

2011/12 single ILR

'How to' guide to sending ILR data



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Introduction

The information authority has been working with the Data Service to move to a [single ILR](#) collection defined and collected using eXtensible Markup Language (XML), and the Data Service has changed its [data collection systems](#) to accommodate these changes.

1. What does the single ILR mean for providers?

Some key changes have been made to the way in which learner data is collected from further education providers:

- There are no longer separate collections for Employer Responsive, Learner Responsive, Adult Safeguarded Learning and ESF Short Records.
- Providers are asked to send records for all of their learners in a single file submission.
- Providers can send data continuously during the year - either full returns containing all learners (A files), or update only files for a subset of learners (B files).
- *The information authority's* collection timetable defines when data must be sent for certain groups of learners and to meet certain purposes.
- The ILR specification will continue to apply to a single teaching year. *The information authority* will continue to operate an annual [change process](#) cycle similar to the existing timetable.

For further information on the 2011/12 single ILR please see:

- [Single ILR FAQs](#)
- [ILR Specification for 2011/12](#)
- [Training Materials](#)

'How to'...

2. Return ILR Data in 2011/12

For 2011/12 only, providers can create ILR files in either flat file format or single ILR (in XML) format. The [Online Data Collections \(OLDC\) portal](#) will only accept files in single ILR format for the 2011/12 academic year and so providers who cannot generate a single ILR file from their MI system will need to convert the flat file to single ILR format using the conversion function provided in the [Learner Information Suite \(LIS\)](#).

Information on how to convert flat files to single ILR format is available on *the information authority* website:

http://www.theia.org.uk/NR/rdonlyres/F8B350C5-F1C6-4BA9-A452-1B072D025B05/0/LM_LISConversionandAmalgamation_12July2011.pdf

3. Send 2011/12 ILR files in OLDC

When sending a 2011/12 ILR return to the OLDC portal, providers have one of the following options depending on whether it is a Batch or POL submission:

[1112_BatchILR](#)
[1112_POLILR](#)

Providers need to click through to the displayed link in OLDC to submit their ILR files.

4. Transmit ILR data for 2011/12

A and B file transmission

There are two types of file transmission that can be made, either:

- An 'A' file is a year-to-date transmission that should contain records for all learners for the provider for all funding streams for the year to date. This type of transmission will completely delete all entries in the ILR

database for the provider and then insert only the contents of the new A file.

- 'B' files contain only learner records that have changed since the last transmission. This type of submission will only update records for the learners contained within the B file. All other learner records will remain unchanged in the ILR database.

Providers need to ensure that by each return date, the data held by the Data Service is up to date and complete for the purposes described in the [2011/12 ILR collections timetable](#).

The information authority has published guidance on A and B file transmission that can be found on page 12 and 13 of the [2011/12 ILR Specification](#).

Frequently asked questions on file transmission for 2011/12 have also been published and are available on [the information authority website](#).

5. Use transmission numbers

The single ILR is an all-year collection so one series of transmission numbers applies for the whole data year. Providers must increment the transmission number from the last file that was sent otherwise the transmission will be rejected.

When using the Learner Information Suite (LIS) the transmission number must be set on the Export page otherwise you will output a file with transmission number 0001.

Creating a new transmission

If you are not certain what the next transmission number should be set to you can check the previous transmission number by viewing the **Current Active Transmission** section in OLDC (see table 1).

For information on how to transmit a Batch File, please refer to the [OLDC User Guide](#) (V.13, Oct 2011) Section 4 - Transmitting a Batch File.

Please note: The number on the left of the screen (headed 'No') is a screen sequence number **not** a transmission number.

Table 1: OLDC Current Active Transmissions

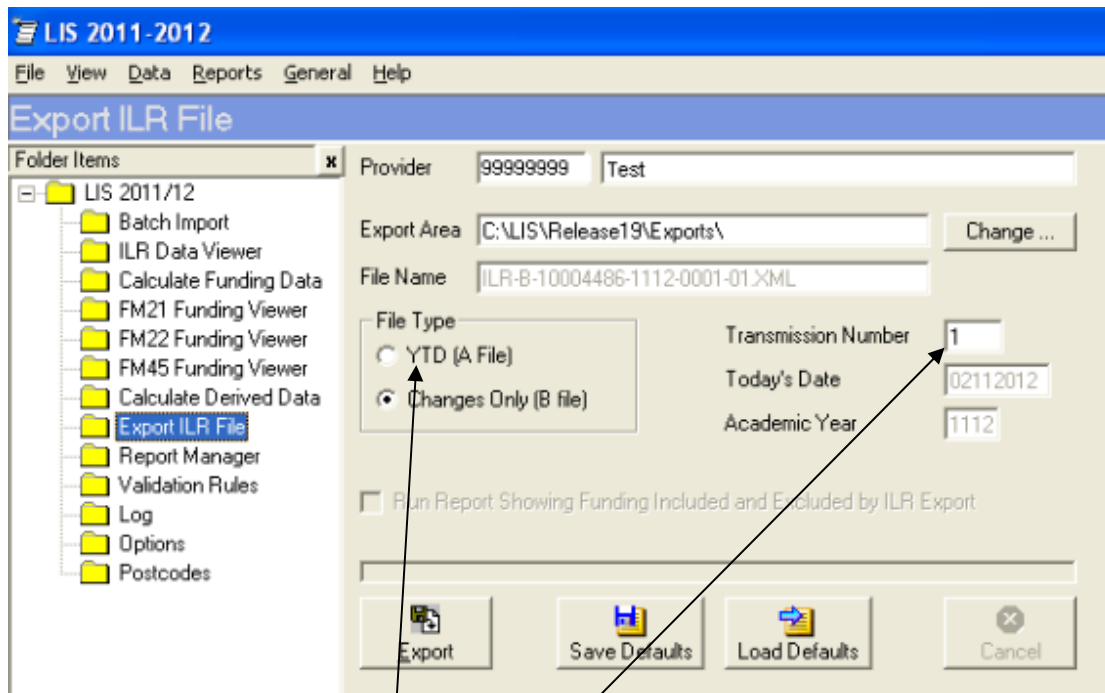
Current Active Transmissions					
No.	Date	Actioned By	Status	Elements	Added Value Reports
3	01 Nov 2011		Received	2011/2012 ILR Batch File (All Year Collection) FileName: ILR-A-01.XML -1112-0005- ElemStatus: Processed - With Errors	ILR-A- -1112-0005-01.XMLRL ILR-A- -1112-0005-01.XMLRL ILR-A- -1112-0005-01.XMLRL ILR-A- -1112-0005-01.XMLRL
Previous Transmission History					
No.	Date	Actioned By	Status	Elements	Added Value Reports
2	30 Sep 2011		Received	2011/2012 ILR Batch File (All Year Collection) FileName: ILR-A-01.XML -1112-0004- ElemStatus: Transmitted	ILR-A- -1112-0004-01.XMLRL ILR-A- -1112-0004-01.XMLRL ILR-A- -1112-0004-01.XMLRL ILR-A- -1112-0004-01.XMLRL
1	29 Sep 2011		Received	2011/2012 ILR Batch File (All Year Collection) FileName: ILR-A-01.XML -1112-0003- ElemStatus: Transmitted	ILR-A- -1112-0003-01.XMLRL ILR-A- -1112-0003-01.XMLRL ILR-A- -1112-0003-01.XMLRL ILR-A- -1112-0003-01.XMLRL

The numbers targeted in the 'Elements' column are the real transmission numbers **0005, 0004, 0003**.

The latest transmission number should be identified in the Current Active Transmission Section, then this number plus 1 should be inserted in the Transmission Number box on the **Learner Information Suite (LIS) Export ILR File** page (see table 2 below).

Please note: there is capacity for up to 9999 transmission numbers to be used throughout the academic year.

Table 2: LIS Export ILR File



e.g. insert transmission number **6** here.

Make sure the file transmission type is set correctly for either an A or B file.

For further details on exporting ILR Files please download the [LIS V19.01 Quick Start Guide](#) on the Data Service website.

6. Ensure your ILR file is error free – check your error reports

Learner Information Suite (LIS) validation error reports

OLDC will only accept files in single ILR format for the 2011/12 academic year and so providers who cannot generate a single ILR file from their MI system will need to convert the flat file to single ILR format using the conversion function provided in the [LIS](#).

The flat file will be checked prior to conversion to ensure that it can be converted. Once converted to xml it is validated against the xml schema. Any errors at either of these stages will cause the entire file to be rejected.

Once successfully converted, the ILR file is loaded into the LIS database and the data is checked against the business validation rules. Any validation

errors at this stage will be reported back using the 2011/12 single ILR field names.

Providers must ensure that they read all of their validation error reports and action these as appropriate.

Only learner records that have passed the [Business Rule validation](#) will appear in the exported file.

Table 3: Rule Violation screen

Rule Violations (Full Validation)				PROTECT-PRIVATE			
Provider : UKPRN : ILR File : Filters :				Year : 2011/12			
				(All)	Funding Rule :	(All)	Partner UKPRN (All)
				(All)	Warning :	(All)	
				(All)	Cont. Org. Code:	(All)	
				(All)	Fund Model:	(All)	
Err	Learner Ref	Aim	Rule Name	Rule Description	Funding		
SCEN14	1	LearnDelFAMType_08	[FundMode]='81' [AimType]='4'	Either occurrence of the Sources of funding fields must be 105 (Skills Funding Agency)			
SCEN13	1	LearnDelFAMType_09		Either occurrence of the Sources of funding fields must be 105 (Skills Funding Agency)			
Warnings	Learner Ref	Aim	Rule Name	Rule Description	Funding		
SCEN05	0	DateOfBirth_08		The learner should be 19 or over Offender in custody			
SCEN06	0	DateOfBirth_08		The learner should be 19 or over Offender in custody			
SCEN10	0	DateOfBirth_08		The learner should be 19 or over Offender in custody			
SCEN11	0	DateOfBirth_08	[DateOfBirth]='15/11/1994'	The learner should be 19 or over Offender in custody			
SCEN12	0	DateOfBirth_08	[DateOfBirth]='15/11/1994'	The learner should be 19 or over Offender in custody			
SCEN13	0	DateOfBirth_08	[DateOfBirth]='15/11/1994'	The learner should be 19 or over on 31 August of the current teaching year unless the learner is an 'OLASS Offender in custody'			
SCEN14	0	DateOfBirth_08	[DateOfBirth]='15/11/1994'	The learner should be 19 or over on 31 August of the current teaching year unless the learner is an 'OLASS Offender in custody'			
SCEN04	0	FeeYTD_02	[AimType]='4' [FundMode]='22' [FeeYTD]='105' [LearnDelFAMType]='FFI' [LearnDelFAMCode]='1'	The learner should be 19 or over on 31 August of the current teaching year unless the learner is an 'OLASS Offender in custody'			
SCEN05	0	FeeYTD_02	[AimType]='4' [FundMode]='22' [FeeYTD]='105' [LearnDelFAMType]='FFI' [LearnDelFAMCode]='1'	If the Fully funded indicator is 'Fully funded' the Tuition fee received should not be returned			
SCEN05	0	FeeYTD_02	[AimType]='4' [FundMode]='22' [FeeYTD]='105' [LearnDelFAMType]='FFI' [LearnDelFAMCode]='1'	If the Fully funded indicator is 'Fully funded' the Tuition fee received should not be returned			
SCEN10	0	FeeYTD_02	[AimType]='4' [FundMode]='22' [FeeYTD]='105' [LearnDelFAMType]='FFI' [LearnDelFAMCode]='1'	If the Fully funded indicator is 'Fully funded' the Tuition fee received should not be returned			
SCEN11	1	FeeYTD_02	[AimType]='4' [FundMode]='22' [FeeYTD]='105' [LearnDelFAMType]='FFI' [LearnDelFAMCode]='1'	If the Fully funded indicator is 'Fully funded' the Tuition fee received should not be returned			

Errors: If a learner's aim data fails Business Rule validation the entire learner record will not appear in the exported file.

Rule Name: Identifies the Business rule DateOfBirth_08.

Rule Description : The learner should be 19 or over on 31st August of the current year unless the learner is an 'OLASS' offender in custody.

Warnings: Learner Reference Number that contains the error/warning.

OLDC Validation

OLDC does further validation checks over and above the LIS (including checking reference data such as postcode, unique learner numbers and employer id numbers).

If the data cannot be successfully loaded into the OLDC database then it may result in additional errors which will reject the entire file.

Providers should carefully check the **Added Value Reports** section of OLDC for all error reports

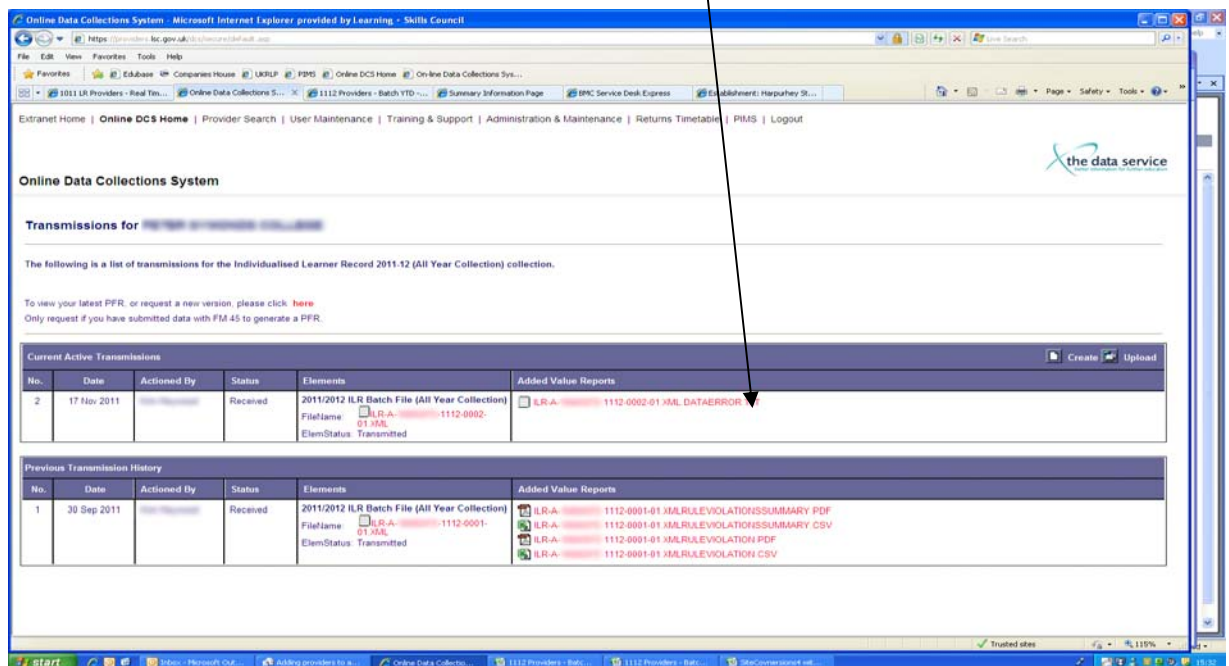
Added Value Reports

All validation error reports are listed here In addition to the usual rule violation report, you may also see two other types of error report:

1. Data Error.txt (Table 4)
2. Duplicate Learners and other Duplicate Keys (Table 5)

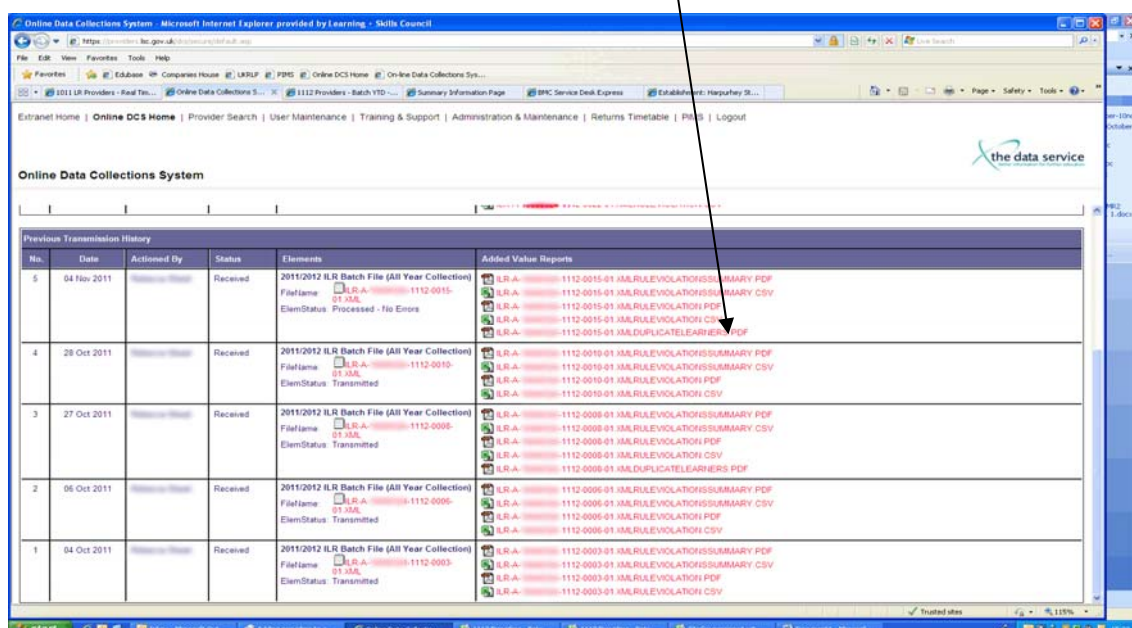
Both of these error reports mean that the entire file has failed validation and cannot be loaded.

Table 4: Added Value Reports screen in OLDC - Data Error.txt



The Data Error.txt is generated when there is an error with the type of data or length of data contained within a field. In particular this can be caused by additional blank spaces at the end of fields or by the use of accented characters in names. These problems should be resolved in a future release of OLDC.

Table 5: Added Value Reports screen in OLDC – Duplicate Learners



Duplicate Learners and other Duplicate Keys		PROTECT-PRIVATE
Provider :		Year : 1112
UKPRN :		
ILR File :		
Filters : None applied, all records reported.		
Table/Entity	Duplicate Key	Occurrence Count
LEARNING_DELIVERY_FA	SOFT105	2
M		
Report Definition : 12/08/2011 Application Version : 1.1 Database Version : 19.01 26/07/2011 File Preparation : Live LARA Structure :		
Skill Funding Agency Calculation Version : YFLA Calculation Version : DV Calc Version : LARA Data : 04/11/2011		
Provider Data : 20/10/2011 ACF Data : 08/05/2011 Disadvantage Data : 08/05/2011 Large Employer Factor : 01/08/2011		
Prepared at: 20:12:33 on 04/11/2011		
Page:1 of 4		

The Duplicate Learners and other Duplicate Keys report is most commonly generated when a provider has repeated data or records for one or more learners. This prevents the file loading into the database. In this example the learner has two identical Learning delivery FAM entries of Source of funding code (SOF 105) for the same aim.

If the provider validates their ILR file in LIS prior to loading it to OLDC then the LIS will identify each of the duplicate key errors and remove any learner records with these errors from the exported file.

Table 6 shows the validation rules which result in duplicate key errors

Table 6: Duplicate Key Errors

RuleId	Name
20060	R06
20070	R07
20090	R09
20430	R43
20440	R44
20450	R45
20460	R46
20470	R47
20480	R48
20490	R49
20500	R50
20510	R51
20520	R52
20530	R53

7. Request a Provider Funding Report

Provider Funding Reports (PFRs) are only available for Apprenticeships and Work Place learning.

The Service Level Agreement for producing PFRs is five working days. PFR's are produced overnight; therefore providers requiring a PFR are advised to return all their ILR data the day before the return date and to also request a PFR on this day, to ensure that an accurate PFR can be generated.

Any PFRs requested on the day of the return will detail the following month's activity rather than the previous month.

The Data Service would like to advise providers to send their ILR returns to the Data Service as early as possible in order to action any errors that may occur in LIS and OLDC and to also allow enough time for your ILR files to be validated and processed in time.