



Education & Skills  
Funding Agency

# Paper

## 2018/19 ILR Freeze Schedule

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**Publication intent** OFFICIAL

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# 1. Background and introduction

This document specifies when data 'freezes/snapshots' will be published by the Education and Skills Funding Agency (ESFA) for the 2018/19 academic year, running from 1 August 2018 to 31 July 2019. It does not cover information relating to any other academic year. Freezes for the 2017/18 academic year will continue until November 2018.

## 2. Purpose

The ILR timescales are mainly based on returns from providers being submitted on the 4<sup>th</sup> working day of the month. Providers are expected to make monthly returns with the data being used for specific reasons. The finalised return timetable document is called 'ILR Specification 2018 to 2019 appendix A, data collection timetable' and is published on the GOV.UK Website, under: <https://www.gov.uk/government/publications/ilr-specification-validation-rules-and-appendices-2018-to-2019>

Provider returns are referred to as: 'Return Number - R01' etc. To differentiate, the freeze identifiers will be referred to as 'Snapshots' and named SN01 to SN14.

### 3. Freeze Timescales

The 'Snapshots' are based on the ILR Data Collection Timetable, location: <https://www.gov.uk/government/publications/ilr-specification-validation-rules-and-appendices-2018-to-2019> scroll to appendix A, data collection timetable.

**Please note:** All dates are best endeavours and are subject to server availability. Data is available on the non QA dates for internal use only.

A	B	C	D	E	F	G
Snapshot/ Return  Servers delivered to	Return date	Freeze extract date	Freeze publication (non QA)  MIPub	Available on servers (non QA) DWH ILR Extract ESFA	Quality Assurance date	Available in BI products (QA)
SN01 (R01)*	06/09/2018	11/09/2018	19/09/2018	24/09/2018	27/09/2018	28/09/2018
SN02 (R02)	04/10/2018	05/10/2018	11/10/2018	12/10/2018	17/10/2018	18/10/2018
SN03 (R03)	06/11/2018	07/11/2018	13/11/2018	14/11/2018	19/11/2018	20/11/2018
SN04 (R04)**	06/12/2018	07/12/2018	13/12/2018	14/12/2018	19/12/2018	20/12/2018
SN05 (R05)	07/01/2019	08/01/2019	14/01/2019	15/01/2019	18/01/2019	21/01/2019
SN06 (R06)**	06/02/2019	07/02/2019	13/02/2019	14/02/2019	19/02/2019	20/02/2019
SN07 (R07)	06/03/2019	07/03/2019	13/03/2019	14/03/2019	19/03/2019	20/03/2019
SN08 (R08)	04/04/2019	05/04/2019	11/04/2019	12/04/2019	17/04/2019	18/04/2019
SN09 (R09)	07/05/2019	08/05/2019	14/05/2019	15/05/2019	20/05/2019	21/05/2019
SN10 (R10)**	06/06/2019	07/06/2019	13/06/2019	14/06/2019	19/06/2019	20/06/2019
SN11 (R11)	04/07/2019	05/07/2019	11/07/2019	12/07/2019	17/07/2019	18/07/2019
SN12 (R12)	06/08/2019	07/08/2019	13/08/2019	14/08/2019	19/08/2019	20/08/2019
SN13 (R13)**	13/09/2019	16/09/2019	20/09/2019	23/09/2019	26/09/2019	27/09/2019
SN14 (R14)**	17/10/2019	21/10/2019	25/10/2019	28/10/2019	31/10/2019	01/11/2019

\*SN01 is the first return of an academic year and considered to be a test file. Timescales have been compared to previous years but dates are still subject to change.

\*\* Reference dates are: 01/11/2018 for SN04, 01/01/2019 for SN06, 01/05/2019 for SN10 and 31/07/2019 for SN13 & SN14 - see ILR data collection timetable for full details

#### 2018/19 timescales are:

	Column	Details
Freeze extract date	C	+1 working day after the Return date (column B) <b>Except</b> SN01 which is +3 working days and SN14 which is +2 working days
Freeze publication (non QA) - MIPub	D	+4 working days after the Freeze extract date (column C) Except SN01 which is +6 working days
Available on servers (non QA) - DWH, ILR Extract & ESFA	E	+1 working day after the Freeze publication date (column D) as there is a dependency on overnight extraction Except SN01 which is +3 working days
Quality Assurance date	F	+4 working days after the Freeze publication date (column D)
Available in BI products (QA)	G	+1 working day after the Quality Assurance date (column F) as there is a dependency on overnight extraction

## Quality Assurance

The ILR datasets will go through a quality assurance process which includes known issues. These are errors or problems with the calculation of derived variables, systematic incorrect recording of data by providers, and other data quality issues.

The ESFA will aim to issue quality assured ILR datasets no later than 4 business days after the freeze publication date.

Data supplied without Quality Assurance is provided internally for purposes of initial inspection and early modelling/reporting of the data, and should be used with caution. The data, or any analysis on the data, should not be shared externally until Quality Assurance of the data is complete. If any analysis on the results is shared internally prior to the Quality Assurance, then the analysis should be accompanied by wording to this effect.

## Change Requests

Once this specification is signed-off, should any change(s) be agreed, they will be implemented to an agreed timescale as dictated by the ESFA Data Science Team resource constraints and business priority.

## Additional Information

Further information regarding the ILR specification can be obtained from the GOV.UK website at the following link: <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

## Contact

The ESFA, Data Science Team are responsible for this specification and this document can be found under: <https://www.gov.uk/government/publications/sfa-ilr-standard-file-specifications-and-reference-data>

For changes to this specification, please contact the ESFA, Data Science Team through the ESFA Service Desk at: [SDE.servicedesk@education.gov.uk](mailto:SDE.servicedesk@education.gov.uk)

## Appendix A: Glossary of Terms

Term	Description
<b>Snapshot / Return</b>	Used as an identifier for each freeze. Each freeze will be known as SN01 to SN14.
<b>Return date</b>	Providers are expected to make monthly returns with the data being used for specific reasons as agreed. Full details can be found under: <a href="https://www.gov.uk/government/publications/ilr-specification-validation-rules-and-appendices-2018-to-2019">https://www.gov.uk/government/publications/ilr-specification-validation-rules-and-appendices-2018-to-2019</a> it is called 'ILR Specification 2018 to 2019 appendix A, data collection timetable'.
<b>Reference date</b>	Used in conjunction with the above, the Reference dates act as a timeliness date for 16-19 (excluding apprenticeships) & Community learning funding models. Providers should submit complete and accurate data by the dates specified to ensure their data is captured in the relevant returns. Full details can be found under : <a href="https://www.gov.uk/government/publications/ilr-specification-validation-rules-and-appendices-2018-to-2019">https://www.gov.uk/government/publications/ilr-specification-validation-rules-and-appendices-2018-to-2019</a> it is called 'ILR Specification 2017 to 2018 appendix A, data collection timetable'.
<b>Freeze extract date</b>	The date the extraction of data begins from the ESFA database systems. Freezes are used as a consistent basis for analysis and production of management information.
<b>Freeze publication (non QA) – MIPub</b>	The date the ESFA Data Science Team will release the data to the Publication server. The ESFA Data Science Team aim to complete the freeze process within 4 working days. Data should then be available on the Publication server on the day shown in this field. The data is supplied for initial inspection and for early modelling/reporting of the data, and is supplied at the customer's own risk.
<b>Available on servers (non QA) – DWH, ILR Extract &amp; ESFA</b>	See above. After publication to the Publication Server, this data is transferred overnight by the ESFA Data Science Team to the DWH, ILR Extract and other ESFA servers. The data is supplied for initial inspection and for early modelling/reporting of the data, and is supplied at the customer's own risk.
<b>Quality Assurance date</b>	The date that the ESFA Data Science Team will assure the quality of the data. It is aimed to complete this within 4 working days of the Freeze publication to MIPub as shown in column D in section 3. Data should then be available to the business on the dates shown.
<b>Available in BI products (QA)</b>	After publication to the DWH, ILR Extract and other ESFA servers and after the Quality Assurance date, the data is transferred by the ESFA Data Science Team to BI products for consumption.