Trailblazer financial type	Trailblazer financial code	Description and use
TNP	1	Total negotiated training cost
TNP	2	Total negotiated assessment cost
PMR	1	Payment record of cash contribution made by employer to provider for training costs
PMR	2	Payment record of cash contribution made by employer to provider for assessment costs
PMR	3*	Employer payment reimbursed by provider <i>* Code currently unassigned in Version 3.1 of the ILR Specification</i>

32. At the start of the Trailblazer apprenticeship, you must record two TNP records; one for the total negotiated price for the training (TNP1) and one for the negotiated price of the assessment (TNP2) as agreed between the employer and provider. Set the Trailblazer financial record date on these records to the start date of the Trailblazer apprenticeship.
33. If a new price for training, assessment or both is negotiated then new TNP records must be added. The financial record date must be set to the date the new price was agreed.
34. The sum of the costs recorded in TNP1 and TNP2 must equal the total cost to the provider to deliver the entire apprenticeship standard, not just the costs for the current year or the employer contribution element.
35. You must agree a payment schedule with the employer for the required cash contributions.
36. When you have received a cash payment, you must record this on the ILR using a separate payment (PMR) record for each payment that the employer makes to you. This must include the date you received payment from the employer and the amount of the payment (in pounds to the nearest whole pound).
37. The amount entered on the payment records must not include the VAT element where this exists.
38. The payment records must only be used to record payments actually received from the employer. They should not be used to record what the employer is expected to pay, nor should it record the Skills Funding Agency's contribution.
39. Each payment record on the ILR will enable the calculation and payment of the core government contribution.
40. The Trailblazer Financial Details dataset must contain all payment records for the full duration of the programme. This includes payment records for the programme that occurred in previous years.
41. For more information on Trailblazer apprenticeship payments and funding, refer to the [Trailblazer apprenticeship funding rules 2014 to 2015](#).

Example of a Financial Details Record:

- A learner starts a Trailblazer apprenticeship programme on 20th September 2014 with a planned end date of 30th September 2016.
- The employer has agreed a price for training and assessment of £12,000 prior to the start of the programme; the lead provider records two Trailblazer financial details records in the ILR, one with Financial type TNP code 1 and one with Financial type TNP code 2. Both of these records have a Financial Record date of the start date of the Trailblazer apprenticeship programme (20th September 2014). See Record 1 & Record 2 in the table below.
- The employer makes cash contribution payments to the lead provider as per an agreed payment schedule. The lead provider receives a payment of £1000 from the employer on 20th September, as agreed. The provider records this payment in the Apprenticeship Trailblazer Financial Details record using Financial Type PMR code 1 (see Record 3 in the table below).
- A CGC payment of £2000 will be made to the lead provider.
- On 4th November 2014, the lead provider receives a payment of £1000 from the employer as per the payment schedule and records this in the ILR (see Record 4 in the table below).
- A second CGC payment of £2000 will be made to the lead provider.
- Cash contribution payments made by the employer continue to be recorded for the duration of the Trailblazer apprenticeship. Each time a payment is recorded on the ILR the next CGC payment is triggered, until either 2/3 of the agreed total price or the maximum CGC for the standard has been paid.

Example Financial Details data

	Financial type	Financial code	Record date	Amount	CGC paid to provider
Record 1	TNP	1	20/09/2014	10000	
Record 2	TNP	2	20/09/2014	2000	
Record 3	PMR	1	20/09/2014	1000	2000
Record 4	PMR	1	04/11/2014	1000	2000

Recording changes in circumstance

42. Refer to the Trailblazer apprenticeships funding rules 2014 to 2015 for the rules regarding changes in learner circumstances such as agreed breaks in learning, withdrawals, transfers from one learning provider to another or changes to employment.
43. Following a change in circumstances, you may need to reimburse the employer for learning that has already been paid for but that has not yet been delivered. If this is the case then you should record a payment record using code PMR 3, the amount should reflect the payment returned to the employer. This will enable the Skills Funding Agency to recover any overpayment of the core government contribution that has been made.

Learner withdraws from the apprenticeship standard

44. The programme aim and learning aims should be closed when a learner withdraws.
45. Any payment adjustments needed should be recorded using PMR records

Example

	Learning Start Date	Learning Planned End Date	Learning Actual End date	Completion Status	Outcome	Withdrawal Reason
Programme Aim 1	15 Sept 2014	30 Nov 2016	20 May 2015	3	3	Relevant code

TBFinType/Code	Amount	Date	CGC	Notes
TNP1	15000	15 Sept 2014		
TNP2	3000	15 Sept 2014		
PMR1	3000	1 Dec 2014	6000	
PMR 1	2000	1 Apr 2015	4000	
PMR 3	1000	1 June 2015	-2000	When the learner withdraws, the employer has paid all of their employer contributions (£5,000) and the provider has received the full government contribution of £10,000. As only £12,000 of the total cost has been delivered when the learner withdraws, the provider needs to reimburse the employer for an overpayment of £1,000 (recorded here as a PMR 3 record). This will then enable the government contribution to be reclaimed.
TOTAL CGC			8000	

Learner takes an agreed break in learning

46. The programme aim and learning aims should be closed when a learner takes an agreed break in learning.
47. When the learner returns, a new programme aim and new component learning aims are recorded. The total negotiated price (TNP) records must be recorded on the new programme aim, even if they are unchanged from those recorded on the first programme aim.
48. Any new employer payments that are received following the break in learning must be recorded against the new programme aim.
49. The previous programme aim, financial details records and learning aims must continue to be recorded on the ILR until the apprenticeship standard is completed. The sum of all PMR records across both programme aims are used to calculate CGC payments.

Example

	Learning Start Date	Learning Planned End Date	Learning Actual End date	Completion Status	Outcome	Withdrawal Reason	TBFinType/Code	Amount	Date	CGC
Programme Aim 1	15 Sept 2014	30 Nov 2016	20 May 2015	6	3	Data not returned	TNP1	15000	15 Sept 2014	
							TNP2	3000	15 Sept 2014	
							PMR1	3000	1 Dec 2014	6000

	Learning Start Date	Learning Planned End Date	Learning Actual End date	Completion Status	Restart Indicator	Original Learning Start Date	TBFinType/Code	Amount	Date	CGC
Programme Aim 2	8 Aug 2015	15 Feb 2017		1	RES1	15 Sept 2014	TNP1	15000	8 Aug 2015	
							TNP2	3000	8 Aug 2015	
							PMR1	2000	1 Dec 2015	4000
							PMR2	1000	1 Dec 2016	2000
TOTAL CGC										12000

Learner transfers to a different apprenticeship standard (with the same provider)

50. The programme aim and any learning aims that the learner is not continuing with should be closed.
51. Any payment adjustments needed should be recorded using PMR records
52. A new programme aim is recorded with the new Trailblazer standard (TBS) code recorded in the Learning delivery funding and monitoring fields. The TBS code is amended on any continuing aims.
53. The new price agreed for the training and assessment is recorded against the new programme aim with two new TNP1 and TNP2 records.

Example

A learner starts an apprenticeship standard (TBS code 11) on 15 Sept 2014. The learner changes to a different standard (TBS code 5) on 20 May 2015.

Programme aim 1 is closed as a transfer and a new record is added for Programme aim 2. Component aim 2 is closed as a transfer and a new record is added for component aim 3. The learner continues with the Maths aim (component aim 1) and so this record is left open and the TBS code is changed on this aim from 11 to 5.

The provider has only delivered £6000 worth of training at the point at which the learner transfers and so the employer is repaid £1000 and £2000 of government funding is reclaimed. This is recorded using a PMR 3 record on the first programme aim.

A new total price is agreed for the new standard, taking into account any relevant learning from the first standard. The new total price is recorded on the new programme aim (Programme aim 2) together with employer contributions towards the new standard.

	Learning Start Date	Learning Planned End Date	Learning Actual End date	Completion Status	Outcome	Withdrawal Reason	TBS Code	TBFinType/C ode	Amount	Date	CGC
Programme Aim 1	15 Sept 2014	30 Nov 2016	20 May 2015	3	3	40	11	TNP1	16000	15 Sept 2014	
Component aim 1 (Maths)	15 Sept 2014	30 Sept 2015		1			44 5	TNP2	2000	15 Sept 2014	
Component aim 2	15 Sept 2014	30 Sept 2016	20 May 2015	3	3	40	11	PMR1	3000	1 Dec 2014	6000
								PMR 3	1000	20 May 2015	-2000
										TOTAL CGC	4000

	Learning Start Date	Learning Planned End Date	Learning Actual End date	Completion Status	Outcome	Withdrawal Reason	TBS Code	TBFinType/C ode	Amount	Date	CGC
Programme Aim 2	21 May 2015	15 Feb 2017		1			5	TNP1	11000	21 May 2015	
Component aim 3	21 May 2015	15 Feb 2017		1			5	TNP2	1000	21 May 2015	
								PMR1	3000	1 Sep 2015	6000
								PMR2	1000	1 Dec 2016	2000
TOTAL CGC											8000

Learner changes employer but continues with the same apprenticeship standard (with the same provider)

54. A new employment status record is added for the learner with the Employer identifier of the new employer
55. No changes are made to the programme aim and learning aims records for the learner.
56. New TNP records should only be recorded when the total training and assessment price for delivery of the whole apprenticeship programme has changed following re-negotiation with the new employer. The TNP records must continue to record the total training and assessment costs for the entire standard and must not be changed to reflect the proportion of the cost that remains to be paid by the new employer.

Learner transfers to a different provider (new or existing standard)

57. The original provider closes the ILR records for the learner and records any payment adjustments needed using PMR records.
58. The new provider creates new ILR records for the learner.
59. If the learner is continuing with the same apprenticeship standard then the Restart Indicator should be recorded.
60. The new provider records the new negotiated price, taking into account any relevant prior learning.

Reference Tables

61. The tables below indicate the fields and codes that need to be completed on the ILR for Trailblazer apprenticeships. Data requirements that are different to existing SASE apprenticeship frameworks are highlighted in yellow.
62. The codes given in the tables below are indicative only and apply to Trailblazer apprenticeship programmes. Providers and software suppliers should be aware that there may be situations where an alternative code applies to a particular learner.
63. You should refer to the [ILR Specification for 2014 to 2015](#) for full details of field requirements.

Table 1: Trailblazer Apprenticeships: Fields that must be completed on the Learner record

Learner	LLDD and Health Problem
Learner reference number	Disability (if applicable)
Learner reference number in previous year (if applicable)	Learning Difficulty (if applicable)
UKPRN in previous year (if applicable)	Learner FAM
Unique learner number	Learner difficulty assessment (if applicable)
Family name	Education Health Care plan (if applicable)
Given names	Learner support reason (if applicable)
Date of birth	National learner monitoring (if applicable)
Ethnicity	Learner Employment Status
Sex	Employment status
LLDD and health problem	Date employment status applies
National Insurance number	Employer identifier
Prior attainment	Employment Status Monitoring
ESF destination	Self employment indicator (if applicable)
Learner Contact	Employment intensity indicator
Postcode prior to enrolment	Length of unemployment (if applicable)
Current Address line 1 – 4	Length of employment
Current Postcode	Benefit status indicator (if applicable)
Telephone	Previous education indicator (if applicable)
Email address	Small employer (if applicable)
Learner Contact Preference	Learning Delivery (see Table 2)
Restricted use indicator	Learning Delivery FAM (see Table 3)
Preferred method of contact	

Table 2: Trailblazer Apprenticeships: Learning delivery record

Field Name	Programme Aim	Component Aim
Learning aim reference	ZPROG001	Valid LARS code
Aim type	1	3
Aim sequence number	Sequence number of aim	Sequence number of aim
Learning start date	Start date of programme	Start date of aim
Original learning start date	Original start date if learner has returned after a break	Original start date if learner has returned after a break
Learning planned end date	Planned end date of programme	Planned end date of aim

Field Name	Programme Aim	Component Aim
Funding model	81: Other Skills Funding Agency funding	81: Other Skills Funding Agency funding
Programme type	25: Apprenticeship Trailblazer	25: Apprenticeship Trailblazer
Framework code	Not required	Not required
Apprenticeship pathway	Not required	Not required
Subcontracted or partnership UKPRN	Not required	Valid UKPRN of sub-contracted or partnership delivery provider if applicable
Delivery location postcode	Actual delivery location postcode	Actual delivery location postcode
Funding adjustment for prior learning	Not required	For English and Maths aims only (if applicable): percentage of the learning aim that is still to be delivered. Not returned if 100%
Other funding adjustment	Not required unless requested by the Skills Funding Agency	Not required unless requested by the Skills Funding Agency
Completion status	Relevant code	Relevant code
Learning actual end date	Actual end date of programme	Actual end date of aim
Withdrawal reason	Relevant code if the learner has withdrawn from the programme	Relevant code if the learner has withdrawn from the aim
Outcome	Relevant code for the outcome of the entire programme	Relevant code
Outcome grade	Not required	Relevant code from <i>Appendix Q</i>
Software supplier aim identifier	If applicable: software system generated GUID for the programme aim	If applicable: software system generated GUID for the programme aim

Table 3: Trailblazer Apprenticeships: Learning Delivery FAM

Description	FAM Type	FAM Code	Aim Type Required for
Source of funding	SOF	105	Programme and component aims
Full or co-funding indicator	FFI	Not required	
Workplace learning indicator	WPL	Not required	
Eligibility for enhanced Apprenticeship funding	EEF	Not required	
Restart indicator	RES	Relevant code if applicable	Programme and component aims
Learning support funding	LSF	Relevant code if applicable	Programme aim only
Learning delivery monitoring	LDM	Relevant code if applicable	Programme and component aims
Special projects and pilots	SPP	Relevant code if applicable	Programme and component aims
National Skills Academy indicator	NSA	Relevant code if applicable	Programme aim only
Apprenticeship Trailblazer standard	TBS	Relevant code	Programme and component aims
Date applies from		Date LSF is effective from	Programme aims only
Date applies to		Date LSF is effective to	Programme aims only

Annex 1: ILR 2014 to 2015 Data Collection Timetable for Trailblazer Apprenticeships

Month of activity	ILR Return Number	Trailblazer data return date (by 6pm)	ILR Return Date for non-Trailblazer learners
Aug 2014	R01	22/08/2014	04/09/2014
Sept 2014	R02	24/09/2014	06/10/2014
Oct 2014	R03	27/10/2014	06/11/2014
Nov 2014	R04	24/11/2014	04/12/2014
Dec 2014	R05	17/12/2014	07/01/2015
Jan 2015	R06	26/01/2015	05/02/2015
Feb 2015	R07	23/02/2015	05/03/2015
Mar 2015	R08	25/03/2015	08/04/2015
Apr 2015	R09	24/04/2015	07/05/2015
May 2015	R10	22/05/2015	04/06/2015
June 2015	R11	24/06/2015	06/07/2015
July 2015	R12	27/07/2015	06/08/2015