

<b>Title</b>	Additional guidance for recording the Planned hours fields on the ILR for transfers and withdrawals for EFA funded provision
<b>Purpose</b>	To provide updated guidance on how to record ILR data for learners.
<b>Intended audience</b>	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)
<b>Version</b>	1

## Document History

Version 1: published March 2014

## **Additional guidance for recording the Planned hours fields on the ILR for transfers and withdrawals for EFA funded provision**

1. Planned learning hours and planned employability, enrichment and pastoral hours must be finalised and confirmed as correct within the funding qualifying period.
2. By the end of the qualifying period it is important to ensure that the planned hours reflect, as accurately as possible, the timetabled activity the student is planning to undertake for the duration of the academic year.

### **Changes to learning aims during the funding qualifying period**

3. Within this period circumstances may arise which necessitate changes to the planned hours.

#### **a) Learner withdraws from all learning aims and leaves the provider**

- Planned hours are left unchanged.
- Providers who have recorded one hour for students in this situation for R04 do not need to change this for their R06 return.

#### **b) Learner withdraws from one or more learning aims but continues in learning with the provider**

- Providers can include the hours timetabled up to the point of withdrawal if this makes a significant material difference to the learner's planned hours such that they would move from one funding band to another. Hours timetabled for after the date of withdrawal must be removed from the planned hours fields.

#### **c) Learner transfers from one learning aim to another**

- If the transfer of a student from one learning aim to another makes a significant material difference to their planned hours such that they would move from one funding band to another, hours timetabled up to the point of transfer may be retained in the overall planned hours calculation (please see table below).

	<b>Include in planned hours</b>	<b>Remove from planned hours</b>
<b>First aim (transferred off)</b>	Hours timetabled before transfer	Remainder of hours for year
<b>Second aim (transferred onto)</b>	Hours timetabled after transfer	N/A

4. Where the transfer does not make a significant material difference institutions are advised not to amend the student's planned hours.

## **Changes to learning aims after the funding qualifying period**

5. No changes should be made to the planned hours fields if the learner withdraws or transfers from any or all of their learning aims after the funding qualifying period for the learner has passed.