



Department  
for Education

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

**May 2025**

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## What does the Learner Entry Tool do?

The Learner Entry Tool (LET) allows further education providers 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 2024-2025 can be imported to the 2025-2026 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'

# 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 2526 will only work on an operating system using 64 bit.

Please ensure you select the academic year 2025 to 2026 from the filter.

GOV.UK

Submit learner data

LIVE

Your [feedback](#) (opens in new tab) will help us improve the service.

Back

### 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.

☐ 2025 to 2026 ☐ 2024 to 2025 ☐ 2023 to 2024 ☐ 2022 to 2023 ☐ 2021 to 2022 ☐ 2020 to 2021 ☐ 2019 to 2020

#### Academic year 2025 to 2026

| Version | Date and time uploaded | Download Link                   |
|---------|------------------------|---------------------------------|
| 2526.1  | 28 May 2025 at 4:05pm  | <a href="#">Download 2526.1</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.

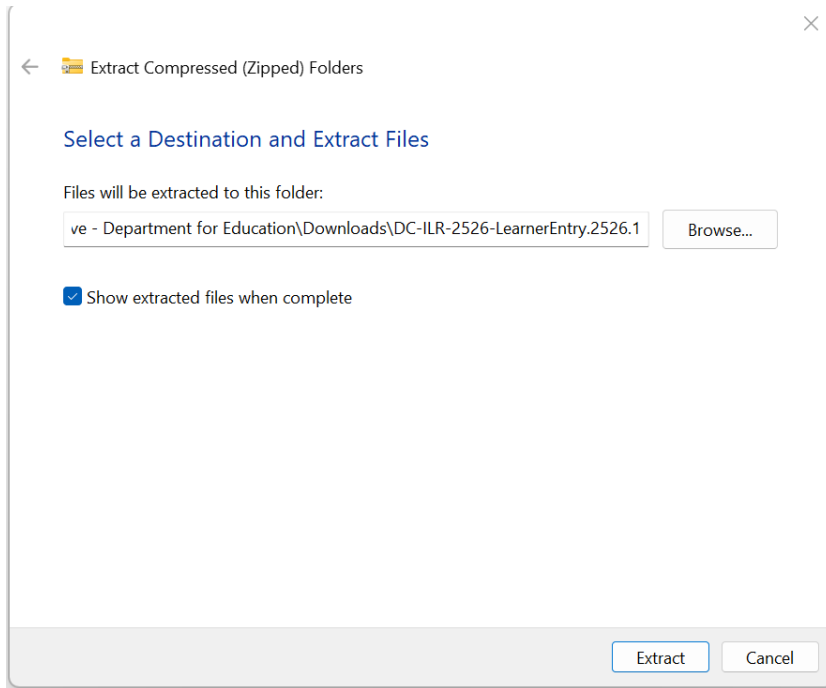
The tool will be installed once the file has been extracted.

| <input type="checkbox"/> Name   | Type        | Compressed size | Password pr... | Size       |
|---|-------------|-----------------|----------------|------------|
|  ILRLearnerEntry2526 | Application | 61,848 KB       | No             | 158,784 KB |

## Installation – continued


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.



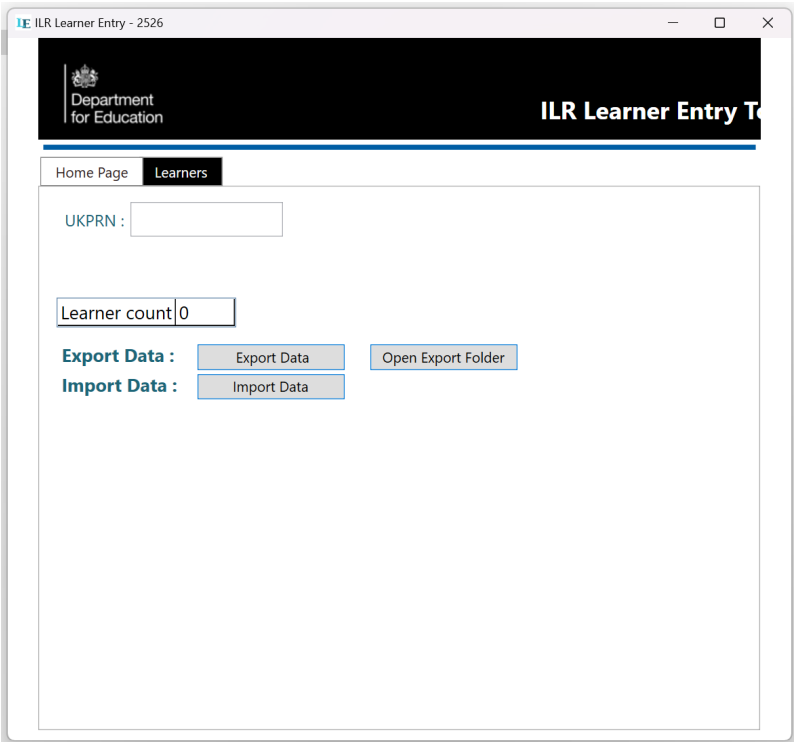
Once the files have been extracted double click on the ILR Learner Entry Tool to open the application.

▼ Today

 ILRLearnerEntry2526

# Installation - continued

When LET is open you can import an ILR file for either 2024 to 2025 or 2025 to 2026 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

## Homepage

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

Home Page **Learners**

UKPRN :

Learner count

**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 2024 to 2025 ILR data file, which will be converted to 2025-2026 funding year format, or to import an ILR data file in 2025 to 2026 funding year format.

## Export Data

This allows users to export data and create a new ILR data file in 2025 to 2026 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.

## 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.

Home Page | Learners

Filter : Add Learner

Ref : 0001 ULN :  
Name :  
DoB : Don't Export ☒

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

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.

## 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.

Home Page | Learners

Filter : Add Learner

Ref : 0001 ULN :  
Name :  
DoB : Don't Export ☒

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 : 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 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 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

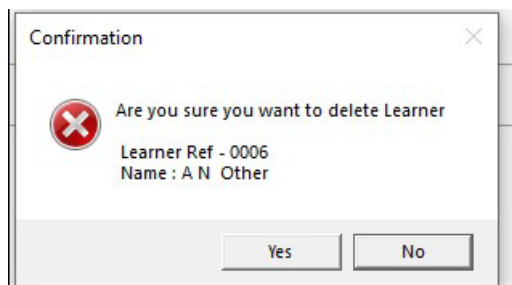
## Mandatory Fields - continued

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

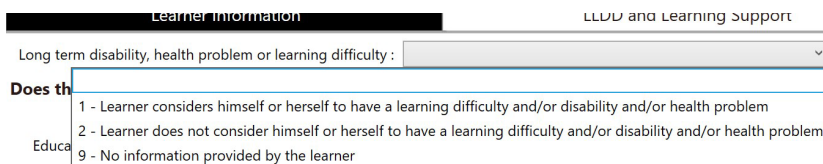
## LLDD and Learning Support

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 titled 'Learner Information' and 'LLDD and Learning Support'. 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'.

## 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.

| 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 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

## 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.

## 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 HE

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

## Financial Details

Allows users to add apprenticeship financial record details.

## 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 |
|--|------------------------|-------------------------|----------------------|-------------------|----------------|-------------|
| <div>Start : End : Mode : Emp Id : <span>Remove</span> <span>Add</span></div> <div>Work Placement Details</div> <div>Start Date : <span>Select a date</span> <span>15</span> Mode : <span></span> <span>!</span></div> <div>End Date : <span>Select a date</span> <span>15</span> Employer Id : <span></span> Hours : <span></span> <span>!</span></div> |                        |                         |                      |                   |                |             |

## End Details

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

| Learning Information  | Funding and Monitoring | Provider Specified Info | Learning Delivery HE | Financial Details | Work Placement | End Details |
|---|------------------------|-------------------------|----------------------|-------------------|----------------|-------------|
| <div>Completion status : <span>1 - The learner is continuing or intending to continue the learning activities leading to the learning aim</span> <span>▼</span></div> <div>Actual end date : <span>1 - The learner is continuing or intending to continue the learning activities leading to the learning aim</span></div> <div>Outcome : <span>2 - The learner has completed the learning activities leading to the learning aim</span></div> <div>Withdrawal reason : <span>3 - The learner has withdrawn from the learning activities leading to the learning aim</span></div> <div>Outcome grade : <span>6 - Learner has temporarily withdrawn from the aim due to an agreed break in learning</span></div> |                        |                         |                      |                   |                |             |



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

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

Code :

Date :

Remove

Add

Employment Status

Employment status :

Date status applies : 

Select a date 15

Employer Identifier :

Employment status monitoring types and codes

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 :

Has the learner been made redundant? ☐

Length of employment :


## 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  |
| <b>Export Data :</b>                | <input type="button" value="Export Data"/> <input type="button" value="Open Export Folder"/> |
| <b>Import Data :</b>                | <input type="button" value="Import Data"/>   |

### Export Data

Exporting a file will create a new ILR data file in 2025 to 2026 funding year format and users then have the option of choosing where to export the data.

 ILRLearnerEntry2526

When the LET data is exported it will create an Internal2526.ilr file which will be in a subfolder of C:\Users\<username>\AppData\Local\Temp\.net\ILRLearnerEntry2526. The Internal2526.ilr file is the template where all the data for the ILR Learner Entry Tool will be saved.

 InternalILR 2526



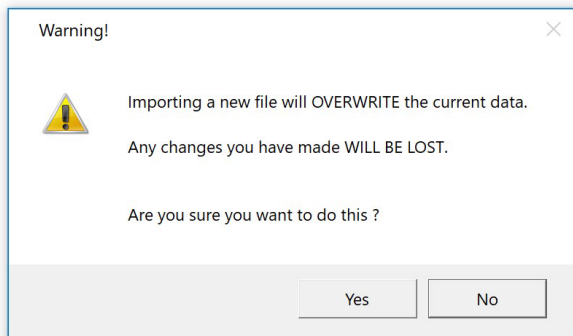
The exported ILR File will be given the file name including UKPRN, and date and time stamp of export details so that the file is ready for loading into Submit Learner Data.

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

## Import Data

Users can also import a 2024 to 2025 ILR data file, which will be converted to 2025 to 2026 funding year format, or import an ILR data file in 2025 to 2026 funding year format

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



## Managing or deleting stored data files

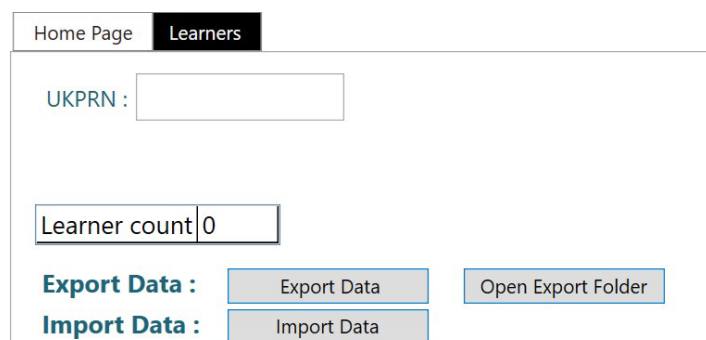
When the LET application is started, a data storage file named internal2526.ilr will be created. The internal2526.ilr file will be in a subfolder of  
C:\Users\<username>\AppData\Local\Temp\.net\ILRLearnerEntry2526.

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 Internal2526.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 Internal2526.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 Internal2526.ilr file back into the subfolder of  
C:\Users\<username>\AppData\Local\Temp\.net\ILRLearnerEntry2526.

If you are doing this, please ensure the file is showing the name Internal2526.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 'Learners' tab of the ILR Learner Entry Tool. At the top, there are two tabs: 'Home Page' and 'Learners'. Below the tabs, there is a text input field labeled 'UKPRN :'. Below that, there is a text input field labeled 'Learner count' with the value '0' displayed. At the bottom, there are four buttons: 'Export Data', 'Import Data', 'Open Export Folder', and 'Open Import Folder'.

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.

## 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 2025 to 2026](#), referring to the 'Active' tab.

## 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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