



Skills Funding  
Agency

# ILR Learner Entry 2015 to 2016 User Guide

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# User Guide

## ILR Learner Entry

### Change to this Document

Version	Date	Changes made
V1.0	25/08/2015	Initial version to support ILR Learner Entry for funding year 2015 to 2016



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## ILR Learner Entry

### Overview

#### **What does the ILR Learner Entry do?**

The ILR Learner Entry is an application which enables users to create 2015 to 2016 Individualised Learner Record (ILR) data in XML file format manually using a data entry interface.

Data files from the funding year 2014 to 2015 can be imported to the new ILR Learner Entry to retain and migrate continuing learner data.

Note that only one file at a time can be imported. Importing another file will overwrite existing data.

Please note ILR Learner Entry **does not validate data**.

This software is supplied free of charge to users who will submit 2015/16 ILR data to the Skills Funding Agency in the funding year but who do not have access to a data management system.

This application will not be supported where data sets exceed 500 learner records.

It is not mandatory that ILR Learner Entry is used to prepare data files prior to submission to the Skills Funding Agency's data collection portal.

#### **ILR Learner Entry Operating System compatibility**

ILR Learner Entry will work with the following Windows operating systems

- Windows XP
- Microsoft Vista
- Microsoft Windows 7
- Microsoft Windows 8
- Microsoft Windows 8.1
- Microsoft Windows 10

ILR Learner Entry will operate in either a 32 bit or 64 bit environment.



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### Prerequisite software

The following software is required to be pre-installed in order for the software to work:

- .NET Framework version 4 (or a later .NET Framework version)

This can be downloaded and installed from the Microsoft website if it is not already installed on the host PC. To see if your PC already has .NET Framework 4 installed, look for it under Start>Control Panels>Add/Remove Programs and check for it in the list which is populated in the resulting dialog box screen. If you are using the Funding Information System (FIS) then .NET Framework 4.5 is installed as part of the pre-requisite installation process.

### Downloading ILR Learner Entry

ILR Learner Entry can be downloaded from the Skills Funding Agency Hub website at the following link:

<https://des.imservices.org.uk/Pages/default.aspx>

### How to Install ILR Learner Entry

ILR Learner Entry is a portable application in that it does not write to the host PC's registry. ILR Learner Entry does not write or require configuration files and only requires .NET Framework 4 runtime library in order to run.

The application is contained within a single '.exe' file named 'ILRLearnerEntry1516.exe' which is supplied as a .zip file which is winzip v2.0 legacy compression compliant. It is installed once the file has been extracted and placed in a folder chosen by the user.



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### Running ILR Learner Entry

To run the application, navigate to the folder that the file 'ILRLearnerEntry1516.exe' has been placed in and double click the file icon. This folder will now be the home folder of this instance of the application. The application's repository data file named 'internal1516.ilr' will be created at this point if it does not already exist.

From this point the screens and functionality described further on in this document will be accessible. . .

The table below describes the two components of the application more fully.

Application component	Purpose
ILRLearnerEntry1516.exe	Main executable file which if activated will run the application. This should not be moved from the local folder as the application requires access to resource files in the local folder. A shortcut can be created and placed somewhere more convenient.
internal1516.ilr	Data repository. This is created when the application is started if it does not already exist. If this is renamed or deleted a new blank version will be created when ILR Learner Entry is next run.

### Managing or deleting the ILR Learner Entry data repository

To delete or remove all data from ILR Learner Entry, users will need to access the file named 'internal1516.ilr', which can be found in the local folder with the '.exe' file.

- Renaming the 'internal1516.ilr' file will disassociate it from ILR Learner Entry. Changing the file name back to 'internal1516.ilr' will re-associate it. A possible naming convention users may wish to use is to add some text to the file name such as the current date and time or a data version reference. To create a new version close and reopen the application.
- Users can also permanently remove the data by using the Windows delete function on 'internal1516.ilr' However, please be aware that ILR



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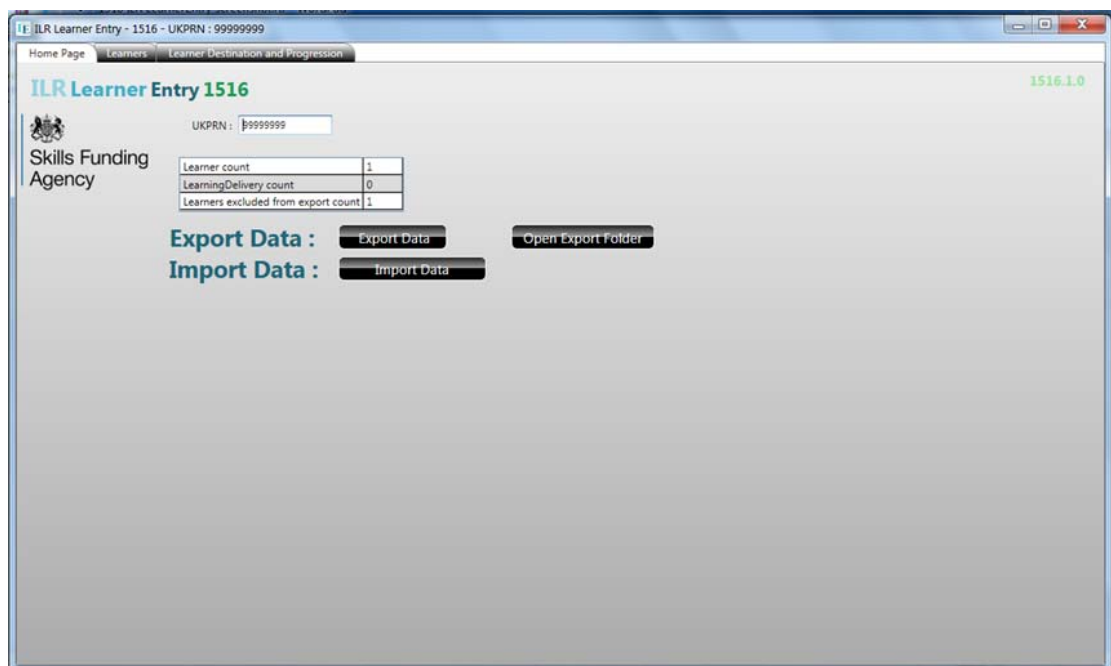
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Learner Entry does not have the capability to restore deleted data from the Recycle Bin or from a state of permanent deletion.

### Screens

#### Home Screen



#### Selecting a UKPRN

Users are advised to record their UKPRN in the home screen. This will be used throughout the application and will also be used for the export ILR file filename and file header field.

#### Learner Counts

Overall count of Learner and Learning Delivery counts

#### Export Data

This allows users to export data and create a new ILR data file in 2015 to 2016 funding year format.

#### Import Data

This allows users to import a 2014 to 2015 ILR data file which will be converted to 2015 to 2016 funding year format or to import an ILR data file in 2015 to 2016 funding year format.



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### Learners screen

The left-hand pane summary screen shows:

- A summary list of learner records in the current dataset. Records highlighted in pink are incomplete. Records in green are complete.
- A function button to add a learner to the overall data set.
- A filter box to select which records shown in the list. This is a dynamic filter that compares the text entered by the user in this box against the Learner Reference field and only displays records with any matching content.
- These are sorted to show any invalid records first and valid records following. Both groups are sorted by Learner Reference Number.

The right-hand pane main data entry screen shows:

- Data entry screens for Learner, Learning Delivery and Employment Statuses
- Warning information to alert users to missing fields
- 'Delete Learner' button which deletes the currently open Learner record
- 'Save' button which saves all current data including the currently open learner record





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- To add a record under Learning Deliveries and Employment Statuses users must click the 'Add' button, once a record has been added it can be removed again by clicking 'Remove'
- Data entry can be conducted via keyboard controls, for instance using the Tab control to move between fields and Alt-Up and Alt-Down or key entry to record field contents in fields with drop-down functionality; key entry to enter data into text and numerical fields; and the space bar to assign a value to 'tick' boxes. A mouse controller can also be used to navigate around data entry screens and select data from the options in the drop-down fields.

### Entering Dates

Dates can be entered by typing the date using 'dd-mm-yyyy' format; each element of the date must be separated with a hyphen. There is also a pop-up calendar control box feature for each date field a calendar style logo. Using the scrolling method in this function to get to a date in the more distant past, such as a date of birth, can be time-consuming. Users may prefer to use the shortcut function under CTRL-Up or CTRL-Down to change the calendar grid from year, month or date only to enable them to choose those particular elements.

### Saving data

There is a button in the top right corner on both the Learners and Learner Destination screens which will save the current record and all currently stored data. ILR Learner Entry does not save data automatically as it added but it will be saved automatically as the ILR Learner Entry application is closed.



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### Learner Destination and Progression screen

The left-hand pane summary screen shows:

- A summary list of Learner Destination and Progression records in the current dataset
- A function button to add a learner to the overall data set

The right-hand pane main data entry screen shows:

- A data entry screen
- Data entry functionality as is for the Learner screens (see above)



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### Application Versions

The following table shows the ILR Learner Entry versions that have been released and changes made in each version.

Version	Date	Changes made
V1516.1.0	25/08/2015	First version of ILR Learner Entry application for funding year 2015 to 2016

### Feedback

Please send feedback on any issues that you experience while using ILR Learner Entry application to: [servicedesk@sfa.bis.gov.uk](mailto:servicedesk@sfa.bis.gov.uk)