



Education & Skills
Funding Agency

Provider Support Manual for 2016 to 2017: Annex 1

**Additional guidance: recording
apprenticeship pathway transfers on or
after 1 May 2017 for programmes started
prior to 1 May 2017**

Version 1

This document sets out the details of how to record a pathway transfer after 1 May 2017 for an apprenticeship framework programme started prior to 1 May 2017.

July 2017

Of interest to colleges, training organisations and employers.

Introduction

1. The following guidance applies to all apprentices who:
 - started an apprenticeship framework programme on Funding model 35 before 1 May 2017, AND
 - transfer to a new apprenticeship pathway, within the same framework and programme type, after 1 May 2017.
2. In this scenario, the apprentice will continue to be funded for their new pathway under the same funding model (Funding model 35).
3. The guidance below explains how to record this transfer in the Individualised Learner Record (ILR). For details about how to record pathway transfers in other scenarios, please refer to the [Provider Support Manual](#).
4. If the apprentice is transferring to a new apprenticeship framework, programme type or to an apprenticeship standard on or after 1 May 2017, and is eligible for funding according to the [Apprenticeship funding and performance management rules 2017 to 2018](#), then the new programme will be funded through the apprenticeship funding model (Funding model 36) and the guidance below does not apply.

Recording apprenticeship pathway transfers on the ILR

5. Close the programme aim and any learning aims that the apprentice is no longer continuing with using Completion status code 3 and Withdrawal reason code 40. You may not need to close all of the aims on the original apprenticeship pathway; if any aims are continuing as part of the new pathway you must not close them.
6. Create a new programme aim and new learning aims as required, for example where the apprentice is starting a different competency aim. On the programme aim, you must:
 - record the Restart indicator in the Learning Delivery Funding and monitoring (FAM) fields using code RES1, and
 - complete the Original learning start date field with the date that the apprentice originally started on their framework (before the pathway transfer).
7. Any continuing component aims must be updated with the new pathway code in the Apprenticeship pathway code field. **Do not** amend the Learning start date or Learning planned end date for these aims; you must not close aims if they are continuing.

8. Update the pathway code on any competency and/or knowledge aims relevant to the new pathway that the apprentice has already completed. This ensures that the achievement element for these aims is calculated correctly when the framework is achieved.
9. You do not need to amend the pathway code on completed functional skills aims: these should continue to be recorded with the previous pathway code.
10. Record the Learning Delivery FAM type 'Eligibility for enhanced apprenticeship funding' (EEF) if applicable:
 - Record EEF code 2 if the apprentice was aged 16-18 when they started their apprenticeship programme but is aged 19 or over when they transfer to the new pathway
 - Record EEF code 3 if the apprentice was aged 19-23 when they started their apprenticeship programme but is aged 24 or over when they transfer to the new pathway
 - Record EEF code 4 if the apprentice was aged 19-24 when they started their apprenticeship programme and is eligible for extended funding, refer to the [Funding Rules](#) for details about extended funding.
11. For apprentices where learning support is being claimed, the 'Date applies to' for the Learning Delivery FAM type 'Learning support funding' (LSF) on the original programme aim should be equal to the Learning actual end date. If learning support is being claimed on the new pathway, then record Learning Delivery FAM type LSF on the new programme aim with the 'Date applies from' equal to the Learning start date.
12. The ILR should be completed to accurately describe the reality of the provision delivered to the apprentice in accordance with the ILR data management principles detailed in Section 5 of the [Provider Support Manual](#).

© Crown copyright 2017

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence.

To view this licence,
visit <http://www.nationalarchives.gov.uk/doc/open-government-licence/> or e-mail: psi@nationalarchives.gsi.gov.uk.

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This document is also available from our website gov.uk/esfa.