



Education & Skills
Funding Agency

Learner Entry Tool (LET) User Guide

(Allowing further education providers to prepare ILR information)

September 2023



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Learner Entry Tool - User Guide (2023-2024)

What this guide covers

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2. Getting the LET - Installation
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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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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 2022-2023 can be imported to the 2023-2024 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 2324 will only work on an operating system using 64 bit.

Please ensure you select the academic year 2023 to 2024 from the filter.

The screenshot shows the 'Submit learner data' page on the GOV.UK website. The page title is 'ILR Learner entry tool'. Below the title, there is a paragraph explaining the tool's purpose: 'The Learner Entry Tool lets you create Individualised Learner Record (ILR) data as an XML file. Those without a data management system will find the tool of most use. If you submit more than 500 learner records the tool may slow down. We will not be able to help you with any issues as a result of this.' Below this, there is a section for filtering by year, with the text 'Filter by year' and 'The page will refresh after you select each filter.' There are five radio button options for academic years: '2023 to 2024', '2022 to 2023', '2021 to 2022', '2020 to 2021', and '2019 to 2020'. The '2023 to 2024' option is selected. Below the filter, there is a table with the following data:

Version	Date and time uploaded	Download Link
2324.1	23 May 2023 at 11:07am	Download 2324.1

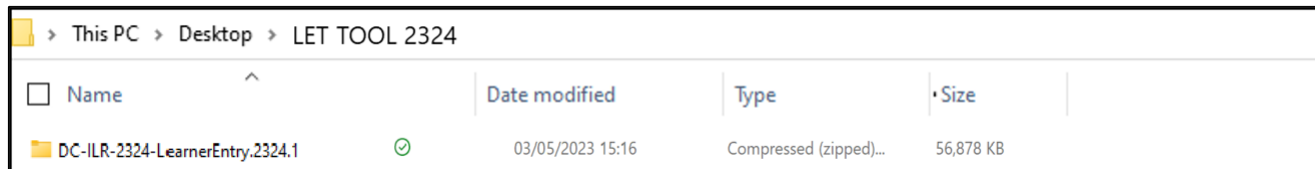


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You must download the latest version for the academic year you are submitting data for.

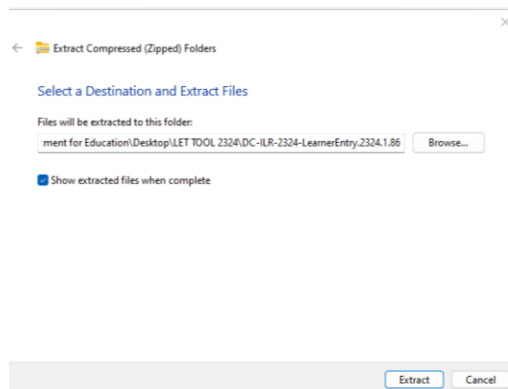
Create a location to download the LET tool, where you wish to run it from.

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



Open the folder where the file is stored, then right click to extract the data from the file.

Select the folder where the ILR Learner Entry Tool files will be extracted to, either using the browse option or overtyping the location. Then Press Extract.



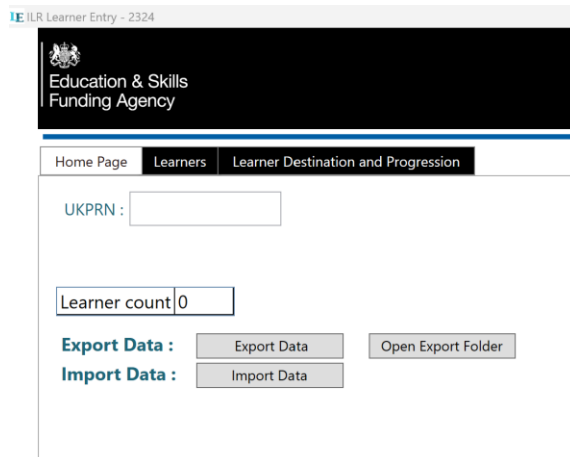


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Once the files have been extracted double click on the ILR Learner Entry Tool to open the application.

IE ILRLearnerEntry2324

When LET is open you can import an ILR file for either 2022 to 2023 or 2023 to 2024 by clicking on Import Data.





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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

Export Data :

Import Data :



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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 :

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).



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Import Data

This allows users to import a 2022 to 2023 ILR data file, which will be converted to 2023-2024 funding year format, or to import an ILR data file in 2023 to 2024 funding year format.

Export Data

This allows users to export data and create a new ILR data file in 2023 to 2024 funding year format, including the option of where to export the data.

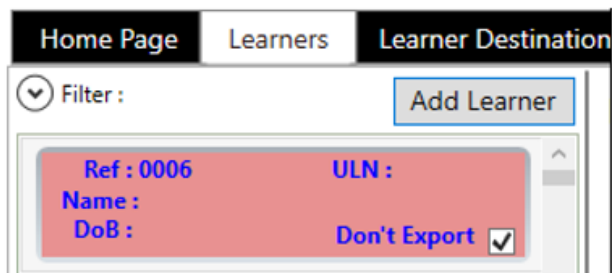
Open Export Folder

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

4. LEARNERS

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

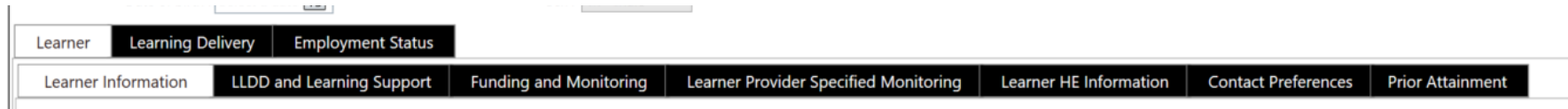
The left side of the screen will display all learner records included in the import and any added learners.





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



This document will go through each section.

- **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.



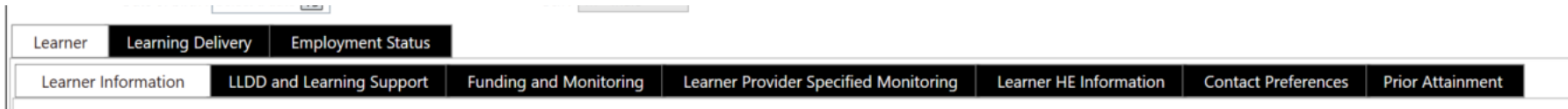
It is worth noting that incomplete mandatory records will display in Red and the 'Don't Export' field will be ticked as the record should not be exported when it is not complete as it will fail validations.

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



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- **Learner section**



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



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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

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



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- Postcode Prior to Enrolment
- Postcode

Other Mandatory fields:

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

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.



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The screenshot displays the 'LEARNER' entry form. At the top right are 'Delete Learner' and 'Save' buttons. A list of required fields is shown in red text: Given Names, Family Name, Sex, ULN, Ethnicity, and Postcode. The form contains several input fields: Learner reference number (0006), Unique learner number (ULN), Pre-merger UKPRN, Given names, Date of birth (calendar icon), Previous reference number, Previous UKPRN, Campus Identifier, Family name, and Sex (dropdown menu). Below these are tabs for 'Learner', 'Learning Delivery', and 'Employment Status'. A secondary set of tabs includes 'Learner Provider Specified Monitoring', 'Learner HE Information', 'Contact Preferences', and 'Prior Attainment'. Under 'Learner HE Information', there are sub-tabs for 'Learner Information', 'LLDD and Learning Support', and 'Funding and Monitoring'. The 'Learner Information' sub-tab is active, showing fields for National Insurance number, Ethnicity (dropdown), Postcode Prior to Enrolment, Address (multiple lines), and Postcode. Red error icons are present on the ULN, Given names, Sex, Ethnicity, and Postcode fields.

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

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

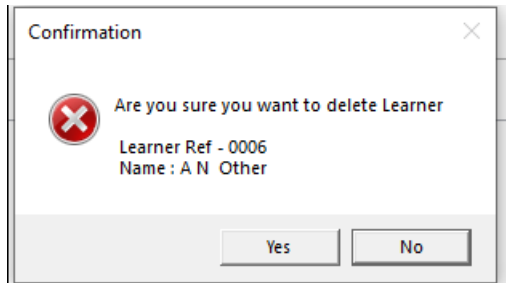
Other functions on this screen include:

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



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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

- **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:



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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. A dropdown menu is open for the field 'Long term disability, health problem or learning difficulty :'. The dropdown list contains 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 currently showing option 1.

- **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.

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



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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.

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.



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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 : Select a date 15 Mode : !

End Date : Select a date 15 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).

Aim Seq : 1 Aim Type : Aim Ref : Start Date : Add Remove

Aim Seq : 2 Aim Type : Aim Ref : Start Date : Add Remove

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

Employment outcome :

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
2 - The learner has completed the learning activities leading to the learning aim

Outcome : 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

Withdrawal reason :

Outcome grade :



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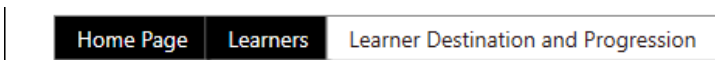
- **Employment Status tab**



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 it's learner has been made redundant. You can add or remove Employment status details as required.

The screenshot shows the 'Employment Status' tab in the Learner Entry Tool. It features a search bar with 'Code' and 'Date' fields, and 'Remove' and 'Add' buttons. Below this is the 'Employment Status' section with a dropdown menu. The 'Date status applies' field has a date selector and an 'Employer Identifier' field. The 'Employment status monitoring types and codes' section contains several checkboxes and dropdown menus: 'Is the learner self employed?', 'Length of unemployment', 'Was the learner in full time education or training prior to enrolment?', 'Benefit status indicator', 'Is the employer a small employer? (applicable programmes only)', 'Employment intensity indicator', and 'Has the learner been made redundant?' with 'Length of employment'.

5. Learner Destination and Progression Tab:



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



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* 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' form. On the left, there are fields for 'Ref' and 'ULN' with a 'Don't Export' checkbox. The main form area has 'Learner reference number' and 'Unique learner number' fields, both with red error icons. Below these is a table with columns 'Type', 'Code', 'Start', 'End', and 'Col'. The 'Outcome Record' section has a 'Type' dropdown menu with a red error icon, and 'Code', 'Start date', 'End date', and 'Collection date' fields with date pickers.

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

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

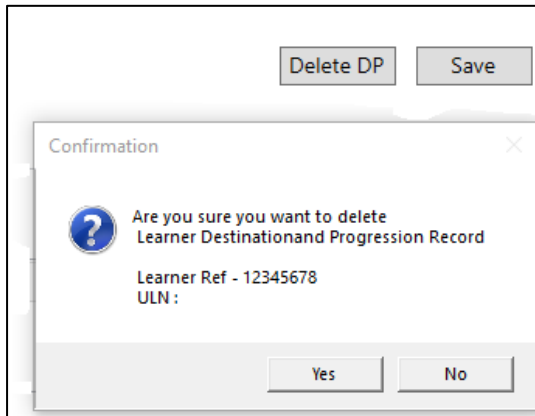
Outcome Record

This close-up shows the 'Outcome Record' section. The 'Type' dropdown menu is highlighted with a red error icon. Below it are the 'Code', 'Start date', 'End date', and 'Collection date' fields, each with a date picker.

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

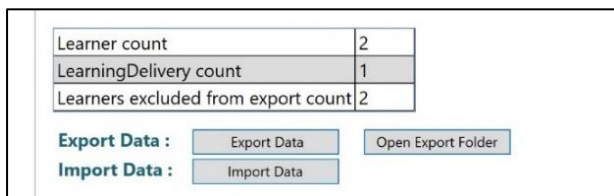


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6. Exporting and Importing files – Home Page

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



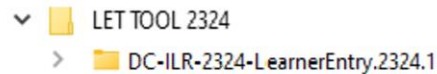


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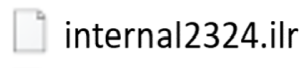
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Export Data

Exporting a file will create a new ILR data file in 2023 to 2024 funding year format and users then have the option of choosing where to export the data.



When the LET data is exported it will create an Internal2324.ilr file which will be in a subfolder of C:\Users**<username>**\AppData\Local\Temp\.net\ILRLearnerEntry2324. The Internal2324.ilr file is the template where all the data for the ILR Learner Entry Tool will be saved.



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.

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

Import Data

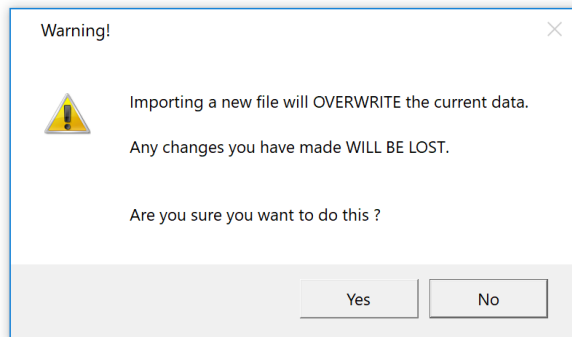
Users can also import a 2022 to 2023 ILR data file, which will be converted to 2023 to 2024 funding year format, or import an ILR data file in 2023 to 2024 funding year format



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





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7. Managing or deleting stored data files

When the LET application is started, a data storage file named **internal2324.ilr** will be created. The internal2324.ilr file will be in a subfolder of C:\Users**<username>**\AppData\Local\Temp\.net\ILRLearnerEntry2324.

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 Internal2324.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 Internal2324.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 Internal2324.ilr file back into the subfolder of C:\Users**<username>**\AppData\Local\Temp\.net\ILRLearnerEntry2324. If you are doing this, please ensure the file is showing the name Internal2324.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, there are navigation tabs: Home Page, Learners, and Learner Destination and Progression. The main content area has a text input field for UKPRN. Below that is a text input field for Learner count, which currently displays '0'. At the bottom, there are two rows of buttons: 'Export Data' and 'Import Data' in the first row, and 'Open Export Folder' in the second row.

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



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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 2023 to 2024' 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.