



Technical Guide 2014 to 2015 Funding Year

Reporting Traineeships on the Individualised Learner Record

Background and purpose

This note provides further guidance to colleges and training organisations on how to check whether you are recording traineeship data correctly in the Individualised Learner Record (ILR) for 2014 to 2015. It also gives further information about how to record some scenarios in which a learner leaves the programme early. You should ensure that all data is correctly reported for the R14 return, which is the final return of the 2014 to 2015 funding year and closes on 23 October 2015.

This guidance applies to all traineeships for learners aged both 16-18 and 19-24 years old. 16-18 traineeships are funded through the EFA's funding model and may be delivered by providers who hold either an EFA contract or an SFA 16-18 apprenticeship contract.

How to complete the ILR correctly for R14

Work preparation / Work placement aims:

Make sure all learners have work preparation and work placement learning aims recorded. For 16-18 year old learners, funded through the EFA's funding model (including those learners with SFA funded 16-18 traineeship providers), the work experience must be recorded as the core aim (there is an exception to this for early leavers).

All traineeship work placements must be recorded as external placements and you must fill in a valid employer number for the work placement employer. This can be obtained from the Employer Data Service (EDS) at: <http://EDRS.lsc.gov.uk>

Traineeship duration:

The actual duration of a traineeship programme must be no more than 6 months. The programme aim must be closed within this timeframe.

Continuing with English and Maths:

The learner may still be in learning and continuing with English and maths aims after the 6 month programme is complete. You should leave these aims open but close the programme aim. Do not change the planned end dates for English and maths or close and re-start English or maths aims.

Recording Outcomes:

All traineeship programmes with a Learning actual end date of 31 July 2015 or earlier must have an outcome reported in the R14 return. This is recorded on the programme aim and may be either:

Code 1: "Achieved" if the learner has progressed to an apprenticeship or job (and for 16-19 traineeships only, further learning) or;

Code 2: "Not achieved" if they have another outcome or the outcome is unknown

Destination and Progression record:

You must complete a Destination and progression record for the learner. Both negative and positive outcomes should be reported

If a learner remains unemployed, you should record either code NPE1 or NPE2. Set the Outcome start date to the day after the programme finished.

If you have been unable to contact the learner or establish their destination then record code OTH2. Set the Outcome start date to the day after the programme finished.

Early leavers / Withdrawals who have not started their work placement:

Learners who do not undertake a work placement and withdraw from a traineeship programme before the work placement starts do not count as having positively progressed, even if they have started a job or apprenticeship. You must record a Completion status of "withdrawn" and Outcome of "not achieved" on the programme aim in this scenario.

The work placement aim must not be recorded on the ILR and for 16-19 traineeships one of the other aims (most likely the work preparation aim) must be recorded as the core aim with a Completion status of “withdrawn” and an Outcome of “not achieved”.

For 19-24 traineeships, if the learner has withdrawn in order to take up employment, job outcome funding can be claimed in line with usual [Adult Skills Budget rules](#). Job outcome funding cannot be claimed for the work experience aim.

If the learner has transferred to a study programme, the Withdrawal reason should be recorded as a transfer. Any new aims being undertaken are recorded, including a new appropriate core aim. If the learner is continuing with English and maths aims that they have already started then these are left open and unchanged. The Planned learning hours fields are updated.

If the learner has transferred to an apprenticeship, the Withdrawal reason is recorded as a transfer. New aims being undertaken are recorded. If the learner is continuing with English and maths aims that they have already started then these are left open and unchanged.