



Department
for Education

Learner entry tool (LET) user guide

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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 Department for Education (DfE).

Please note:

- LET will not be supported where data exceeds 500 learner records
- LET does not validate data
- Data files from the funding year 2025-2026 can be imported to the 2026-2027 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 DfE's data collection portal 'Submit Learner Data'

Installation

Before installing, you will need to download the LET from the DfE'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, Windows 10 and Windows 11.

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 2627 will only work on an operating system using 64 bit.

Please ensure you select the academic year 2026 to 2027 from the filter.

[Back](#)

ILR Learner entry tool

If you're an apprenticeship only or care to learn provider, you can now choose to use the new, simpler [enter learning data](#) service to create your individualised learner records.

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.

☐ 2026 to 2027

☐ 2025 to 2026

☐ 2024 to 2025

☐ 2023 to 2024

☐ 2022 to 2023

Academic year 2026 to 2027

Version	Date and time uploaded	Download Link
2627.2.13	20 January 2026 at 3:02pm	Download 2627.2.13

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.

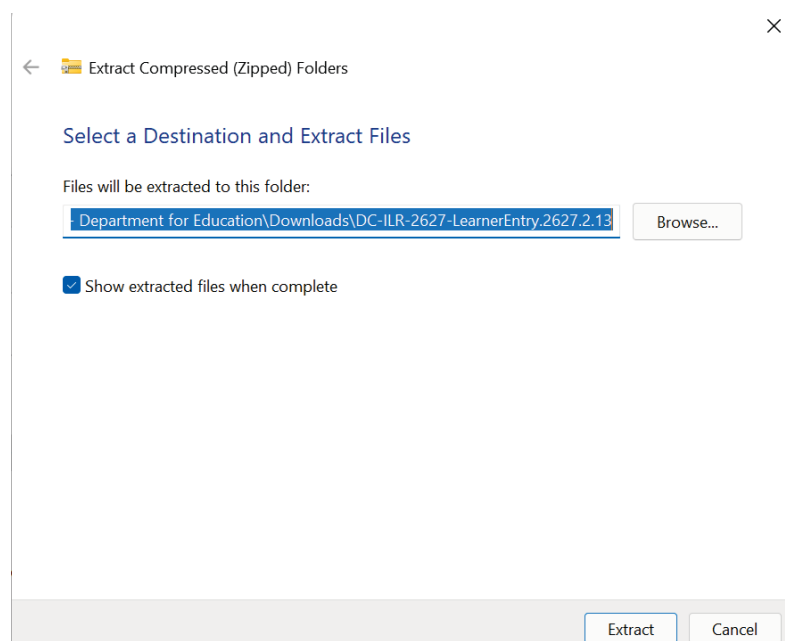
The tool will be installed once the file has been extracted.

☐ Name	Type	Compressed size	Password pr...	Size
 ILRLearnerEntry2627	Application	62,511 KB	No	160,660 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.



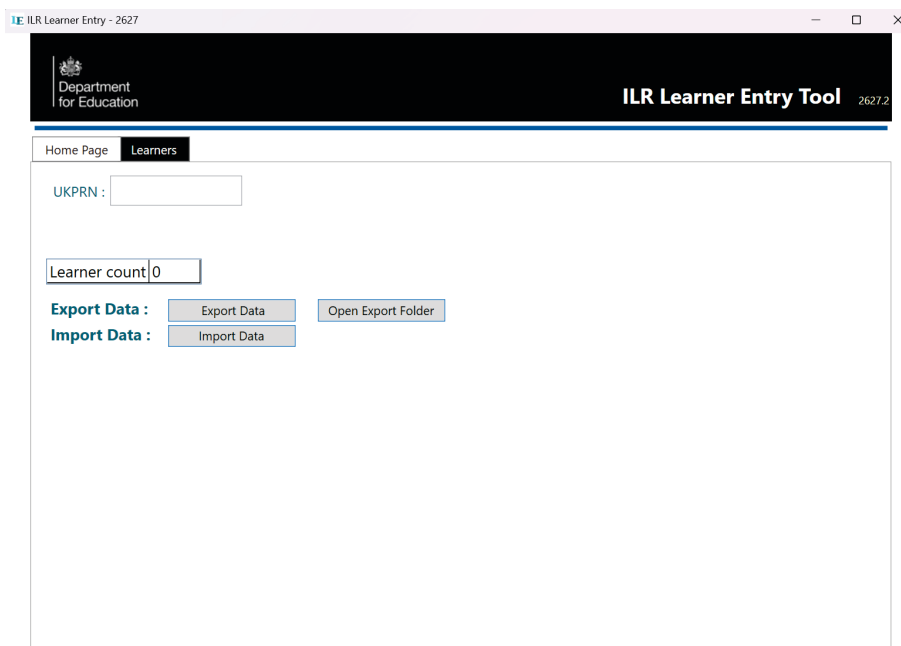
Once the files have been extracted double click on the ILR Learner Entry Tool to open the application.

▼ Today

 ILRLearnerEntry2627

Installation - continued

When LET is open you can import an ILR file for either 2025 to 2026 or 2026 to 2027 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 :

Export Data

Open Export Folder

Import Data :

Import Data

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

Home Page

Learners

UKPRN :

Learner count	13
Learning delivery count	13
Community Learning	1
Adult skills	11
Learners excluded from export count	0

Export Data :

Export Data

Open Export Folder

Import 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 2025 to 2026 ILR data file, which will be converted to 2026 2027 funding year format, or to import an ILR data file in 2026 to 2027 funding year format.

Export Data

This allows users to export data and create a new ILR data file in 2026 to 2027 funding year format, including the option of where to export the data.

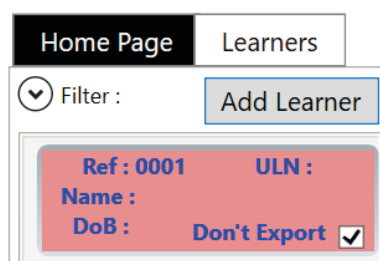
Open Export Folder

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.



The screenshot shows the 'Learners' tab selected. Below the tabs, there is a 'Filter :' dropdown menu and an 'Add Learner' button. Below these, a learner record card is displayed with the following details:

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

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



The screenshot shows a horizontal menu with the following sections:

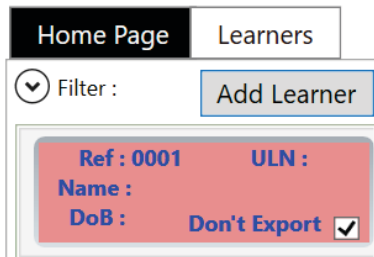
Learner	Learning Delivery	Employment Status
Learner Information	LLDD and Learning Support	Funding and Monitoring
Learner Provider Specified Monitoring	Learner HE Information	Prior Attainment

This document will go through each section.

Add learner

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

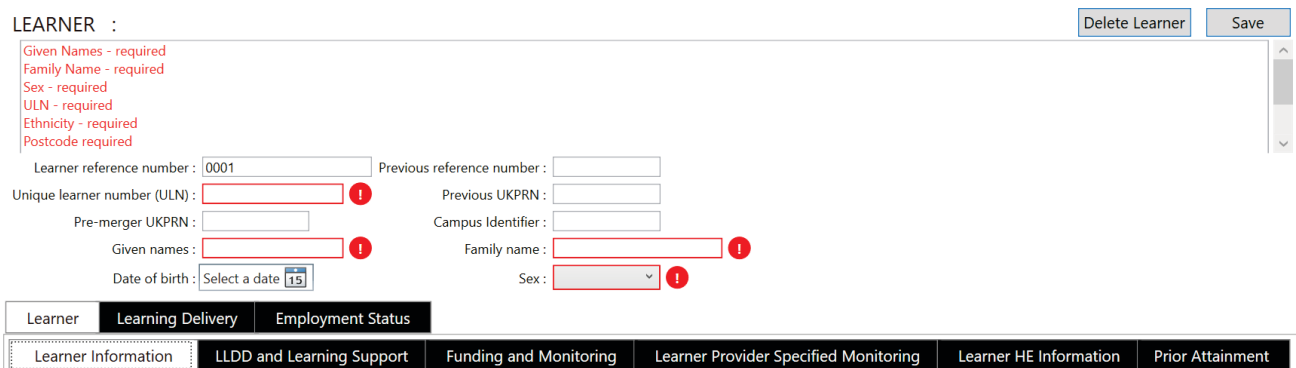
The Learner Reference Number (Ref) is mandatory, the system will default the Learner Reference Number to the next number in sequence. The Learner Reference Number can be changed if preferred and this field will accept numeric and letters.



The screenshot shows a navigation bar with 'Home Page' and 'Learners' tabs. Below the 'Learners' tab is a 'Filter :' dropdown and an 'Add Learner' button. A red warning box is displayed below the button, containing the text: 'Ref : 0001', 'ULN :', 'Name :', 'DoB :', and 'Don't Export' with a checked checkbox.

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.



The screenshot shows the 'Learner' screen with a 'Delete Learner' and 'Save' button in the top right. The main area contains several input fields with red error icons: 'Given Names - required', 'Family Name - required', 'Sex - required', 'ULN - required', 'Ethnicity - required', and 'Postcode required'. The fields include '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', and 'Sex :'. A bottom navigation bar has tabs for 'Learner', 'Learning Delivery', and 'Employment Status'. Below this is a sub-navigation bar with tabs for 'Learner Information', 'LLDD and Learning Support', 'Funding and Monitoring', 'Learner Provider Specified Monitoring', 'Learner HE Information', and '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
- Prior Attainment

To complete the fields:

- Use the Tab button to move between fields and type in each box
- Use the Ctrl-Up or Ctrl-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
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 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

Confirmation ×

 Are you sure you want to delete Learner

Learner Ref - 0001
Name : Learner

Yes No

- **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.

Learner Information | LLDD and Learning Support | Funding and Monitoring | Learner Provider Specified Monitoring | Learner HE Inform

Long term disability, health problem or learning difficulty : ▼ !

Does the learner have any of the following (tick)

Education Health Care plan : ☐ Disabled student : ☐ Learning support : ☐ High needs students : ☐ Social education : ☐ Special educational needs : ☐

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
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 Information | LLDD and Learning Support | Funding and Monitoring | Learner HE Inform

Planned learning hours :

Planned employability, enrichment and pastoral hours :

Free meals eligibility : ▼

English minimum hours : ▼

Maths minimum hours : ▼

National learner monitoring :

☐ 17 - Learner migrated as part of provider merger
☐ 18 - Learner moved as a result of Minimum Contract Level
☐ 22 - Learner repeating up to one full final year of 16-19 funded provision

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 Information	LLDD and Learning Support	Funding and Monitoring	Learner Provider Specified Monitoring
A : B :			

Learner HE Information

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

Learner Information	LLDD and Learning Support	Funding and Monitoring	Learner Provider Specified Monitoring	Learner HE Information
UCAS personal identifier :				
Term time accommodation :				
Financial support amount - Cash :				
Financial support amount - Near cash :				
Financial support amount - Accommodation discounts :				
Financial support amount - Other :				

Prior Attainment

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

Learner Information	LLDD and Learning Support	Funding and Monitoring	Learner Provider Specified Monitoring	Learner HE Information	Prior Attainment
					Add
					Remove

Learning Delivery Tab

Learner	Learning Delivery	Employment Status
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Add

Remove

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
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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

Learner	Learning Delivery	Employment Status
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Aim Seq : 1

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
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Aim type :

Learning aim ref :

Learning start date :

Planned end date :

Funding model :

Programme type :

Apprenticeship Standard Code :

Delivery location postcode :

Learning start date postcode :

Is the aim a restart ? ☐

Funding adjustment for prior learning :

Other funding adjustment :

Original learning start date :

Subcontracted or partnership UKPRN :

Planned hours :

Actual hours for off the job training :

Additional delivery hours :

End Point Assessment Organisation :

Contract Reference Number :

Tailored Learning Outcome :

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.

Learner	Learning Delivery	Employment Status
Aim Seq : 1 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		
Is the learning aim financed by an Advanced Learner Loan ? : ☐ Source of funding : Full or co-funding indicator : Community Learning provision type : Family English, Maths and Language : ☐ Eligibility for enhanced apprenticeship funding : Tailored Learning purpose : Community Learning which is Family Learning : Learning Delivery Monitoring Codes : 1 : 2 : 3 : 4 : 5 : 6 : Devolved Area Monitoring Codes : 1 : 2 : 3 : 4 : 5 : 6 : Learning support funding Add Advanced Learner Loans Bursary funding Add 		

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.

Learner	Learning Delivery	Employment Status
Aim Seq : 1 Aim Type :		
Learning Information Funding and Monitoring Provider Specified Info		
A : B : C : D :		

Learning Delivery HE

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

Learner	Learning Delivery	Employment Status
Aim Seq : 1	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
Student support number : UCAS scheme code : Occupation code : Socio-economic classification : Qualification on entry : Country of permanent address : Equivalent or lower qualification : HE centre location postcode : Instance Information : Type of instance year : Percent not taught by this institution : % Mode of study : Level applicable to Funding Council HESES : Year of student on this instance : Completion of year of instance : Student instance FTE : Fee Information Major source of tuition fees : Special fee indicator : Net tuition fee : Gross tuition fee :		

Financial Details

Allows users to add apprenticeship financial record details.

Learner	Learning Delivery	Employment Status
Aim Seq : 1	Aim Type :	Aim Ref : Start Date :
Learning Information Funding and Monitoring Provider Specified Info Learning Delivery HE Financial Details Work Placement End Details		
Type :	Code :	Date : Amount : Remove
Apprenticeship Financial Record		
Financial type :	Financial record date : Select a date 15	
Financial code :	Financial amount (£) :	

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.

Learner	Learning Delivery	Employment Status
Aim Seq : 1	Aim Type :	Aim Ref : Start Date :
Learning Information Funding and Monitoring Provider Specified Info Learning Delivery HE Financial Details Work Placement End Details		
Start :	End :	Mode : Emp Id : Remove
Work Placement Details		
Start Date : Select a date 15	Mode : !	
End Date : Select a date 15	Employer Id : Hours : !	

End Details

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

Learner	Learning Delivery	Employment Status
Aim Seq : 1 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
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		
Outcome grade : 6 - Learner has temporarily withdrawn from the aim due to an agreed break in learning		

Employment Status tab

Learner	Learning Delivery	Employment Status
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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 its 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 : 19 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 :	
Is the employer a small or medium employer? (Skills Bootcamps only) ☐		
Has the employer changed (from the previous employer)? ☐		

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	1
Learning delivery count	1
Learners excluded from export count	1

Export Data :

Export Data

Open Export Folder

Import Data :

Import Data

Export Data

Exporting a file will create a new ILR data file in 2026 to 2027 funding year format and users then have the option of choosing where to export the data.

 ILRLearnerEntry2627

When the LET data is exported it will create an Internal2627.ilr file which will be in a subfolder of C:\Users\<username>\AppData\Local\Temp\.net\ILRLearnerEntry2627. The Internal2526.ilr file is the template where all the data for the ILR Learner Entry Tool will be saved.

 internal2627.ilr

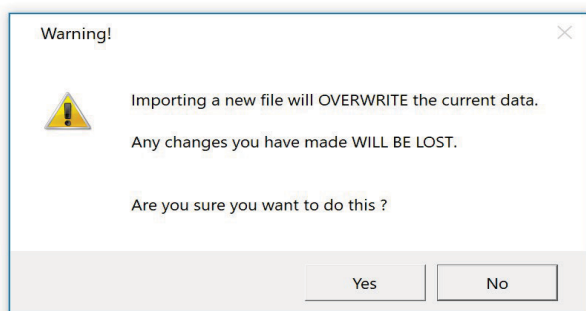
The exported ILR File will be given the file name including UKPRN, and date and time stamp of export details so that the file is ready for loading into Submit Learner Data.

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

Import Data

Users can also import a 2025 to 2026 ILR data file, which will be converted to 2026 to 2027 funding year format, or import an ILR data file in 2026 to 2027 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 internal2627.ilr will be created. The internal2627.ilr file will be in a subfolder of
C:\Users\<username>\AppData\Local\Temp\.net\ILRLearnerEntry2627.

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 Internal2627.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 Internal2627.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 Internal2627.ilr file back into the subfolder of
C:\Users\<username>\AppData\Local\Temp\.net\ILRLearnerEntry2627.

If you are doing this, please ensure the file is showing the name Internal2627.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', with 'Learners' being the active tab. Below the tabs, there is a text input field labeled 'UKPRN :'. Underneath this, there is a display area for 'Learner count' showing the value '0'. At the bottom, there are two rows of buttons. The first row has a label 'Export Data :' followed by an 'Export Data' button and an 'Open Export Folder' button. The second row has a label 'Import Data :' followed by an 'Import Data' button.

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 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](#), 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.



Department
for Education

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