

Title	Guidance for recording Learning aim class codes for continuing learners from 2012/13
Purpose	To inform providers how to record ILR data for learners using learning aim class codes in 2012/13 who will continue in learning in 2013/14.
Intended Audience	This guidance 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

Document History

Version 1: published 5 July 2013

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The new generic learning aim codes for non-regulated provision, as described in Appendix H of the ILR Specification for 2013/14, are published in LARA. These are numeric codes prefixed with the letter 'Z'.

The new codes must be used as specified in Appendix H for all non-regulated learning aims that have a Learning aim start date on or after 1 August 2013.

For learners who started a learning aim prior to 1 August 2013 and who will continue in learning in 2013/14, the following guidance should be followed to ensure that funding and success rates are not adversely affected.

The guidance given below has been changed from that previously issued, in that any changes required to learning aims will be made in the 2013/14 ILR returns. This has been done to avoid unnecessary additional work for providers at this late stage of the year and to ensure that funding for 2012/13 is maintained. Appendix H will be updated and re-published to reflect this.

1. Learning aims that will be completed and closed in 2012/13

No action is required. The existing learning aim references can continue to be used and are valid for 2012/13.

2. Learning aims that will continue into 2013/14 *

Learning aims funded using Funding Model 35 (Adult Skills Funding) in 2013/14	<p>No change is required in the 2012/13 returns.</p> <p>For the first ILR return of 2013/14, the learning aim from 2012/13 should be recorded and closed as follows:</p> <ul style="list-style-type: none">• Learning Actual End Date recorded as 31/7/13• Completion Status = Withdrawn• Withdrawal Reason = Learner has transferred to a new learning aim with the same provider (code 40) <p>A new learning aim should be added using the appropriate aim code for the total number of guided learning hours that remain to be delivered from 1 August 2013.</p> <p>The Learning start date of the new aim should be set to 1/8/13 and a new Learning planned end date entered.</p>
Learning aims with other Funding models	<p>No action is required. The learning aim reference code does not need to be amended in the 2012/13 returns. Providers can continue to use the existing Learning aim reference in their 2013/14 ILR returns until the aim is completed.</p>

*The Innovation Code, ZUNA codes for NQF units of English and Maths and LTR codes for Long Term Residential Colleges can continue to be used in 2013/14 for Adult Skills Funding until the learning aims are completed. These aims should not be closed and transferred.