



Education & Skills  
Funding Agency

# **Learner entry tool (LET) user guide**

**Allowing further education providers to  
prepare ILR information**

**July 2024**

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# 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 2023-2024 can be imported to the 2024-2025 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 in [Individualised Learner Record \(ILR\) technical documents, guidance and requirements](#)
- LET is not mandatory for the preparation of data files prior to submission to the ESFA's data collection portal 'Submit Learner Data'

## 2. Installation

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

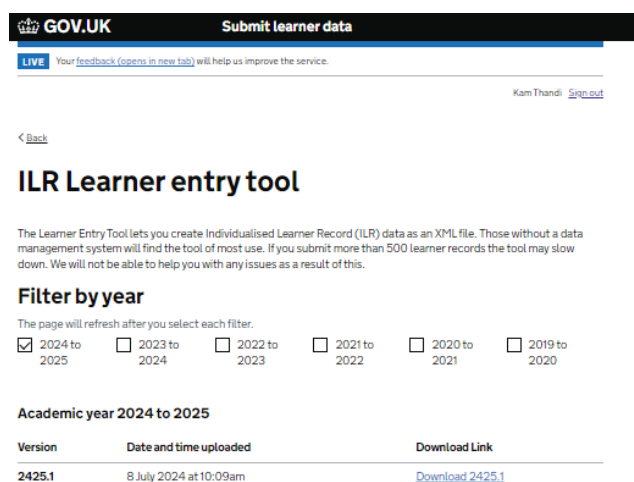
LET will work with the following Windows operating systems: Microsoft Vista, Windows 7, Windows 8, Windows 8.1 and Windows 10.

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 2425 will only work on an operating system using 64 bit.

Please ensure you select the academic year 2024 to 2025 from the filter.



**Submit learner data**

**ILR Learner entry tool**

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.

**Filter by year**

The page will refresh after you select each filter.

2024 to 2025  2023 to 2024  2022 to 2023  2021 to 2022  2020 to 2021  2019 to 2020

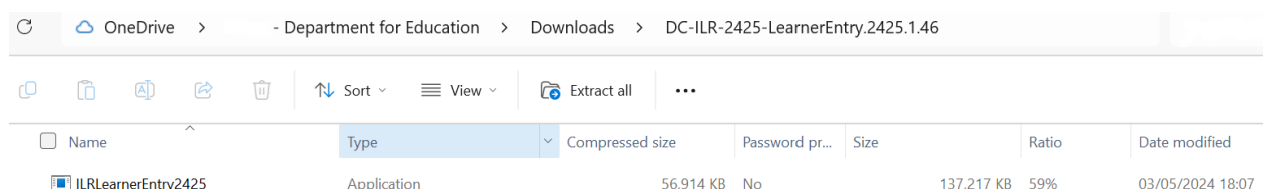
**Academic year 2024 to 2025**

Version	Date and time uploaded	Download Link
2425.1	8 July 2024 at 10:09am	<a href="#">Download 2425.1</a>

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.



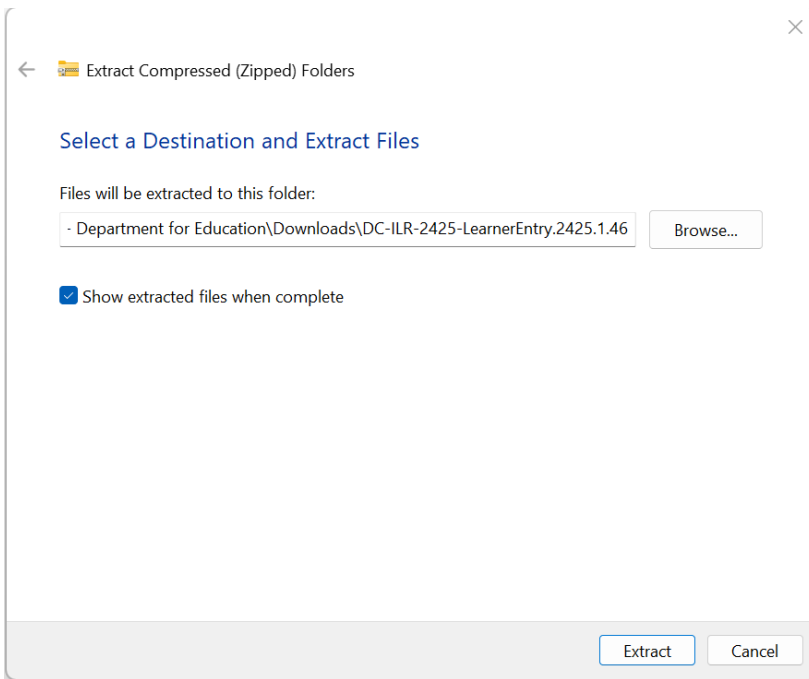
OneDrive > Department for Education > Downloads > DC-ILR-2425-LearnerEntry.2425.1.46

Sort View Extract all


Name	Type	Compressed size	Password pr...	Size	Ratio	Date modified
ILRLearnerEntry2425	Application	56,914 KB	No	137,217 KB	59%	03/05/2024 18:07

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

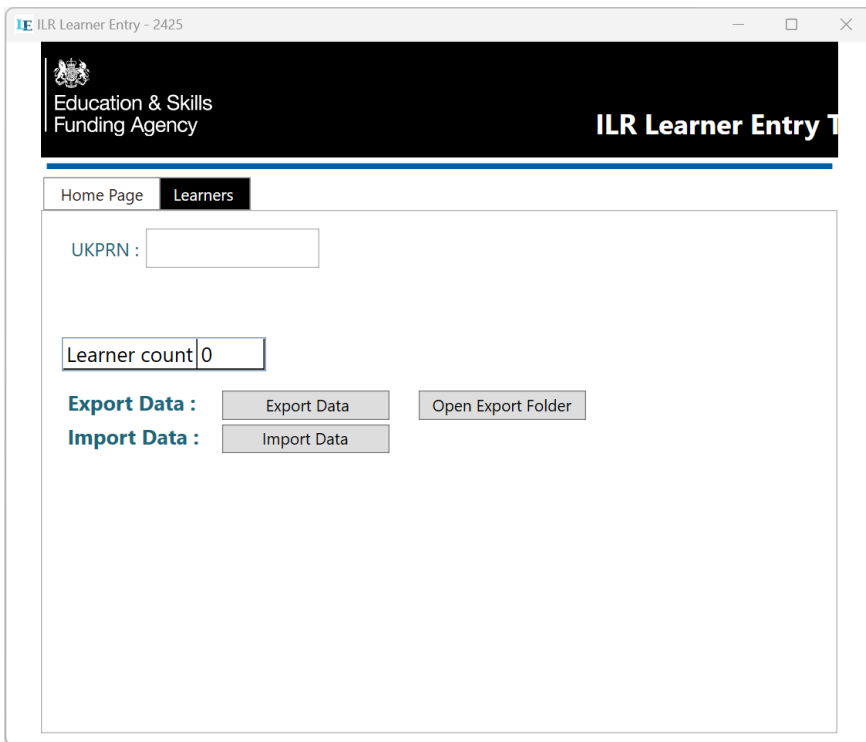
Select the folder where the ILR Learner Entry Tool files will be extracted to, either using the browse option or overtyping the location. Then Press Extract.



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

 ILRLearnerEntry2425

When LET is open you can import an ILR file for either 2023 to 2024 or 2024 to 2025 by clicking on Import Data.



## Functions

LET consists of 2 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

### 3. Homepage

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

Home Page **Learners**

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**

UKPRN :

Learner count	11
Learning delivery count	11
Adult skills	3
Other Adult	8
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).

## **Import Data**

This allows users to import a 2023 to 2024 ILR data file, which will be converted to 2024-2025 funding year format, or to import an ILR data file in 2024 to 2025 funding year format.

## **Export Data**

This allows users to export data and create a new ILR data file in 2024 to 2025 funding year format, including the option of where to export the data.

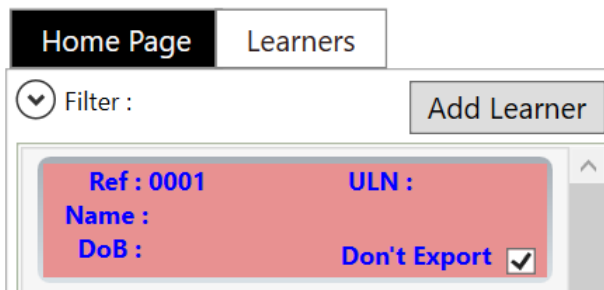
## **Open Export Folder**

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

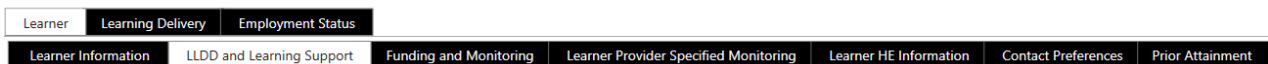
## 4. Learners

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.



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

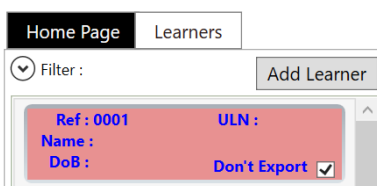


This document will go through each section.

### 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.

LEARNER : Delete Learner Save

Given Names - required  
Family Name - required  
Sex - required  
ULN - required  
Ethnicity - required  
Postcode required

Learner reference number:  Previous reference number:

Unique learner number (ULN):  Previous UKPRN:

Pre-merger UKPRN:  Campus Identifier:

Given names:  Family name:

Date of birth:  Sex:

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

## Learner section

The learner tab contains the following categories of learner information:

- 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

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

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.

Learner reference number : 0001 Previous reference number :

Unique learner number (ULN) :  ! Previous UKPRN :

Pre-merger UKPRN :  Campus Identifier :

Given names :  ! Family name :  !

Date of birth : Select a date  15 Sex :  !

Learner **Learning Delivery** Employment Status

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

National Insurance number :  Ethnicity :  !

Postcode Prior to Enrolment :  !

Address :

Postcode :  !

Telephone :

Email :

: Check box if the learner is living away from home in accommodation owned or managed by the provider.

GCSE English Qualification Grade :   : Learner has not achieved an English GCSE (at grade A\*-C/9-4) by the end of year 11

GCSE English Condition of Funding :

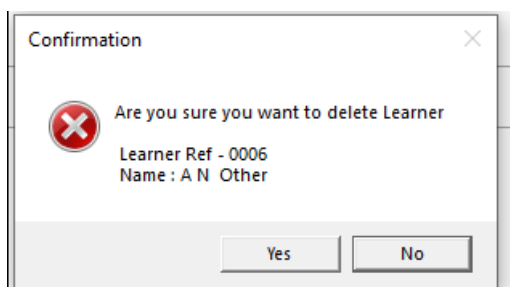
GCSE Maths Qualification Grade :   : Learner has not achieved a Maths GCSE (at grade A\*-C/9-4) by the end of year 11

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

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

## 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'. Under the 'Learner Information' tab, 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 text 'Does th' and 'Educa' is partially visible on the left side of the dropdown.

## 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

The screenshot shows a table with three columns: 'Learner', 'Learning Delivery', and 'Employment Status'. The table is empty, with only the column headers visible.

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

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

On selecting Add the following tabs appear:

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

## 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.

## 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.

The screenshot shows the 'Work Placement' tab selected in a navigation bar. Below the navigation bar, there are input fields for 'Start:', 'End:', 'Mode:', and 'Emp Id:'. There are 'Remove' and 'Add' buttons. Below this, the 'Work Placement Details' section contains: 'Start Date:' with a date picker (15), 'Mode:' with a dropdown menu and a red exclamation mark icon, 'End Date:' with a date picker (15), 'Employer Id:' with a text input field, and 'Hours:' with a text input field and a red exclamation mark icon.

## Learning Delivery - End Details

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

The screenshot shows the 'End Details' tab selected in a navigation bar. Below the navigation bar, there are several dropdown menus: 'Completion status:', 'Actual end date:', 'Outcome:', and 'Withdrawal reason:'. A dropdown menu is open for 'Completion status:', showing options: '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', '3 - The learner has withdrawn from the learning activities leading to the learning aim', and '6 - Learner has temporarily withdrawn from the aim due to an agreed break in learning'. Below these are 'Outcome grade:' and 'Employer Identifier:' input fields.

## Employment Status tab

The screenshot shows the 'Employment Status' tab selected in a navigation bar. Below the navigation bar, there are input fields for 'Code:' and 'Date:'. There are 'Remove' and 'Add' buttons.

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' form. It includes: 'Employment status:' dropdown, 'Date status applies:' date picker (15), 'Employer Identifier:' text input, 'Employment status monitoring types and codes' section with checkboxes and dropdowns: 'Is the learner self employed?', 'Was the learner in full time education or training prior to enrolment?', 'Is the employer a small employer? (applicable programmes only)', 'Has the learner been made redundant?', 'Length of unemployment:', 'Benefit status indicator:', 'Employment intensity indicator:', and 'Length of employment:'.

## 5. 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 2024 to 2025 funding year format and users then have the option of choosing where to export the data.

 DC-ILR-2425-LearnerEntry.2425.1

When the LET data is exported it will create an Internal2425.ilr file which will be in a subfolder of C:\Users\\AppData\Local\Temp\.net\ILRLearnerEntry2425. The Internal2425.ilr file is the template where all the data for the ILR Learner Entry Tool will be saved.

 Internal 2425 ILR

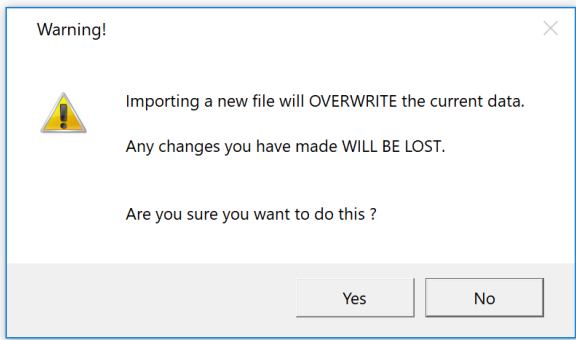
The exported ILR File will be given the file name including UKPRN, and date and time stamp of export details so that the file is ready for loading into Submit Learner Data.

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

### Import Data

Users can also import a 2023 to 2024 ILR data file, which will be converted to 2024 to 2025 funding year format, or import an ILR data file in 2024 to 2025 funding year format

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



## 6. Managing or deleting stored data files

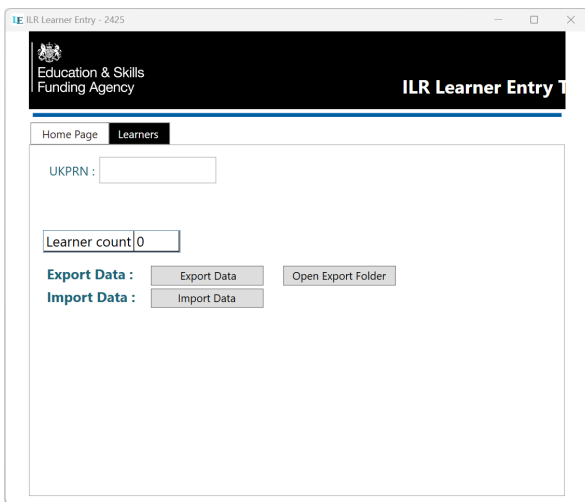
When the LET application is started, a data storage file named internal2425.ilr will be created. The internal2425.ilr file will be in a subfolder of C:\Users\\AppData\Local\Temp\.net\ILRLearnerEntry2425.

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 Internal2425.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 Internal2425.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 Internal2425.ilr file back into the subfolder of C:\Users\\AppData\Local\Temp\.net\ILRLearnerEntry2425.

If you are doing this, please ensure the file is showing the name Internal2425.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.



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.

## 7. Known issues

Whilst we try to ensure the ILR Learner Entry Tool is accurate, if any issues are identified they will be captured in [ILR Learner Entry Tool known issues 2024 to 2025](#), referring to the 'Active' tab.

## 8. 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 [Customer help portal](#).

### 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.



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