Appendix B – Migration Specification

Version 1 – Published March 2018. <mark>Changes from 2017 to 2018 are highlighted in yellow</mark>.

Section 1   Introduction

1. This appendix to the ILR specification describes the rules for selecting records for migration from the 2017 to 2018 ILR to the 2018 to 2019 ILR.

2. This document also contains details about how to migrate records for continuing learners into the 2018 to 2019 ILR.

3. Annex 1 to this document provides the mapping for individual fields and codes, including fields that have been added or removed from the ILR between 2017 to 2018 and 2018 to 2019. This mapping document uses 2017 to 2018 ILR values to determine the 2018 to 2019 values.

4. Migration is the process by which ILR data is converted from the 2017 to 2018 ILR format into the 2018 to 2019 ILR format for continuing learners from 2017 to 2018, and for other records that must continue to be returned on the ILR.

5. The ESFA does not carry out any form of data migration from one ILR year to the next. Therefore, it is important that all providers send data in the first ILR return for 2018 to 2019, otherwise there will be no data held for them in the 2018 to 2019 database and their funding for the year may be affected.

6. For most providers, your Management Information System (MIS) supplier will migrate your data ready for 2018 to 2019.

7. Learning aims migrated into the 2018 to 2019 ILR from 2017 to 2018 may generate a number of validation errors following migration. These errors occur where data does not meet the ILR requirements for 2018 to 2019, particularly where new fields or validation rules have been introduced in 2018 to 2019. You (providers) should correct this data before the first return for 2018 to 2019.

Section 2   High-level migration rules

8. Learning aims that are continuing (Completion status = 1 and there is no Learning actual end date) must be migrated into the 2018 to 2019 ILR except where the Planned end date is more than 2 years ago (Learning planned end date < 1 August 2016).
    If the learning aim is recorded as continuing and the Planned end date is more than 2 years ago then these aims should not be automatically migrated into 2018 to 2019. In most cases, these aims are incorrectly recorded as continuing and should be closed. If the aims are correctly recorded as continuing, they should be migrated manually.

9. Learning aims that were closed due to a break in learning where the learner has not restarted their learning aim by 31 July 2018 and is still on their break in learning at the start of the 2018 to 2019 ILR year (Completion status = 6) must be migrated into the 2018 to 2019 ILR.

10. Where the learning activity was completed in 2017 to 2018 and the Outcome is not known (Outcome = 8) by R14 of 2017 to 2018, you must migrate these closed learning aims and any associated Destination and Progression records

into 2018 to 2019. The Outcome can be updated in 2018 to 2019 once it is known.

11. For the European Social Funding (ESF) 2014 to 2020 Programme, all records for all learners who have received ESF funding as part of the current programme (Learning start date >= 1 August 2015) must continue to be returned for the duration of the ESF programme.
This includes all Learner, Learning Delivery, and Destination and Progression records for both continuing learners and those who have completed their learning aims.

Section 3   Detailed migration rules

12. This section describes which ILR records should be migrated into 2018 to 2019, in addition to those described in Section 2 above.

13. For learning delivery records that are not part of a programme and are not ESF funded, you must migrate the following learner and learning aim records:

- All learner records and all continuing standalone and core learning aims that have a Learning planned end date that is on or after 1 August 2016
    (LearningDelivery.AimType = 4 or 5, and LearningDelivery.FundModel <> 70 and LearningDelivery.LearnPlanEndDate >= 1 August 2016 and LearningDelivery.LearnActEndDate = NULL)

- All learner records and all closed standalone and core learning aims that have a Learning planned end date that is on or after 1 August 2016 where the Outcome of the aim is unknown or has been closed due to a break in learning
    (LearningDelivery.AimType = 4 or 5, and LearningDelivery.FundModel <> 70 and LearningDelivery.LearnPlanEndDate >= 1 August 2016 and LearningDelivery.LearnActEndDate <> NULL and (LearningDelivery.Outcome = 8 or LearningDelivery.CompStatus = 6)

3.1   Migrating employment status records

14. You only need to migrate employment status records that relate to a learner's current learning. Historic employment status records do not need to be returned.

15. You should migrate the following employment status records:

- The employment status record with the Date employment status applies that is the most immediate before the earliest Learning start date or Original learning start date (if completed) of all the learner's aims.

- All employment status records with a Date employment status applies that is <u>after</u> the date of the employment status record identified above.

3.2 Migrating data for traineeships

16. For traineeship learners who completed their programme in 2017 to 2018 but are continuing with the English and/or maths aim in 2018 to 2019, you must migrate the following data into 2018 to 2019:
    - The closed traineeship programme aim
    - The continuing English and/or maths aim
    - Any associated Destination and Progression records for that learner

3.3 Migrating data for apprenticeships

17. For apprenticeship learners, component learning delivery records (Aim type = 3) that are part of an open programme must be migrated along with the programme aim, even if the component aims are closed.

18. All learner records, programme aims and associated component aims must be migrated where the apprenticeship programme is continuing (Aim type = 1, Learning planned end date >= 1 August 2016 and Learning actual end date is null).

19. All learner records, programme aims and associated component aims must be migrated where the apprenticeship programme aim is recorded as on a break (Completion status = 6) or the outcome is unknown (Outcome = 8), and Learning planned end date >= 1 August 2016.

20. Where a learner achieves an Adult skills funded apprenticeship programme (Funding model = 35, this includes 16-18 apprenticeships), but is continuing with level 2 functional skills having progressed from level 1 during the apprenticeship, then the closed programme aim and the continuing level 2 functional skills aim must be migrated into 2018 to 2019. The Destination and Progression record(s) for this learner should also be migrated:

    - Learning delivery records (LearningDelivery.AimType = 3, and LearningDelivery.LearnActEndDate = null) where LearningDelivery.LearnPlanEndDate >= 1 August 2016 and the associated learner and programme aim records (LearningDelivery.AimType = 1 with matching codes as in paragraph 21 below)

    - AND the associated Destination and Progression records where Learner.LearnRefNumber = LearnerDestinationandProgression.LearnRefNumber

21. Associated learning aims for apprenticeship programmes are identified by:

    - Matching Programme type, Framework code and Apprenticeship pathway code for apprenticeship frameworks, or

    - Matching Programme type and Apprenticeship standard code for apprenticeship standards

22. For learners on an apprenticeship standard that started prior to 1 May 2017 (Funding model = 81 and Programme type = 25) or apprenticeship funded programme (Funding model = 36), who have taken a break from their programme and returned, then their original aims (where Completion status = 6) for the apprenticeship must continue to be returned until the apprenticeship programme is recorded as complete (Completion status = 2 or 3). This includes the programme aim, financial records and component learning aims.

Section 4   Migrating data for continuing learners

23. The following fields must be completed annually on the ILR, where applicable. You will need to **review and set this data at the start of 2018 to 2019**:

- Accommodation
- Learning support cost
- Planned learning hours
- Planned employability, enrichment and pastoral hours
- GCSE maths qualification grade
- GCSE English qualification grade
- High needs student indicator (Learner Funding and Monitoring type)
- Learner support reason (Learner Funding and Monitoring type)
- Special educational needs (Learner Funding and Monitoring type)
- Eligibility for 16-19 (excluding apprenticeships) disadvantage funding (Learner Funding and Monitoring type)
- GCSE maths condition of funding (Learner Funding and Monitoring type)
- GCSE English condition of funding (Learner Funding and Monitoring type)
- Free meals eligibility (Learner Funding and Monitoring type)
- Pupil premium funding eligibility (Learner Funding and Monitoring type)
- Financial support entity (HE learners only)
- Net tuition fee (HE learners only)
- Gross tuition fee (HE learners only)

Section 5   Changes from 2017 to 2018

5.1   Learner entity

24. The following new fields have been added to the Learner entity:

- Campus Identifier
- Off-the-job training hours

25. The Campus Identifier field is not mandatory in the schema.

26. This field is collected for all learners and will be validated by a look up table.

27. The Off-the-job training hours field is an optional field and is not mandatory in the schema.

28. From 2018 to 2019 the Contact Preference code list has been updated. RUI 1 – 2 and PMC 1 – 3 have 'Valid To' dates. The code list now includes RUI 3 – 4 and PMC 4 – 6.

5.2   Learner Employment Status entity

29. The following new field has been added to the Learner Employment Status entity:

- Agreement Identifier.

30. This field is not mandatory in the schema.

31. This field is collected for apprenticeship programmes (Funding Model 36) funded through a contract for services with the employer (Learning Delivery FAM Type = ACT1).

32. From 2018 to 2019 the Employment status monitoring code list has been updated to include codes EII 5 – 8. EII 1 – 4 have 'Valid To' dates.

5.1 Learner Delivery

33. For 2018 to 2019 the Withdrawal Reason code list has been updated.

34. This now includes: 47 Learner has transferred to another provider due to merger.

35. For 2018 to 2019 the Software Supplier aim field is now mandatory.

5.2 Learner Delivery Funding and Monitoring

36. For 2018 to 2019 the Learning delivery funding and monitoring code list has been updated. This now includes (unassigned) LSF 2 – 11.

5.3 Learner Delivery HE

37. For 2018 to 2019 the Major source of tuition fees code list has been updated. Code 5 has been renamed 'Provider waiver of support costs'.

38. For 2018 to 2019 the collection requirements for 'Gross tuition fee' field have been updated.

5.4 Codes removed from 2017 to 2018

39. The following code has been removed from the code list for the field 'Major source of tuition fees', code 33 'BIS'.