



Skills Funding
Agency

Guidance for recording Trailblazer apprenticeships in the ILR for 2015 to 2016

Version 1

Title	Guidance for recording Trailblazer apprenticeships in the ILR for 2015 to 2016
Purpose	To provide detailed information on how to record ILR data for learners undertaking a Trailblazer apprenticeship in 2015 to 2016.
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 2015 to 2016](#)

If you have any technical queries or comments on this document please contact: trailblazerfundingenquiries@sfa.bis.gov.uk

Document History

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Changes from the 2014 to 2015 guidance are highlighted in yellow

Contents

Section 1	When to return ILR Trailblazer apprenticeship data.....	4
Section 2	Data migration for continuing learners	4
Section 3	Learner Entity and recording Learner Employment Status	4
Section 4	Learning Delivery Entity	4
4.1	Recording Learning Delivery Funding and Monitoring (FAM)	5
4.2	Recording Apprenticeship Trailblazer Financial Details	6
Section 5	Recording Learner Changes	9
5.1	Learner is absent or withdraws from the apprenticeship standard	9
5.2	Learner takes an agreed break in learning.....	10
5.3	Learner transfers to a different apprenticeship standard (with the same provider)	11
5.4	Learner changes employer but continues with the same apprenticeship standard (with the same provider)	12
5.5	Learner transfers to a different provider (new or existing standard).....	12
Section 6	Reference Tables	13

Guidance for recording Trailblazer apprenticeships in the ILR for 2015 to 2016

1. This is a guide to recording Trailblazer apprenticeship programmes in the ILR.
2. 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.
3. '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.
4. Data about each Trailblazer apprenticeship learner must be reported in the ILR by a single lead provider as set out in the funding rules.
5. Additional guidance about returning ILR data can be found in the [Provider Support Manual for 2015 to 2016](#).

Section 1 When to return ILR Trailblazer apprenticeship data

6. Trailblazer apprenticeship data should be included in your usual ILR submission and returned in line with the ILR collection timetable for apprentices as detailed in [Appendix A](#)

Section 2 Data migration for continuing learners

7. For continuing learners from 2014 to 2015, ILR data will need to be converted from the 2014 to 2015 ILR format into the 2015 to 2016 ILR format. You must continue to send all data relating to the Trailblazer programme including all programme aims, any completed learning aims, and all Trailblazer financial records.
8. *Appendix B of the ILR Specification* contains the conversion rules for data migration and full details for migrating Trailblazer apprenticeship data into 2015 to 2016.
9. The LLDD and health problem data collection has changed for 2015 to 2016. You should refer to the [Provider Support Manual for 2015 to 2016](#) for guidance on coding LLDD and health problems for continuing learners.

Section 3 Learner Entity and recording Learner Employment Status

10. You should record learner and employment status data in the same way as for any other apprenticeship programme. The [ILR Specification for 2015 to 2016](#) and the [Provider support manual for 2015 to 2016](#) contain full details and guidance for completing this data.
11. Small employers (as defined in the Trailblazer apprenticeship funding rules) should be identified on the ILR by returning the code SEM1 in the Employment Status Monitoring fields. This data will be used to indicate if the employer recorded in the Employer identifier field is eligible to earn the small employer incentive payment.
12. You must report all changes in a learner's employer or employment status during their programme by recording additional Employment Status records.
13. Table 1 ([page 13](#)) for further guidance on completing Learner and Learner Employment Status data for Trailblazer apprenticeship programmes.

Section 4 Learning Delivery Entity

14. Trailblazer apprenticeship programmes are composed of one programme aim and at least one component learning aim.
15. The Aim type field is used to identify whether a learning aim is a programme aim or a component aim:

- 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

16. Every Trailblazer apprenticeship must have at least one component aim recorded.
17. If no regulated qualifications are undertaken as part of the programme, you should record one of the non-regulated learning aims held in the LARS database as the component aim. These non-regulated codes should be taken from Category E of Appendix H.

Example

- *A learner is undertaking a Trailblazer apprenticeship in the Software Development standard. As part of this, the learner is completing some IT learning that is not a regulated qualification. This non-regulated learning is recorded as a component learning aim with the appropriate learning aim reference from Appendix H: Z0001946 - 'Non regulated provision, Level 4, ICT Practitioners'.*

This apprenticeship is recorded on the ILR with the following two aims:

1. *Programme aim: LearnAimRef = ZPROG001, AimType = 1*
2. *Component learning aim: LearnAimRef = Z0001946, AimType = 3*

The standard is recorded in the Learning Delivery Funding and Monitoring fields (see below).

18. You must record all Trailblazer apprenticeship aims using Funding model code 81 (Other Skills Funding Agency funding) and Programme type code 25 (Trailblazer apprenticeship). This includes English and Maths learning aims.
19. Do not record the Framework code and Apprenticeship pathway fields for Trailblazer apprenticeship aims.
20. The Trailblazer apprenticeship standard is identified by the Trailblazer apprenticeship standard (TBS) code. This is recorded in the Learning Delivery Funding and Monitoring fields, see below for more details.
21. Table 2 ([page 14](#)) provides further guidance on completing programme and component aim fields for Trailblazer apprenticeship programmes.

4.1 Recording Learning Delivery Funding and Monitoring (FAM)

22. You must record the Trailblazer apprenticeship standard (TBS) code on all Trailblazer apprenticeship aims.
23. The TBS code is used to identify which funding band the Trailblazer apprenticeship is in and the maximum core government contribution that applies. **In 2015 to 2016, the Trailblazer apprenticeship standard codes are held in the LARS database.**

Example

- *A learner is undertaking a Trailblazer apprenticeship in the Software Development standard. This is recorded on the ILR in the Learning Delivery Funding and Monitoring fields using LearnDelFAMType = TBS and LearnDelFAMCode = 2*

24. You must record the Source of funding using code SOF105 (Skills Funding Agency) for all Trailblazer apprenticeship aims. Other Learning Delivery Funding and Monitoring (FAM) fields should be completed as applicable using relevant FAM types and codes.
25. Table 3: ([page 14](#)) provides further guidance for completing Learning Delivery FAM data.

26. The following Funding and Monitoring indicators **must not** be recorded for Trailblazer apprenticeship learning aims:

- Workplace learning indicator (WPL)
- Full or co-funding indicator (FFI)

4.2 Recording Trailblazer Apprenticeship Financial Records

27. You should record the financial information about each Trailblazer apprenticeship programme in the Trailblazer Apprenticeship Financial Record entity. 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. These are recorded on the programme aim.

29. The Trailblazer Apprenticeship Financial Record dataset contains the following fields:

Field Name	Definition
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
Trailblazer financial code	Identifies different types of TNP or PMR records
Trailblazer financial record date	The date associated with the financial record
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.

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

- Trailblazer negotiated price (TNP): this is the total price agreed for delivery of all the training and assessment for the apprenticeship programme that is intended to be eligible for co-payment. This value is the cost to the provider for the delivery of the apprenticeship programme and must include both the employer co-payment contribution and the government co-payment funding.
- 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

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. The Trailblazer financial amount recorded against TNP1 and TNP2 must equal the total cost to the provider for delivery of the entire apprenticeship standard, this includes:

- The employer co-payment contribution, and

- The government co-payment funding.

34. The values recorded in the TNP records must be the total cost for the delivery of the whole apprenticeship programme and **not** just the value for the current year.
35. 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.
36. You must agree a payment schedule with the employer for the required cash contributions.
37. 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).
38. The amount entered on the payment records **must not** include the VAT element where this exists.
39. 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.
40. It is important to ensure that the Trailblazer Apprenticeship Financial Record dataset is accurate as this is used in the calculation and payment of government co-payment funding. In particular, please ensure that the financial amounts and dates recorded are correct as these will impact funding.
41. The Trailblazer Apprenticeship Financial Record dataset **must** contain all payment records for the full duration of the programme. Where a programme is continuing across academic years, **all** Financial Record data from the previous year must be migrated into the current ILR and continue to be returned until the programme ends.

Example

- A learner began a Trailblazer apprenticeship on 1st October 2014 with a negotiated price for training of £12,000. The provider receives a payment of £1,000 for this programme on 1st November 2014. The following Financial details are returned in 2014 to 2015:

TBFinType	TBFinCode	TBFinDate	TBFinAmount
TNP	1	01/10/2014	£12,000
PMR	1	01/11/2014	£1,000

- The learner is continuing their programme in the 2015 to 2016 academic year. The provider receives another payment of £1,000 for this programme on 1st October 2015. The following Financial details are returned in 2015 to 2106:

TBFinType	TBFinCode	TBFinDate	TBFinAmount
TNP	1	01/10/2014	£12,000
PMR	1	01/11/2014	£1,000
PMR	1	01/10/2015	£1,000

42. For more information on Trailblazer apprenticeship payments and funding, refer to the [Trailblazer apprenticeship funding rules 2015 to 2016](#).

Example of a Financial Details Record:

- A learner starts a band 4 Trailblazer apprenticeship programme on 20th September 2015 with a planned end date of 30th September 2017.
- A price for training and assessment of £12,000 is agreed prior to the start of the programme, this value is the total cost to the provider and indicates an employer co-payment contribution of £4,000 and government co-payment funding of £8,000.
- The lead provider records two Trailblazer financial 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 2015). 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 Trailblazer Apprenticeship Financial Record entity using Financial type PMR code 1 (see Record 3 in the table below).
- A core government contribution (CGC) payment of £2000 will be made to the lead provider.
- On 4th November 2015, 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, a CGC payment is triggered until either 2/3 of the agreed total price has been paid or the core government contribution cap has been reached.

Example Financial Details data:

	Financial type	Financial code	Record date	Amount	CGC paid to provider
Record 1	TNP	1	20/09/2015	10000	
Record 2	TNP	2	20/09/2015	2000	
Record 3	PMR	1	20/09/2015	1000	2000
Record 4	PMR	1	04/11/2015	1000	2000

Section 5 Recording Learner Changes

43. Refer to the Trailblazer apprenticeships funding rules 2015 to 2016 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.
44. 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 (CGC) that has been made.

5.1 Learner is absent or withdraws from the apprenticeship standard

45. The programme aim and learning aims should be closed when a learner withdraws.
46. 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 2015	30 Nov 2017	20 May 2016	3	3	Relevant code

TBFinType/Code	Amount	Date	CGC	Notes
TNP1	15000	15 Sept 2015		
TNP2	3000	15 Sept 2015		
PMR1	3000	1 Dec 2015	6000	
PMR1	2000	1 Apr 2016	4000	
PMR3	1000	1 June 2016	-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	

5.2 Learner takes an agreed break in learning

47. The programme aim and learning aims should be closed when a learner takes an agreed break in learning.
48. 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.
49. Any new employer payments that are received following the break in learning must be recorded against the new programme aim.
50. 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
Programme Aim 1	15 Sept 2015	30 Nov 2017	20 May 2016	6	3	Data not returned

TBFinType/Code	Amount	Date	CGC
TNP1	15000	15 Sept 2015	
TNP2	3000	15 Sept 2015	
PMR1	3000	1 Dec 2015	6000

	Learning Start Date	Learning Planned End Date	Learning Actual End date	Completion Status	Restart Indicator	Original Learning Start Date
Programme Aim 2	8 Aug 2016	15 Feb 2018		1	RES1	15 Sept 2015

TBFinType/Code	Amount	Date	CGC
TNP1	15000	8 Aug 2016	
TNP2	3000	8 Aug 2016	
PMR1	2000	1 Dec 2016	4000
PMR2	1000	1 Dec 2017	2000
TOTAL CGC			12000

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

51. The programme aim and any learning aims that the learner is not continuing with should be closed.
52. Any payment adjustments needed should be recorded using PMR records
53. 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.
54. 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 2015. The learner changes to a different standard (TBS code 5) on 20 May 2016.

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 2015	30 Nov 2017	20 May 2016	3	3	40	11	TNP1	16000	15 Sept 2015	
Component aim 1 (Maths)	15 Sept 2015	30 Sept 2016		1			44 5	TNP2	2000	15 Sept 2015	
Component aim 2	15 Sept 2015	30 Sept 2017	20 May 2016	3	3	40	11	PMR1	3000	1 Dec 2015	6000
								PMR3	1000	20 May 2016	-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 2016	15 Feb 2018		1			5	TNP1	11000	21 May 2016	
Component aim 3	21 May 2016	15 Feb 2018		1			5	TNP2	1000	21 May 2016	
								PMR1	3000	1 Sep 2016	6000
								PMR2	1000	1 Dec 2017	2000
								TOTAL CGC			8000

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

55. A new employment status record is added for the learner with the Employer identifier of the new employer
56. No changes are made to the programme aim and learning aims records for the learner.
57. 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.

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

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

Section 6 Reference Tables

62. The tables below indicate the fields and codes that need to be completed on the ILR for Trailblazer apprenticeships.
63. 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.
64. You should refer to the [ILR Specification for 2015 to 2016](#) 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	LLDD and health problem category
Learner reference number in previous year (if applicable)	Primary LLDD and health problem
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
	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
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
Achievement date	Date learner has met the criteria for achievement funding as set out in the funding rules. Only returned if the Outcome field has been recorded as 'Achieved'	Not required
Outcome grade	Not required	Relevant code from Appendix Q
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	Relevant code if applicable	Programme and component aims
Restart indicator	RES	Relevant code if applicable	Programme and component aims
Learning support funding	LSF	Relevant code if applicable	Programme aim only

Description	FAM Type	FAM Code	Aim Type Required for
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
Household situation	HHS	Relevant code	Programme aim only
Date applies from		Date LSF is effective from	Programme aims only
Date applies to		Date LSF is effective to	Programme aims only