

# Guidance to support providers input industry placement details on the ILR/school census – for providers receiving CDF

As we advised previously we have introduced a new method of recording industry placements on the Individualised Learner Record (ILR) and the school census. Please read this in conjunction with the latest versions of the [ILR provider support manual](https://www.gov.uk/government/publications/ilr-guides-and-templates-for-2018-to-2019) and [school census guidance](https://www.gov.uk/government/publications/school-census-2018-to-2019-guide-for-schools-and-las) for 2018 to 2019.

CDF industry placements are to take place on top of the existing study programme hours and providers have been allocated CDF funding in addition to mainstream funding for qualifying students, as stated in our [2018 to 2019 factsheet](https://www.gov.uk/guidance/work-placements-capacity-and-delivery-fund-from-april-2018-to-july-2019#qualifying-students) on GOV.UK.

This guidance only applies to institutions receiving Capacity and Delivery Funds (CDF). We have introduced new learning aims, specifically for recording industry placements to help differentiate between industry placements and all work experience including work experience in an external setting that forms part of the students’ Employability, Enrichment and Pastoral (EEP) or qualification hours.

#### ILR data

In the ILR, we have introduced a new learning aim (Learning Aim Reference ZWRKX002). When recording the hours within the industry placement entity, please manually input the total number of planned hours, the planned start and end dates and the employer identifier. If recording the learning aim over 2 years then the planned end date may be in the second year and the planned hours is to be the total over the 2 years.

#### School census data

In the school census we have introduced a new entity with a set of learning aims that are specific to learners undertaking industry placements funded from the Capacity and Delivery Fund. The new learning aims have 15 hour band widths and begin at 315 hours. Providers must select the appropriate learning aim that accurately reflects the planned hours of the individual work placement. You will also be asked to complete the start and end dates. If recording the learning aim over 2 years then the planned end date may be in the second year and the band selected would include the total planned hours over the 2 years.

#### Rules of data input (ILR and school census)

When updating the ILR and school census, please remember these rules that apply to industry placements on both the school census and the ILR.

1. The placement must be planned and recorded as a single, continuous, placement (at the same employer) of at least 45 days duration and a minimum of 315 hours. This is the accumulated number of hours over the course of the placement (usually over the one year), whether this has been undertaken in a block, or day release or a mix of both.
2. The placement must be external.
3. For ILR users, we’ve added the requirement to input the employer identifier.
4. The placement must be occupationally specific to the course the learner is undertaking.
5. The placement must be completed within the academic year from 1 Aug 2018 to 31 July 2019 to guarantee it will count towards your 2018/19 10% minimum target.
6. In terms of learner eligibility, the learner must be following a vocational level 2 or level 3 programme and must be full-time, that is those with total planned hours recorded as above 540 hours if aged 16 or 17 and 450 hours for an 18 year old.

We know that circumstances change over the course of the year and although we ask that you record planned hours, it is good practice to check the accuracy of the placement hours before you submit your final return (R14 and S05).

We will expect that if a student withdraws from a placement due to a breakdown with the employer, that alternative arrangements are made with another employer as far as this is possible. In this instance the same rules will apply to the second employer. For ILR users, the employer identifier should be that of the employer where the student has spent the most hours of their placement.

When it is not possible to find another employer, then record completion status 3 – ‘*The learner has withdrawn from the learning activities leading to the learning aim’* and then the most appropriate withdrawal reason. We are exploring the possibility of adding in new withdrawal codes that are more aligned with industry placements. In the interim, we will be asking that you keep a local record of student withdrawals and the reasons, so we can monitor this going forwards. You will be asked to report on withdrawals in your termly monitoring reports.