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# **Learner Entry Tool (LET) User Guide**

(Allowing further education providers to prepare ILR information)

**September 2022**



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## Learner Entry Tool - User Guide (2022 – 2023)

### What this guide covers

1. Overview: what does the tool do
2. Getting the LET - Installation
3. Home Page
4. Learners Pages
5. Learner Destination and Progression Pages
6. Exporting and importing files
7. Managing and deleting stored data
8. Known Issues
9. Help and Support



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## Learner Entry Tool - User Guide (2022 – 2023)

### Overview

#### 1. What does the Learner Entry Tool do?

The Learner Entry Tool (LET) allows users to manually create Individualised Learner Record (ILR) data, for an academic year, in XML files. It also allows the migration of data files from previous academic years.

The software is free to users, without access to a data management system, who will submit ILR data to the Education & Skills Funding Agency (ESFA).

Please note:

- LET will not be supported where data exceeds 500 learner records
- LET does not validate data
- Data files from the funding year 2021 - 2022 can be imported to the 2022 - 2023 LET to retain and migrate continuing learner data
- Only one file at a time can be imported. Importing another file will overwrite existing data
- Data inputted into LET is stored within the internal ILR on the user's machine. The user is responsible for the security of all data input and stored
- Data entered into LET must comply with the ILR specifications. Guidance documents can be found on:  
<https://guidance.submit-learner-data.service.gov.uk>
- LET is not mandatory for the preparation of data files prior to submission to the ESFA's data collection portal 'Submit Learner Data'



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### 2. Installation

Before installing, you will need to download the LET from the ESFA's Submit Learner website [ILR Learner entry tool](#).

LET will work with the following Windows operating systems: Microsoft Vista, Windows 7, Windows 8, Windows 8.1 and Windows 10

The following software must be installed for the LET to work: .NET Framework version 4 (or a later .NET Framework version)

If you are using Windows Vista or Windows 7, or if it is not already installed on your PC, it can be downloaded and installed from the Microsoft website

LET 2223 will only work on an operating system using 64 bit.

Please ensure you select the academic year 2022 to 2223 from the filter.

The screenshot shows the 'Submit learner data' page on the GOV.UK website. It features a 'BETA' notice, a '< Back' link, and the title 'ILR Learner entry tool'. A paragraph explains the tool's purpose. Below this is a 'Filter by year' section with four radio button options: '2022 to 2023', '2021 to 2022', '2020 to 2021', and '2019 to 2020'. The '2022 to 2023' option is selected. Underneath, it says 'Academic year 2022 to 2023' and displays a table with one row of data.

Version	Date and time uploaded	Download Link
2223.1	01 August 2022 at 09:00am	<a href="#">Download 2223.1</a>



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You must download the latest version for the academic year you are submitting data for.

Place the downloaded LET tool in the location you wish to run it from.

The tool will be installed once the file has been extracted.

To run the application, open the folder where the file is stored, then double click the file icon.

Name	Date modified	Type	Size
DC-ILR-2223-LearnerEntry.2223.1	13/07/2022 12:43	Compressed (zipp...	1,925 KB

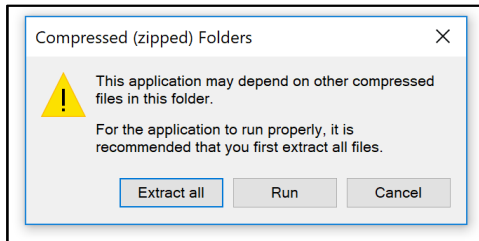
You will now need to double click on the ILRLearnerEntry2223, Type = Application.

Name	Date modified	Type	Size
ProjectLibs	13/07/2022 14:07	File folder	
ILRLearnerEntry2223	13/07/2022 14:07	Application	708 KB

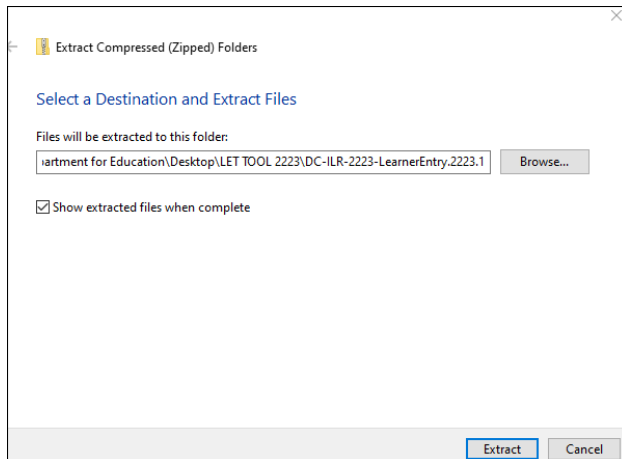


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The following message will be displayed:



Click on Extract all and select the folder where the ILR Learner Entry Tool files will be extracted to.

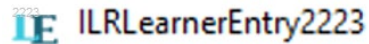




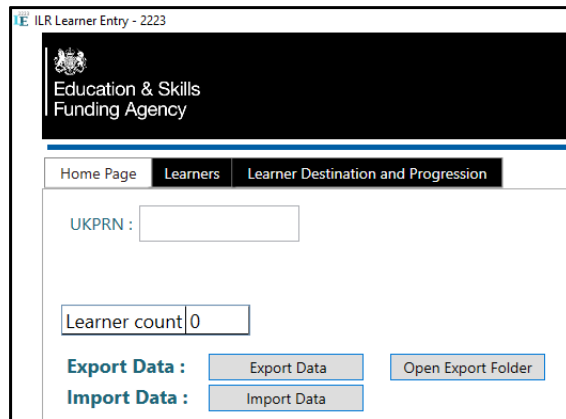
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Once the files have been extracted double click on the ILR Learner Entry Tool to open the application.



When LET is open you can import an ILR file for either 2021 to 2022, or 2022 to 2023 by clicking on Import Data.



### Functions

LET consists of three main tabs:

- Home Page - Provides a summary of records imported, allow imports and exports of data
- Learners - View, amend, delete and add details of all learners associated with the imported data or to create records
- Learner Destination and Progression - View, amend, delete and add learner destination and progression details, where applicable



### 3. Home Page

Please note if no files are imported the screen will only show learner count 0

Home Page | Learners | Learner Destination and Progression

UKPRN :

Learner count | 0

**Export Data :**

**Import Data :**

Once files are imported full details will be displayed relevant to the file loaded

Home Page | Learners | Learner Destination and Progression

UKPRN :

Learner count	475
Learning delivery count	1783
Adult skills	138
Non-funded (No ESFA funding for this learning aim)	10
Learners excluded from export count	0

**Export Data :**

**Import Data :**





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### UKPRN

Users should input their UK Provider Reference Number (UKPRN) in the home screen. This will be used throughout the application and will also be the filename of the exported ILR file

### Learner Counts

Overall counts of:

Learner count - Number of Learners included in LET

Learning delivery count - Number of Learning Aims being delivered

Learner Excluded from export count - Number of learners excluded from export (Note: this will default to zero, it will only change if you have chosen not to export all learners)

Various other items may be shown here depending upon the contents of the file, for example: Community Learning, Adult Skills, Other Adult and Non-funded counts (as shown in the example screenshot above).

### Import Data

This allows users to import a 2021 to 2022 ILR data file, which will be converted to 2022 to 2023 funding year format, or to import an ILR data file in 2022 to 2023 funding year format

### Export Data

This allows users to export data and create a new ILR data file in 2022 to 2023 funding year format, including the option of where to export the data

### Open Export Folder

This will open the folder where you have previously selected to export the data to



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### 4. LEARNERS

This tab brings you to many different areas for entering and updating records.

The left side of the screen will display all learner records included in the import and any added learners.

The screenshot shows the 'Learners' tab selected in a navigation bar with 'Home Page' and 'Learner Destination'. Below the navigation bar, there is a 'Filter:' dropdown menu and an 'Add Learner' button. A list of learner records is displayed in a table with a red background. The visible fields are:

Ref : 0006	ULN :
Name :	
DoB :	Don't Export <input checked="" type="checkbox"/>

The right side of the screen is split into sections as follows:

The screenshot shows a navigation bar with the following sections:

Learner	Learning Delivery	Employment Status				
Learner Information	LLDD and Learning Support	Funding and Monitoring	Learner Provider Specified Monitoring	Learner HE Information	Contact Preferences	Prior Attainment

This document will go through each section.



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- **Add Learner**

To add a learner, click on the Learners tab and then the Add Learner button

The Learner Reference Number (Ref) is mandatory, the system will default the Learner Reference Number to the next number in sequence. The Learner Reference Number can be changed if preferred and this field will accept numeric and letters.

The screenshot shows a web interface with three tabs: 'Home Page', 'Learners', and 'Learner Destinati'. Below the tabs is a 'Filter :' dropdown menu and an 'Add Learner' button. A red box highlights a record with the following details: Ref : 0006, ULN : (blank), Name : (blank), DoB : (blank), and Don't Export . The red background indicates that the record is incomplete and will fail validations.

It is worth noting that incomplete mandatory records will display in Red and the 'Don't Export' field will be ticked as the record should not be exported when it is not complete as it will fail validations.

On selecting Add Learner this opens a Learner screen to the right which requires population.

- **Learner section**

The screenshot shows a navigation bar with several tabs: 'Learner', 'Learning Delivery', and 'Employment Status'. Below these are several sub-tabs: 'Learner Information', 'LLDD and Learning Support', 'Funding and Monitoring', 'Learner Provider Specified Monitoring', 'Learner HE Information', 'Contact Preferences', and 'Prior Attainment'. The 'Learner Information' tab is currently selected.



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The learner tab contains the following categories of learner information:

- Learner
- Learning Delivery
- Employment Status
- Learner Information
- LLDD and Learning Support (LLDD is for Learners with Learning Difficulties or Disabilities)
- Funding and Monitoring
- Learner Provider Specified Monitoring
- Learner HE Information
- Contact Preferences
- Prior Attainment

### To complete the fields:

Use the Tab button to move between fields and type in each box

Use the Alt-Up or Alt-Down button to select a field in fields of drop-down lists

Use the keyboard to enter data into text and numerical fields

Use the spacebar to assign a value to 'tick' boxes

This screen contains a dynamic filter which compares the text entered by the user in this box against the Learner Reference Number, ULN and Name fields and displays records with any matching content



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The filter tab allows users to select a specific record from the list of learners beneath. This is a dynamic filter that compares the text entered by the user in this box against the Learner Reference Number, ULN and Name fields and displays records with any matching content

To ensure data is valid, the data entered should be completed in accordance with the following documents:

- [Provider Support Manual](#)
- [ILR Validation Specification](#)

### Mandatory Fields

There are several mandatory fields which must be filled in order to add a learner, the following display on the Learner Page:

- Unique Learner Number (ULN)
- Given Names
- Family Name
- Sex
- Ethnicity
- Postcode Prior to Enrolment
- Postcode

Other Mandatory fields:

- LLDDHealthProb - required
- No LearningDelivery records
- Postcode Prior to Enrolment required



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Mandatory fields will be highlighted in red in the top section of the screen, they remain present until filled, this is to alert users to missing fields, please ensure you scroll down to see all.

Partial records can be completed and saved so that further details can be added later. Unless all mandatory details are completed it will not be possible to export the learners' details.

The screenshot displays the 'LEARNER' entry form. At the top right are 'Delete Learner' and 'Save' buttons. A legend on the left lists mandatory fields: Given Names, Family Name, Sex, ULN, Ethnicity, and Postcode, all marked as 'required'. The form contains several input fields: 'Learner reference number' (0006), 'Previous reference number', 'Unique learner number (ULN)', 'Previous UKPRN', 'Pre-merger UKPRN', 'Campus Identifier', 'Given names', 'Family name', 'Date of birth' (with a calendar icon), and 'Sex'. Red boxes and exclamation marks highlight the ULN, Given names, Family name, and Sex fields. Below the form is a navigation bar with tabs: 'Learner', 'Learning Delivery', and 'Employment Status'. Under 'Learner', there are sub-tabs: 'Learner Provider Specified Monitoring', 'Learner HE Information', 'Contact Preferences', and 'Prior Attainment'. The 'Learner HE Information' sub-tab is active, showing 'Learner Information', 'LLDD and Learning Support', and 'Funding and Monitoring'. The 'Learner Information' section includes 'National Insurance number', 'Ethnicity' (with a dropdown menu and a red exclamation mark), 'Postcode Prior to Enrolment' (with a red exclamation mark), 'Address' (with three stacked text boxes), and 'Postcode' (with a red exclamation mark).

There are also additional, non-mandatory fields in the top learner section:

- Pre-merger UKRPN
- Date of birth
- Previous reference number
- Previous UKPRN
- Campus identifier

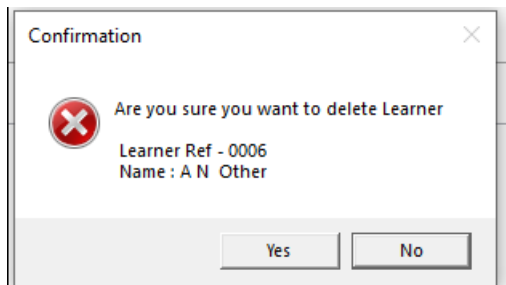


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Other functions on this screen include:

**Delete Learner** - allows deletion of the currently open learner record.

Before you delete a learner, a prompt box will pop up asking you to confirm the action



**Save** - saves all current data including the currently open learner record.

LET does not save data automatically as it is added but it will be saved automatically as the application is closed.

- **Learner Information section**

Allows users to supply further non-mandatory details relating to a learner.

Mandatory fields on this screen are:

- Ethnicity
- Postcode Prior to Enrolment
- Postcode



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- **LLDD and Learning Support**

Allows users to supply further details relating to any learners with learning difficulties or disabilities (LLDD)..

Mandatory fields on this screen are:

### LLDDHealthProb

It is mandatory to confirm if the learner has or does not have one or more of these conditions or has not supplied this information. This is selected from a drop-down list.

The screenshot shows a form with two tabs: 'Learner Information' and 'LLDD and Learning Support'. The 'LLDD and Learning Support' tab is active. Below the tabs, there is a dropdown menu labeled 'Long term disability, health problem or learning difficulty :'. The dropdown is open, showing three options: '1 - Learner considers himself or herself to have a learning difficulty and/or disability and/or health problem', '2 - Learner does not consider himself or herself to have a learning difficulty and/or disability and/or health problem', and '9 - No information provided by the learner'. The dropdown is also labeled 'Does th' and 'Educa'.

- **Funding and Monitoring**

Allows users to supply details of any planned learning hours, planned employability, enrichment and pastoral hours, free meals eligibility, indicated if the learner migrated or moved, etc.

- **Learner Provider Specified Monitoring**

This entity collects data specified by the provider for their own use and allows them to analyse ILR data to their own requirements. The use of this entity is optional, you can use it if you wish to do so to record additional data for your own business purposes.

- **Learner HE Information**

Allows users, to supply information such as UCAS Identifier, Term time accommodation and financial support amount.





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- **Contact Preferences**

Preferences for how the learner would like to be contacted.

- **Prior Attainment**

Allow user to supply details of any prior level of attainment and the date which this applies from.

- **Learning Delivery Tab**

Learner	Learning Delivery	Employment Status

It is a mandatory requirement to add at least one learning delivery record.

On selecting Add the following tabs appear:

Learning Information	Funding and Monitoring	Provider Specified Info	Learning Delivery HE	Financial Details	Work Placement	End Details
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The learner delivery tab contains the following categories of learner information:

- Learning Information
- Funding and Monitoring
- Provider Specified Information



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- Learning Delivery HE
- Financial Details
- Work Placement
- End Details

### **Learning Delivery - Learning Information**

Allows users to supply further details at learning aim level.

Mandatory fields are:

- Aim type
- Learning aim ref
- Learning start date
- Planned end date
- Funding model
- Delivery location postcode

### **Learning Delivery - Funding and Monitoring**

Allows users to supply details of any learning support funding, advanced learning loans bursary funding, apprenticeship contract type and information relative. A function tab to add details is available for each category.

### **Learning Delivery - Provider Specified Information**

This entity collects data specified by the provider for their own use and allows them to analyse ILR data to their own requirements. The use of this entity is optional, you can use it if you wish to do so to record additional data for your own business purposes.



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### Learning Delivery - Learning Delivery HE

Allows users to supply further information at aim level on a learner relative to Higher Education.

### Learning Delivery - Financial Details

Allows users to add apprenticeship financial record details.

### Learning Delivery - Work Placement

Allows users to add details of work placements and dates. Mandatory records are; Start date, Mode (internal or external work placement) and hours.

Learning Information | Funding and Monitoring | Provider Specified Info | Learning Delivery HE | Financial Details | Work Placement | End Details

Start	End	Mode	Emp Id	Remove	Add

Work Placement Details

Start Date:   Mode:

End Date:   Employer Id:  Hours:

### Learning Delivery - End Details

Allows users to supply details of employment outcomes, completion status, end dates, achievement dates, outcome, and grades, plus the withdrawal reason (if applicable).



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Aim Seq : 1	Aim Type :	Aim Ref :	Start Date :	<input type="button" value="Add"/>
Aim Seq : 2	Aim Type :	Aim Ref :	Start Date :	<input type="button" value="Remove"/>
<b>Learning Information</b>   Funding and Monitoring   Provider Specified Info   Learning Delivery HE   Financial Details   Work Placement   End Details				
Employment outcome : <input type="text"/>				
Completion status : 1 - The learner is continuing or intending to continue the learning activities leading to the learning aim				
Actual end date : 1 - The learner is continuing or intending to continue the learning activities leading to the learning aim				
Outcome : 2 - The learner has completed the learning activities leading to the learning aim				
Withdrawal reason : 3 - The learner has withdrawn from the learning activities leading to the learning aim				
6 - Learner has temporarily withdrawn from the aim due to an agreed break in learning				
Outcome grade : <input type="text"/>				

- **Employment Status tab**

Learner	Learning Delivery	Employment Status
---------	-------------------	-------------------

The Employment Status tab allows users to supply information about a learner's employment status, if they are in paid or unpaid employment, self-employed, education prior to enrolment, if employer is a small employer and is learner has been made redundant. You can add or remove Employment status details as required.

Learner	Learning Delivery	Employment Status
Code : <input type="text"/> Date : <input type="text"/> <input type="button" value="Remove"/> <input type="button" value="Add"/>		
<b>Employment Status</b>		
Employment status : <input type="text"/>		
Date status applies : <input type="text"/> Select a date <input type="text"/> Employer Identifier : <input type="text"/>		
<b>Employment status monitoring types and codes</b>		
Is the learner self employed ? <input type="checkbox"/>	Length of unemployment : <input type="text"/>	
Was the learner in full time education or training prior to enrolment ? <input type="checkbox"/>	Benefit status indicator : <input type="text"/>	
Is the employer a small employer? (applicable programmes only) <input type="checkbox"/>	Employment intensity indicator : <input type="text"/>	
Has the learner been made redundant? <input type="checkbox"/>	Length of employment : <input type="text"/>	



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### 5. Learner Destination and Progression Tab:

Home Page | Learners | Learner Destination and Progression

The Learner Destination and progression tab allows users to add Destination and progression data for the learner.

Mandatory fields which are required are:

- Learner Reference Number\*
- ULN\*
- Outcome Record

\* Ensure this detail match the learner details you wish to connect the Learner Destination and Progression record to.

The screenshot shows the 'Learner Destination and Progression' tab. At the top, there are navigation tabs: 'Home Page', 'Learners', and 'Learner Destination and Progression'. Below the navigation, there is a filter section with a search box and an 'Add DP' button. The main area contains a form with several fields: 'Ref:' and 'ULN:' (both with a 'Don't Export' checkbox), 'Learner reference number:' (with a red error icon), 'Unique learner number:' (with a red error icon), 'Type:', 'Code:', 'Start:', 'End:', and 'Col:' (with an 'Add' and 'Remove' button), and 'Outcome Record' (with a dropdown menu and a red error icon). The 'Outcome Record' section includes fields for 'Type:', 'Code:', 'Start date:', 'End date:', and 'Collection date:', each with a date picker.


Once the Learner reference number and ULN are entered you will need to click on Add




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Select the relevant Outcome type from the drop-down list and Save


### Outcome Record

Type :  

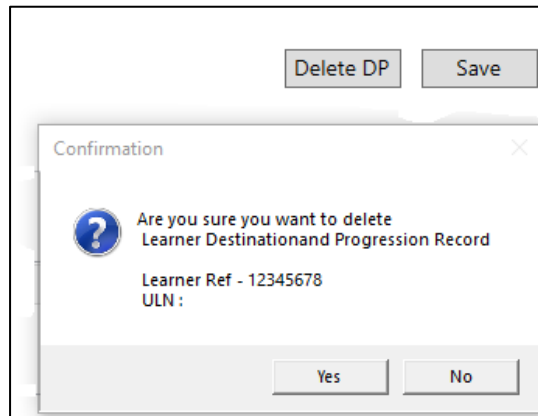
Code :

Start date :   15

End date :   15

Collection date :   15

Other functions on this screen are Delete DP which allows deletion of the currently open learner destination progression record Before you delete a DP record a prompt box will pop up asking you to confirm the action





### 6. Exporting and Importing files – Home Page

The LET has a function that allows users to import or export the stored data from the Home Page Tab.



Learner count	2
LearningDelivery count	1
Learners excluded from export count	2

**Export Data :**

**Import Data :**

#### Export Data

Exporting a file will create a new ILR data file in 2022 to 2023 funding year format and users then have the option of choosing where to export the data.

- ▼  LET TOOL 2223
  - >  DC-ILR-2223-LearnerEntry.2223.1

When the LET data is exported it will create an Internal2223.ilr file which will be in a subfolder of C:\Users\**<username>**\AppData\Local\Temp\.net\ILRLearnerEntry2223. The Internal2223.ilr file is the template where all the data for the ILR Learner Entry Tool will be saved.

 internal2223.ilr

The exported ILR File will be given the file name including UKPRN, and date and time stamp of export details so that the file is ready for loading into Submit Learner Data.



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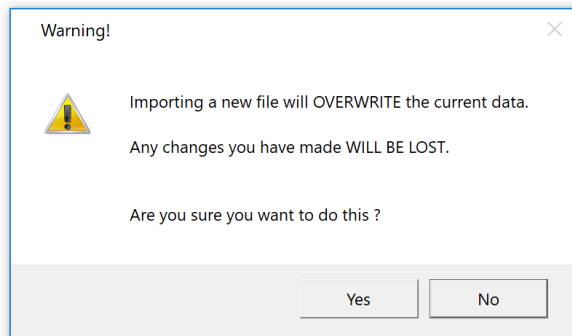
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Learners records which are marked as 'Don't Export' will not be included in the file.

### Import Data

Users can also import a 2021 to 2022 ILR data file, which will be converted to 2022 to 2023 funding year format, or import an ILR data file in 2022 to 2023 funding year format

Users can Import data many times and create a new version by closing and reopening the application.







### 7. Managing or deleting stored data files

When the LET application is started, a data storage file named **internal2223.ilr** will be created. The internal2223.ilr file will be in a subfolder of C:\Users\**<username>**\AppData\Local\Temp\.net\ILRLearnerEntry2223.

Users will need to access this file to delete, edit or remove data from LET.

**Please note before you download another version of the ILR Learner Entry Tool please rename the current Internal2223.ilr file and save in another folder. If this is not done, then when you have downloaded another version of the ILR Learner Entry Tool once you open the tool it will overwrite any existing data in the current Internal2223.ilr file.**

If you need to restore data to a new version of the ILR Learner Entry Tool which you have downloaded then **before you open the Tool** please save the renamed Internal2223.ilr file back into the subfolder of C:\Users\**<username>**\AppData\Local\Temp\.net\ILRLearnerEntry2223. If you are doing this, please ensure the file is showing the name Internal2223.ilr as the ILR Learner Entry tool will not be able to import any data if this is not done and the Learner Count will be displayed as 0.

The screenshot shows the ILR Learner Entry Tool interface. At the top left is the Education & Skills Funding Agency logo. Below it is a navigation bar with three tabs: 'Home Page', 'Learners', and 'Learner Destination and Progression'. The 'Learners' tab is currently selected. Below the navigation bar, there is a text input field labeled 'UKPRN :'. Below that is a text input field labeled 'Learner count' with the value '0' displayed. At the bottom, there are two sections: 'Export Data' with buttons for 'Export Data' and 'Open Export Folder', and 'Import Data' with a button for 'Import Data'.

Please be aware that the ILR Learner Entry Tool does not have the capability to restore deleted data from the Recycle Bin or from a state of



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permanent deletion.

### 8. Known issues

Whilst we try to ensure the ILR Learner Entry Tool is accurate, if any issues are identified they will be captured in the 'ILR Learner Entry Tool known issues 2022 to 2023' document referring to the 'Active' tab. This document is available via the following link:

<https://www.gov.uk/government/publications/set-up-your-ilr-and-collect-data-with-the-learner-entry-tool>

### 9. Help and Support

If you have a question regarding the ILR Learner Entry Tool and its' functionality, then please contact the Service Desk using the Enquiry form: [ESFA enquiry form](#)

#### Service Desk opening hours

9:00am to 5:00pm Monday to Thursday

9:00am to 4:00pm Friday

8:30am to 6:00pm Days when ILR returns are closing

Before reporting issues, please ensure that you are using the latest available version of the ILR Learner Entry Tool and have checked the known issues document as the issue may already be identified.