

# Completion of the ILR for OLASS Learners – Policy and Guidance Notes for learners in Custody from the 11/12 academic year



1. This joint guidance from the Skills Funding Agency and Young People's Learning Agency (YPLA) has been prepared to offer Offenders' Learning and Skills Service (OLASS) providers support in completing the Individualised Learner Record (ILR) and must be used in conjunction with *the information authority* ILR documentation. The full ILR specification along with the supporting documents is available through *the information authority* website <http://www.theia.org.uk/>. The following notes offer general guidance for managers of OLASS funded learning in custody. The guidance aims to support processes that enable the recording of learners' achievements within the framework of the ILR specification and Skills Funding Agency or YPLA OLASS policy guidance as appropriate.
2. All OLASS funded learners must have a valid ILR recorded in the single ILR. (The class register must be matched by class enrolments).
3. All OLASS funded learners must be enrolled as soon as they begin an OLASS funded activity. Learners involved in HMPS activities that incorporate embedded learning **supported by OLASS funding** must be enrolled, but only those learning aims funded by OLASS should be recorded.
4. **All** specified ILR fields for other funding must be completed, (see Annex B).
5. The Unique Learner Number (ULN) must be recorded for all learners unless the learner fails under any of the criteria specified in these OLASS guidance notes.
6. Learner achievement must only be recorded where there is auditable evidence of that achievement e.g. pass list or certificate. QCF based qualifications will be used wherever possible, this includes credits and units.
7. OLASS funded provision is now part of the "Other Funding" stream. Providers should refer to the "Other Funding" section for fields in the ILR specification.
8. Single ILR returns must be completed and submitted as specified in the guidance (see "Single ILR return timetable" section), and these returns will be used as the basis of discussions between the funding body and the providers to check progress.
9. Providers have a duty of care towards learner information and must take all reasonable measures to ensure that the learner data is treated as confidential and is only accessed by authorised staff.
10. There are a number of fundamental changes to the format of ILR fields and the way they are completed and submitted from 2011/12. This includes only returning those fields that contain a response, rather than filling with zeroes or null values. Please refer to the single ILR specification for 2011/12 for guidance.

<b>Academic year</b> .....	<b>4</b>
<b>Achievement (Recording Methodology)</b> .....	<b>4</b>
<b>Additional Learning Support (LearnFAMType = ALS, LearnFAMCode, ALSCost fields) ....</b>	<b>4</b>
<b>Skills Funding Agency funded</b> .....	<b>4</b>
<b>YPLA funded</b> .....	<b>4</b>
<b>Data cleansing</b> .....	<b>5</b>
<b>Date of birth (field DateOfBirth)</b> .....	<b>5</b>
<b>Disability, learning difficulties and/or disabilities and/or health problems and learning difficulty (fields LLDDType and LLDDCode)</b> .....	<b>5</b>
<b>Eligibility for 16-18 funding entitlement (EFE)</b> .....	<b>5</b>
<b>Enrolment</b> .....	<b>5</b>
<b>Ethnicity</b> .....	<b>6</b>
<b>European Social Fund</b> .....	<b>6</b>
<b>Family learning</b> .....	<b>6</b>
<b>Funding model (field FundModel)</b> .....	<b>6</b>
<b>Released on Temporary Licence (RoTL)</b> .....	<b>7</b>
<b>Provision delivered in custody with mainstream funding</b> .....	<b>7</b>
<b>Guided Learning Hours (field GLH)</b> .....	<b>7</b>
<b>Learner contact preference (fields ContPrefType, ContPrefCode)</b> .....	<b>7</b>
<b>Learner Information Suite (LIS)</b> .....	<b>7</b>
<b>Learner name (fields FamilyName and GivenNames)</b> .....	<b>8</b>
<b>Learning Aim Database / Learning Aim Reference Application</b> .....	<b>8</b>
<b>Learning delivery funding and monitoring code (field LearnDeIFAMType = LDM, LearnDeIFAMCode)</b> .....	<b>8</b>
<b>Planned end date (field LearnPlanEndDate)</b> .....	<b>8</b>
<b>Postcodes (fields DeILocPostCode, ContType, LocType, PostCode)</b> .....	<b>8</b>
<b>Postcode prior to enrolment</b> .....	<b>8</b>
<b>Current postcode</b> .....	<b>9</b>
<b>Delivery location postcode (DeILocPostCode)</b> .....	<b>9</b>

<b>Prior attainment (field PriorAttain) .....</b>	<b>9</b>
<b>Provider withdrawal.....</b>	<b>9</b>
<b>Security of learner information.....</b>	<b>9</b>
PSO1100 Conveyance of Unauthorised Articles: Data sharing Protocol – Governor’s Authority.....	9
<b>Single ILR return timetable .....</b>	<b>10</b>
<b>Skills Funding Agency funded OLASS adults – Colleges .....</b>	<b>10</b>
<b>Skills Funding Agency funded OLASS adults – Other .....</b>	<b>10</b>
<b>YPLA Funded OLASS – All providers .....</b>	<b>10</b>
<b>Sources of funding (field LearnDeIFAMType, LearnDeIFAMCode) and Contracting organisation code (field ContOrgCode) .....</b>	<b>11</b>
<b>Unique Learner Number (field ULN) .....</b>	<b>11</b>
<b>Validating learner data.....</b>	<b>11</b>
<b>Withdrawal reason (WithdrawReason).....</b>	<b>12</b>
Learner withdrawn due to circumstances within the provider’s control = 27 .....	12
Learner withdrawn due to circumstances outside the providers control = 28 .....	12
Transfer = 40 .....	12
Travel = 28 .....	12
<b>Further queries on ILR.....</b>	<b>13</b>
<b>Annex A: Prison Postcodes (DeILocPostCode) .....</b>	<b>14</b>
<b>Annex B: Mapping of single ILR Fields 2011/12.....</b>	<b>17</b>
<b>Annex C: OLASS Learner scenarios .....</b>	<b>23</b>
<b>Annex D: Short example letters of authority .....</b>	<b>24</b>

# OLASS Guidance Notes

## Academic year

The academic year is used within the OLASS learner administration to align processes with other Skills Funding Agency/YPLA funding models and administrative cycles. The academic year starts on 1<sup>st</sup> August and finishes on 31<sup>st</sup> July and this is in line with the ILR year.

## Achievement (Recording Methodology)

Achievement must only be recorded in the ILR if it can be validated with auditable evidence. The receipt of a certificate is not required where an awarding body supplies other auditable information of learner success e.g. a pass list. Where certificates are able to be awarded by approved assessors, achievement can be recorded from the assessor pass list. When recording achievements, it is important to make sure that the Delivery location postcode field, field DelLocPostCode, is correct and showing the establishment where the learner achieved their learning aim. (Approved list of postcodes is available in Annex A).

**For NVQs, the date that the NVQ was internally verified is the measure used for determining the date of achievement and not the stage when a certificate is actually received from an awarding body.**

Due to the average length of stay in custody, it will often be more appropriate to enrol on and record individual unit achievements rather than full qualifications.

Both the Skills Funding Agency and the YPLA apply their own OLASS specific achievement rate and are not subject to the Qualification Success Rates used in the mainstream.

## Additional Learning Support (LearnFAMType = ALS, LearnFAMCode, ALSCost fields)

### Skills Funding Agency funded

If the learner has been assessed as needing Additional Learning Support, this should be recorded using a Learner funding and monitoring (FAM) record. FAM records must have a Type and Code recorded in the LearnFAMType and LearnFAMCode fields. A FAM Type of ALS and the appropriate FAM Code should be used. The Additional learning support cost field, field ALSCost MUST BE RETURNED with a zero value as no additional funding will be paid via this route in 2011/12. We also monitor the ILR fields relating to learning difficulties and disabilities and/or health problems (fields LLDDType and LLDDCode) closely, to determine the proportion of such learners who are being supported by providers.

### YPLA funded

There is no need for the Additional Learning Support to be identified in the ILR completion for OLASS 3 custodial contracts for young people since the funding rate includes the Additional Learning Support element. A learner FAM record should not be returned for ALS, nor should the ALSCost field. However, we monitor the ILR fields relating to learning difficulties and disabilities and/or health problems (fields LLDDType and LLDDCode) closely, to have an idea of the proportion of such learners who are being supported by providers.

## **Data cleansing**

The data quality of ILR returns will be monitored during the year by running a series of reports to highlight areas of concern with OLASS data not identified by the Learner Information Suite (see later section). The funding body will be sharing this information with providers as part of the contract management process.

### **Date of birth (field DateOfBirth)**

This field is marked as optional in the guidance to allow for where a date of birth genuinely cannot be provided due to security issues specified by the Governor or Head of Learning and Skills. Providers must ensure that they retain evidence of security concerns where a date of birth cannot be entered. The date of birth MUST be entered in all other cases. The date of birth is used to analyse the age structure of the learner population and to help providers establish unique records for each learner. It is also used to identify delivery to young offenders separately from delivery to adults in split site establishments. Providers must not estimate date of birth.

The LIS validation report will identify those learners who are aged 14 or younger in YPLA OLASS funded provision and those learners who are aged 17 or younger in Skills Funding Agency funded provision as a warning. Providers must make sure that LIS warnings are reviewed and only applied in special circumstances where legitimate reasons can be given.

### **Disability, learning difficulties and/or disabilities and/or health problems and learning difficulty (fields LLDDType and LLDDCode)**

These fields should be completed on the basis of the learner's self-assessment. Where a learner is unable to identify themselves as having learning difficulties, this information can be recorded from interviews with learners, their parents, guardians, tutors or advocates.

### **Eligibility for 16-18 funding entitlement (EFE)**

From the 2011/12 academic year, this field is only collected if a learner IS eligible for 16-18 Learner Responsive monies. Therefore LearnFAMType = EFE MUST NOT be returned for OLASS learners.

## **Enrolment**

Learners on remand and foreign nationals must always be enrolled where they are present in education classes.

The learning aim the provider records on the ILR must reflect the expected outcome of the learner's current programme as recorded in their individual learning agreement. Where a learner is intending to achieve a qualification, only the qualification should be recorded. Where it is expected that a unit or units will be achieved (and not the whole qualification) in the current learning programme, then the individual QCF unit(s) should be recorded. In OLASS we would expect learners to enrol on learning aims of achievable level and length, which may be units in the first instance.

Learners must be enrolled onto achievable aims that are recordable on the current ILR system. However, if an appropriate Learning Aim Reference Application (LARA) code is not available, Appendix H to the ILR specification 2011/12 has a section on “Units of approved qualifications and credit framework qualifications” and “Units of approved functional skills qualifications”. Providers must use the aim codes available on the LARA before considering using the coding structures outlined in Appendix H.

If providers experience any problems in the coding structure set out in Appendix H, please contact the Data Service with the following information:

- Specific codes you are using
- Description of the aim titles
- Volume number of enrolments by aim

Contact details are at the end of this guidance.

Learners who enrol on a full time course (e.g. functional skills) then later enrol on another course (e.g. construction) can continue with the functional skills qualification as an embedded learning enrolment. An appropriate ILR record should be submitted for both of these aims.

If the learning aim is not funded by the Skills Funding Agency/YPLA, then it is considered to be an “out of scope” activity and these learning aims must not be recorded in the ILR.

The funding bodies encourage and strongly recommend the provider to enrol learners onto bite size and accredited provision. The funding bodies expect a minimum number of enrolments and achievements of non-accredited provision recorded in the ILR. Non-accredited provision must only be recorded where there is a robust and verifiable process in place to record the assessment process, such as RARPA.

## **Ethnicity**

The provider must collect and record the ethnicity of their learners wherever possible. Please note that the categories have changed, and a mapping document is available in Annex 2 of Appendix B to the ILR specification for 2011/12 on *the information authority* website to support this.

## **European Social Fund**

This field must be completed if the provision is fully ESF funded.

ESF matching – OLASS provision will not be used for ESF match funding in 11/12.

## **Family learning**

Family learning within custody must be recorded using the appropriate Learning Delivery FAM Type and Code and through enrolling the learners on the appropriate learning aim reference using field LearnAimRef.

## **Funding model (field FundModel)**

The Skills Funding Agency funded provision and the YPLA funded provision must be clearly separated. Therefore, for learning aims that start on or after 1 August 2010, any adult OLASS provision delivered by providers under the Skills Funding Agency contract must be coded 81 in the funding model field, field FINAL\_OLASS\_Policy\_and\_Guidance\_ILR\_1112\_V1 2 (4)

FundModel, and any young people's OLASS provision delivered by providers under the YPLA contract must be coded 82. Data recorded for learners who are continuing from 2009/10 and were recorded using A10=80 in the previous ILR methodology do not need to be changed.

### **Released on Temporary Licence (RoTL)**

When a learner is released on temporary licence to take part in learning and skills activity, they should be accessing mainstream funded provision. Learning Delivery FAM Type and Code must be coded appropriately according to the funding model that the learning activity is funded by.

### **Provision delivered in custody with mainstream funding**

Mainstream providers may also deliver provision in custody using mainstream funding. This is only possible if the provision delivered by mainstream providers does not duplicate OLASS provider provision and must be agreed with the funding body. Mainstream funded learners in custody should record the appropriate Learning Delivery FAM Type and Code to draw funding from the mainstream provision. Please note that offenders in custody accessing mainstream provision are not eligible for any uplift and must comply with all mainstream eligibility and fee requirements.

### **Guided Learning Hours (field GLH)**

This is the number of guided learning hours (GLH) in which it is planned to deliver the learning aim. It is recognised that learners may have to miss some of their classes because of security or ongoing legal issues but the GLH does not need to be updated unless the actual hours delivered varies by 20% or more from those planned.

### **Learner contact preference (fields ContPrefType, ContPrefCode)**

All learners in custody must have a Contact preference record returned to indicate restrictions on the use of the learner record. The Contact preference type field (ContPrefType) should be recorded as RUI and Contact preference code field, field ContPrefCode must be set to code 3 to indicate that the learner must not be contacted.

### **Learner Information Suite (LIS)**

The Learner Information Suite (LIS) is software developed by the Data Service and used by providers to calculate mainstream funding and to validate the ILR before it is returned to the Skills Funding Agency/YPLA. It produces error reports showing why learner records are not valid and 'warning' reports on learners studying more than 9 hours a day etc. Providers must use the most up to date LIS to minimise the errors reported in all ILR records including OLASS ILR data. The latest LIS is available to download from the Data Service website.

<http://www.thedataservice.org.uk/services/datacollection/software/lis>).

## **Learner name (fields FamilyName and GivenNames)**

Tracking individual learners throughout their learning journey is assisted where names are provided as student record systems typically identify unique learners by searching by their name, their date of birth, postcode and their Unique Learner Number (ULN). With OLASS learners the delivery location postcode can change and where names are not available, the risk of duplicate records is considerably increased.

It is the provider's responsibility to maintain accurate records of learner progress and where security issues prevent the recording of names, a system or process that minimises the risk of duplicating learning activities and learner records must be introduced.

## **Learning Aim Database / Learning Aim Reference Application**

The Learning Aim Database (LAD) is being replaced by the Learning Aim Reference Application (LARA) from 2011/12. It is still an online application that contains information about all Skills Funding Agency/YPLA recognised learning aims. It will also have search and download facilities. A download of the LARA is required for use with the LIS. The LARA can be accessed through the following link: <https://gateway.imservices.org.uk/sites/lara>.

## **Learning delivery funding and monitoring code (field LearnDeIFAMType = LDM, LearnDeIFAMCode)**

Any OLASS provision delivered in a custodial setting must be recorded using a Learning delivery FAM record. For learning aim monitoring (previously field A46) the FAMType should be recorded as LDM and the FAM Code as 034 for OLASS provision.

Any mainstream funded provision delivered in a custodial setting should be recorded using a Learning delivery FAM record with a FAM Type of LDM and a FAM Code of 119.

## **Planned end date (field LearnPlanEndDate)**

Learners have their achievement reported against the academic year in which they are planned to complete or the year in which they actually completed. OLASS achievement rate reporting will follow this convention to conform to established Skills Funding Agency/YPLA reporting conventions. It is vital that this field is completed in a realistic and accurate manner. Once submitted this field must not be amended.

## **Postcodes (fields DelLocPostCode, ContType, LocType, PostCode)**

There are three postcode fields available in the ILR.

### **Postcode prior to enrolment**

The postcode of the learner prior to enrolment is identified through a combination of coding for Learner contact. The Contact type field (ContType) should be recorded as code 1 and the postcode recorded in the postcode field. The postcode here should record the permanent or home postcode of the learner prior to enrolment. This should be their last known non-custodial postcode. This field is marked as optional in the guidance to allow for where learner's non-

custodial postcodes genuinely cannot be provided due to security issues specified by the Governor or Head of Learning and Skills. Providers must ensure that they retain evidence of security concerns where learner's non-custodial postcodes cannot be entered. Non-custodial postcodes MUST be entered in all other cases.

### **Current postcode**

The current postcode is identified using code 2 in the Contact type field (ContType) and recording the postcode in the postcode field. Current postcode should record the current non-custodial postcode where this different from above. This field MUST NOT record the prison postcode.

### **Delivery location postcode (DelLocPostCode)**

Delivery location postcode must record the postcode of the address at which the learning is delivered. Therefore, in custody, this should always record the prison postcode at which the learner resides and engaged in learning.

A list of prison postcodes and identifying codes required is available in Annex A. Where an establishment has more than one contract using the same postcode, the ProvSpecLearnDelMon should be completed as per Annex A and field LearnDelOccurCode must be D.

### **Prior attainment (field PriorAttain)**

The information provided by learners themselves should be regarded as acceptable. There is no requirement for OLASS learning that evidence of attainment be provided. The qualification should have been completed and passed for recording.

Information on prior attainment will be used to report on the distance travelled by an individual learner. Information on the prior qualification completed is typically collected with little formal evidence and where it becomes obvious during learning that the information was wrong this should, with the agreement of the Education Manager, be corrected.

### **Provider withdrawal**

Where a provider ceases to deliver OLASS learning, they have a duty to complete the full cycle of ILR returns for an academic year in which they ceased to deliver. They are also required to make arrangements for the full transfer of information on live learners to a new provider. They must also make all reasonable arrangements to capture achievement for the cohort of completed learners.

If a provider withdraws their service from any establishment, they have a duty to complete the ILR data as fully as possible. The withdrawing provider also has the duty to pass information on the active learners to the new provider to enable them to enrol the active learners with a reason for transfer.

### **Security of learner information**

PSO1100 Conveyance of Unauthorised Articles: Data sharing Protocol – Governor's Authority

The Offender Management Act makes it a criminal offence for individuals not directly employed by, or (in certain circumstances) contracted to the Crown, to convey out of the prison information relating to prisoners, in any format and through any means.

In all circumstances, any conveyance of information must be for legitimate work purposes.

It is recognised that there are organisations / staff members who will need prisoner information conveying from the prison to, for example, the organisation's Head Office, for monitoring or other legitimate work purposes. In order to effect this, each organisation / member of staff will need to gain the Governor's authorisation to convey this information.

Applications for authority must include:

- Name of organisation and staff involved
- The information that they require to convey outside the prison (type, format etc.)
- The means of conveyance, including necessary security measures (such as encryption of electronic data, secure conveyance of hard copy data)
- Why the information is required and how it will be used
- How the information will then be stored or destroyed.

Two short example letters of authority are provided in this guidance (Annex D). They are templates which providers and establishments may wish to amend and use as they feel appropriate.

The first provides a proforma for staff or organisations to apply for authorisation. The second which would be attached to a copy of the first, is the Governor's authorisation if agreed.

It is recommended that the original be retained in a central location, and a copy of both be returned to the applicant. Where authority is given for regular conveyance (e.g. where the same information is regularly conveyed), a review process should be scheduled for set time points (e.g. quarterly, 6 or 12 months).

## **Single ILR return timetable**

### **Skills Funding Agency funded OLASS adults – Colleges**

Colleges must return their single ILR at R04, R06, R11, R14 and R15 return points in the 2011/12 single ILR timetable published by *the information authority on its website at [http://www.theia.org.uk/ilr/ilrdocuments/201112\\_ilrdetail.htm](http://www.theia.org.uk/ilr/ilrdocuments/201112_ilrdetail.htm)* .. These single ILR returns must include those learners aged 18 since Skills Funding Agency OLASS provision continues to fund those who are aged 18 in custody.

### **Skills Funding Agency funded OLASS adults – Other**

Other providers must return their single ILR on a monthly basis as specified in the 2011/12 single ILR timetable published by *the information authority*. These single ILR returns must include learners aged 18 since Skills Funding Agency OLASS provision continues to fund those who are aged 18 in custody.

### **YPLA Funded OLASS – All providers**

All OLASS providers must return their single ILR returns for learners benefiting from Other YPLA funding at each collection where the YPLA is indicated in the main data use in the 2011/12 single ILR timetable published by *the information authority*.

## **Sources of funding (field LearnDelFAMType, LearnDelFAMCode) and Contracting organisation code (field ContOrgCode)**

A Learning delivery FAM record for Source of funding and the Contracting organisation must be completed for all learning aims, including any continuing learners from 2010/11.

A list of all the contracting organisation codes to be used in ContOrgCode field can be found in Appendix E to the ILR specification for 2011/12.

- For Skills Funding Agency funded provision, LearnDelFAMType = SOF and LearnDelFAMCode must be coded 105
- For YPLA funded provision, LearnDelFAMType = SOF and LearnDelFAMCode must be coded 107

For further details please refer to *the information authority* ILR Specification for 2011/12.

## **Unique Learner Number (field ULN)**

OLASS providers are required to record the Unique Learner Number (ULN) of learners on the ILR.

However, there will be certain categories of prisoner who may not be registered on the Learner Register held by the Learning Registration Service (LRS) and may not have any associated Learner Plan information maintained in the LRS system at a particular time during their sentence. These categories of prisoner include:

- High Profile Prisoners
- Prisoners who have been (or are) subject to continuing media interest
- Prisoners who have been convicted under the Terrorism Act (TACT)
- Prisoners who are subject to the witness protection programme

Prisoners that fall into any of the above criteria should not have their details entered onto the LRS system under any circumstances. It is the responsibility of the Governor to notify the OLASS providers of the prisoner(s) in these categories and to formalise these arrangements in the local operating agreement. In the event that a learner is registered in error the LRS helpdesk should be contacted as quickly as possible in order to resolve the situation.

**All OLASS funded learners must have a valid ILR record including those who do not have a ULN. Aims on which these learners without a ULN are enrolled will be identified through the learner reference number in field LearnRefNumber.**

## **Validating learner data**

Learner data has usually been captured by the Prison Service, the Careers Information Service (CIAS)/Connexions or as part of the Education Support Services (ESS) provision before the learner arrives in education. This information should be used wherever possible to validate date of birth, disability, learning difficulties and/or disabilities, ethnicity and prior attainment.

## **Withdrawal reason (WithdrawReason)**

Where a learner withdraws/has withdrawn from learning (i.e. completion status, field CompStatus, is coded 3), the Withdrawal reason field must be completed with a code based on reasons for withdrawal appropriate for each learning aim. The circumstances which may apply to offenders in custody are as follows:

### **Learner withdrawn due to circumstances within the provider's control = 27**

The following are appropriate definitions of "withdrawn within provider's control":

- Provider specified exclusions or refused to teach learner
- Learner chooses to withdraw from provision (due to lack of interest or other reasons)

### **Learner withdrawn due to circumstances outside the providers control = 28**

The following are appropriate definitions of "withdrawn outside provider's control":

- Released from prison
- Allocated to a new non-OLASS activity within the prison
- Un-notified absence due to ill health (over a period of 4 weeks)
- Moved to another prison
- Failed to return from court
- Early release/deported
- Removed by prison due to security reasons
- Death

### **Transfer = Withdrawal reason code 40**

From the 2011/12 returns, learners that start on a course that is then found not to be suitable for the learner and moves to another course to continue their learning must now be recorded as a withdrawal using code 3 in the Completion status field and code 40 in the Withdrawal reason field. Typically this happens, for example, where a learner enrolls at entry level communication, and the teacher quickly finds they should really be at level 1 communication and the learner is transferred. For a transfer to be valid, there has to be an existing enrolment "A" and a transfer to a new enrolment "B", the dates for the transfer from A to B should be clearly consecutive.

Where learners move from one establishment to another, even if the provider is the same, this is called "Travel".

### **Travel = Withdrawal reason code 28**

Where a learner moves from one establishment to another, every effort must be made to support the continuity of their learning but it is recognised that this cannot be guaranteed. When/if learners have to leave an establishment to move to another before completing their learning activities, the uncompleted learning aim(s) must be recorded as withdrawn, using code 3 in the Completion status field, and code 28 in the Withdrawal reason field to indicate the learner has withdrawn due to circumstances outside of the provider's control.

The learner must have a new ILR entry when they start their learning in another establishment, but use the same ULN.

If the learner's achievement records are received after the learner has moved on to another establishment or he/she has been released, it is the responsibility of the provider where the learner has achieved their learning aim to record the achievement on the ILR. OLASS learning providers have a duty to complete the full cycle of ILR returns for an academic year even if they cease to deliver OLASS provision mid year.

**Providers MUST NOT delete the learner records of those who are no longer in learning with them since this information will be used to measure the effect that learner travel has on achievement.**

### **Further queries on ILR**

If there are any queries regarding the recording of ILR data, please contact the Data Service.

Tel: 0870 267 0001

Email: [servicedesk@thedata-service.org.uk](mailto:servicedesk@thedata-service.org.uk)

Any queries specific to OLASS must be tagged as "OLASS" at the bottom of the query for ease of reference to anyone who may be able to contribute.

## Annex A: Prison Postcodes (DelLocPostCode)

Skills Funding Agency Region	Prison Name	DelLocPostCode	ProvSpecLearnDelMon LearnDelOccurCode = D
EE	BEDFORD	MK40 1HG	
	BLUNDESTON	NR32 5BG	
	BULLWOOD HALL	SS5 4TE	
	BURE	NR10 5AJ	
	CHELMSFORD	CM2 6LQ	
	EDMUNDS HILL	CB8 9YN	
	HIGHPOINT	CB8 9YG	
	HOLLESLEY BAY	IP12 3JW	
	LITTLEHEY	PE28 0SR	1
	LITTLEHEY 2	PE28 0SR	2
	NORWICH	NR1 4LU	
	THE MOUNT	HP3 0NZ	
	WARREN HILL	IP12 3JW	
	WAYLAND	IP25 6RL	
WHITEMOOR	PE15 0PR		
EM	ASHWELL	LE15 7LF	
	FOSTON HALL	DE65 5DN	
	GARTREE	LE16 7RP	
	GLEN PARVA	LE18 4TN	
	LEICESTER	LE2 7AJ	
	LINCOLN	LN2 4BD	
	MORTON HALL	LN6 9PT	
	NORTH SEA CAMP	PE22 0QX	
	NOTTINGHAM	NG5 3AG	
	ONLEY	CV23 8AP	
	RANBY	DN22 8EU	
	STOCKEN	LE15 7RD	
	SUDBURY	DE6 5HW	
	WELLINGBOROUGH	NN8 2NH	
WHATTON	NG13 9FQ		
GL	BELMARSH	SE28 0EB	
	BRIXTON SLA	SW2 5XF	
	FELTHAM	TW13 4ND	
	HOLLOWAY	N7 0NU	
	LATCHMERE HOUSE	TW10 5HH	
	PENTONVILLE	N7 8TT	
	WANDSWORTH	SW18 3HS	
	WORMWOOD SCRUBS	W12 0AE	
ISIS	SE28 0NZ		
NE	ACKLINGTON	NE65 9XF	
	CASTINGTON	NE65 9XG	
	DEERBOLT	DL12 9BG	
	DURHAM	DH1 3HU	
	FRANKLAND	DH1 5YD	
	HOLME HOUSE	TS18 2QU	
	KIRKLEVINGTON GRANGE	TS15 9PA	
	LOW NEWTON	DH1 5YA	
NW	BUCKLEY HALL	OL12 9DP	
	GARTH	PR26 8NE	
	HAVERIGG	LA18 4NA	
	KENNET	L31 1HX	
	KIRKHAM	PR4 2RN	
	LANCASTER CASTLE	LA1 1YL	
	LANCASTER FARMS	LA1 3QZ	
	LIVERPOOL	L9 3DF	
	MANCHESTER SLA	M60 9AH	
	PRESTON	PR1 5AB	
	RISLEY	WA3 6BP	
	STYAL	SK9 4HR	
	THORN CROSS	WA4 4RL	
WYMOTT	PR26 8LW		
YH	ASKHAM GRANGE	YO23 3FT	
	EVERTHORPE	HU15 1RB	
	FULL SUTTON	YO41 1PS	
	HULL	HU9 5LS	

	LEEDS	LS12 2TJ	
	LINDHOLME	DN7 6EE	
	MOORLAND CLOSED (Hatfield)	DN7 6BW	
	MOORLAND OPEN	DN7 6EL	
	NEW HALL	WF4 4XX	
	NORTHALLERTON	DL6 1NW	
	WAKEFIELD	WF2 9AG	
	WEALSTUN	LS23 7AZ	
WM	BIRMINGHAM	B18 4AS	
	BRINSFORD	WV10 7PY	
	DRAKE HALL	ST21 6LQ	
	FEATHERSTONE	WV10 7PU	
	LONG LARTIN	WR11 8TZ	
	SHREWSBURY	SY1 2HR	
	STAFFORD	ST16 3AW	
	STOKE HEATH	TF9 2JL	
	SWINFEN HALL	WS14 9QS	
	HEWELL	B97 6QQ	
SE	Albany	PO30 5RS	
	AYLESBURY	HP20 1EH	
	BLANTYRE HOUSE	TN17 2NH	
	BULLINGDON	OX25 1PZ	
	CampHill	PO30 5PB	
	CANTERBURY	CT1 1PJ	
	COLDINGLEY	GU24 9EX	
	DOWNVIEW	SM2 5PD	
	EAST SUTTON PARK	ME17 3DF	
	ELMLEY	ME12 4DZ	
	FORD	BN18 0BX	
	GRENDON	HP18 0TL	
	HIGH DOWN	SM2 5PJ	
	KINGSTON	PO3 6AS	
	LEWES	BN7 1EA	
	MAIDSTONE	ME14 1UZ	
	Parkhurst	PO30 5NX	
	READING	RG1 3HY	
	ROCHESTER	ME1 3QS	
	SEND	GU23 7LJ	
	SPRING HILL	HP18 0TH	
	STANDFORD HILL	ME12 4AA	
	SWALESIDE	ME12 4AX	
	WINCHESTER	SO22 5DF	
	WOODHILL	MK4 4DA	
SW	BRISTOL	BS7 8PS	
	CHANNINGS WOOD	TQ12 6DW	
	DARTMOOR	PL20 6RR	
	DORCHESTER	DT1 1JD	
	EASTWOOD PARK	GL12 8DB	
	ERLESTOKE	SN10 5TU	
	EXETER	EX4 4EX	
	GLOUCESTER	GL1 2JN	
	GUY'S MARSH	SP7 0AH	
	LEYHILL	GL12 8BT	
	PORTLAND	DT5 1DL	
	SHEPTON MALLETT	BA4 5LU	
	THE VERNE	DT5 1EQ	

YPLA Territories	YOI name	DelLocPostCode	ProvSpecLearnDelMon LearnDelOccurCode = D
East Midlands / East of England	Warren Hill	IP12 3JW	01
London / South East	Feltham	TW13 4ND	
London / South East	Cookham Wood	ME1 3LU	
London / South East	Downview - Josephine Butler unit	SM2 5PD	
North East / North West / Yorkshire and the Humber	Hindley	WN2 5TH	
North East / North West / Yorkshire and the Humber	New Hall -Rivendell unit	WF4 4XX	
North East / North West / Yorkshire and the Humber	Wetherby	LS22 5ED	
North East / North West / Yorkshire and the Humber	Wetherby – Keppel Unit	LS22 5ED	78
South West / West Midlands	Werrington	ST9 0DX	
South West / West Midlands	Eastwood Park - Mary Carpenter Unit	GL12 8DB-	

### Annex B: Mapping of single ILR Fields 2011/12

Entity	Entity Fields 2011/12	XML Element Name	Subset codes and description	Field previously known as	Completion	Field status
Learning Provider	UK Provider Reference Number	UKPRN		A56/L46	As single ILR spec	M
	Provider Number	UPIN		L01/A01	As single ILR spec	M
Learner	Learner Reference Number	LearnRefNumber		A03/L03	As single ILR Spec	M
	Unique Learner Number	ULN		A55/L45	As single ILR Spec (compulsory field for OLASS learners unless specified as special group in OLASS ILR guidance)	O
	Family Name	FamilyName		L09	Name must be entered unless security issue (then "NOT PROVIDED")	M
	Given Names	GivenNames		L10	Name must be entered unless security issue (then "NOT PROVIDED")	M
	Date of Birth	DateOfBirth		L11	See OLASS ILR guidance	O
	Ethnicity	Ethnicity		L12	As single ILR Spec – care descriptors and codes have changed	M
	Sex	Sex		L13	As single ILR spec	M
	LLDD and health problem indicator	LLDDInd		L14	As single ILR spec	M
	National Insurance Number	NINumber		L26	As single ILR spec	O
	Country of domicile	Domicile		L24	As single ILR spec	O
	Prior Attainment	PriorAttain		L35	As single ILR spec (additional notes available on OLASS ILR guidance) must be returned whenever possible	M
	Accommodation	Accom		L34	As single ILR spec	O
	Additional learning support cost	ALSCost		L31	For OLASS funded custody learners where a FAM Type of ALS has been returned this value MUST be 0	O
Disadvantage uplift factor	DisUpFact		L33	Not applicable Do not return	O	

	Destination	Dest			L39	As single ILR spec (Required for ESF match only – see OLASS ILR guidance)	ESF match Only	
Learner Contact	Contact Type	ContType			L17-L23	As ILR spec (Identify if the postcodes are for prior to enrolment or current)  Postcodes must be NON CUSTODIAL.	O	
	Locator Type	LocType	1	Postal Address	L17-L23/L51	As ILR Spec (Contact details depending on the Contact type specified)  MUST NOT include prison name	O	
			2	Post Code				
			3	Telephone				
			4	Email Address				
Learner Contact Preference	Contact Preference Type	ContPrefType			L27/L52	MUST be coded = RUI	O	
	Contact Preference Code	ContPrefCode			L27/L52	MUST be coded = 3	O	
LLDD and Health Problems	LLDD and Health Problem Type	LLDDType	DS	Disability	L15	As single ILR Spec	O	
	LLDD and Health Problem Code	LLDDCode	LD	Learning difficulty	L16	As single ILR Spec	O	
Learner Funding and Monitoring (FAM)	Learner Funding and Monitoring Type	<b>LearnFAMType</b>	<b>YPLA</b> – Do not return FAM type and codes <b>SFA</b> – Return FAM types and codes as appropriate					
			EFE	Eligibility for 16-18 funding entitlement	L28	Not applicable Do not return	O	
			LDA	Learning difficulty Assessment	L29	see OLASS ILR guidance where applicable	O	
			ALS	Additional Learning Support	L31	see OLASS ILR guidance	O	
			DLA	Disabled Learners Allowance	L29	Not applicable. Do not return	NC	
			DUE	Disadvantage Uplift	L32	see OLASS ILR guidance where applicable	O	

				Eligibility				
			LSR	Learner Support Reason	L34	see OLASS ILR guidance where applicable	O	
			DSF	Discretionary Support Funds	L49	not applicable. Do not return	O	
			NLM	National Learner Monitoring	L40	as single ILR spec	O	
	Learner Funding and Monitoring Code	LearnFAMCode						
Learner Provider Specified Monitoring	Provider Specified Learner Monitoring	ProvSpecLearnMon			L42	As single ILR spec Available for provider use	O	
Learner Employment Status	Employment Status Type	EmpStatType	DBS	Employment Status on day before starting learning aim	A66	Optional unless ESF matched	ESF match only	
			FDL	Employment Status on first day of learning	L37	Not applicable Do not return	O	
			CES	Current Employment Status	L47	Not applicable Do not return	O	
	Employment Status code	EmpStatCode			A66/A67 L37/L47	Not applicable Do not return	O	
	Date employment status applies to	DateEmpStatApp			L48	Not applicable Do not return	O	
	Employer identifier	Empld			A44	Not applicable Do not return	O	
	Workplace	WorkLocPCode			A45	Not applicable Do not return	O	

	Location Postcode					
Learner Employment Status monitoring	Employment status monitoring type	ESMType		A67	As single ILR spec – ESF only	O
	Employment status monitoring code	ESMCode		A67	As single ILR spec – ESF only	O
Learning Delivery	Learning Aim reference	LearnAimRef		A09	As single ILR spec	M
	Aim Type	AimType		A04	As single ILR spec	M
	Aim sequence number	AimSeqNumber		A05	As single ILR spec	M
	Learning start date	LearnStartDate		A27	As single ILR spec	M
	Learning planned end date	LearnPlanEndDate		A28	As single ILR spec	M
	Funding Model	FundModel		A10	For YPLA OLASS funded provision = 82 For SFA OLASS funded provision = 81	M
	Guided Learning Hours	GLH		A32	As single ILR spec	O
	Planned credit value	PlanCredVal		A59	Only required for providers delivering QCF aims through the Skills Funding Agency QCF Unit Funding Trials YPLA do not return	O
	Programme Type	ProgType		A15	As single ILR spec	O
	Framework Code	FworkCode		A26	As single ILR spec, if no framework do not return	O
	Programme entry route	ProgEntRoute		A16	Not applicable do not return	O
	Main delivery method	MainDelMeth		A18	As single ILR spec, usually 1 class contact	O
	Delivery mode	DelMode		A17	As single ILR spec, usually 1 continuous daytime	O
	Subcontractor or partnership UKPRN	PartnerUKPRN		A22	As single ILR spec	O
	Delivery location postcode	DelLocPCode		A23	Prison postcode (using approved list in Annexe A)	O
Distance Learning SLN	DistLearnSLN		A52	As single ILR spec	O	
Tuition fee received ytd	FeeYTD		A13	Do not return	O	

	Source of tuition fee	FeeSource			A57	Do not return	O
	Proportion of funding remaining	PropFundRemain			A51a	As single ILR spec YPLA Do not return	O
	Employer role	EmpRole			A19	As single ILR spec YPLA do not return	O
	Contracting organisation code	ContOrgCode			A70	As single ILR spec	M
	Employment Outcome	EmpOutcome			A68	As single ILR spec YPLA Do not return	O
	Completion Status	CompStatus			A34	As single ILR spec (please note that transfers require different coding)	M
	Learning Actual End date	LearnActEndDate			A31	As single ILR spec	O
	Withdrawal Reason	WithdrawReason			A50	See guidance (Code 40 – transfer. Code 27 – withdrawn within provider’s control. Code 28 – withdrawn outside provider’s control)	O
	Outcome Indicator	OuctomeInd			A35	As single ILR spec	O
	Credits Achieved	CredAch			A60	Only required for providers delivering QCF aims through the QCF Unit Funding Trials. YPLA do not return	O
	Outcome Grade	OutGrade			A36	As single ILR spec	O
	Actual Progression Route	ActProgRoute			A50	As single ILR spec	O
Learning delivery funding and monitoring (FAM)	Learning delivery funding and monitoring type	LearnDelFAMType	SOF	Source of Funding	A11	YPLA OLASS funded = 107 SFA OLASS funded = 105	M
			FFI	Full or Co-funding	A11/A14/A71	As single ILR spec	O
			ALN	Additional Learning needs	A53	Not applicable Do not return	O
			ASN	Additional Social needs	A53	Not applicable Do not return	o
			FSI	First steps Indicator	A11/A58	Not applicable Do not return	O
			RET	Re-take indicator	A20	Not applicable. Do not return	NC
			NSA	National	A63	Not applicable Do not return	O

				Skills Academy				
			EEF	Eligibility for enhanced ER funding			Not applicable. Do not return	NC
			LDM	Learning delivery monitoring	A46		Custody = 034 Community = 086 Mainstream funded Custody = 119	O
			SPP	Special project and Pilots	A49		Not applicable Do not return	O
			SSP	Sector Strategy Pilots	A49		Not applicable Do not return	O
			CVE	CoVE Indicator	A49		Not applicable Do not return	O
	Learning delivery funding and monitoring code	LearnDelFAMCode						
Learning Delivery Provider monitoring	Provider specified learning delivery monitoring	ProvSpecDelMon			A48/A72		ProvSpecLearnDelMon should be completed as per Annex A and field LearnDelOccurCode must be D.	O



## Annex D: Short example letters of authority

### 1. PSO1100 Conveyance of Unauthorised Articles

Please familiarise yourself with PSO 1100 prior to completing this application.

**Application under Section 40E of the Prison Act, for Authority to Convey Restricted Documents out of the establishment.**

Staff name:

Organisation:

Date:

Information required to convey:

Nature (*type of information*):

Format: (*eg electronic or hard copy*):

Means of conveyance (*include how you will ensure security of the information in transit*):

Reason for requiring information / how it will be used (*if relevant, include frequency of conveyance*):

Storage / destruction of information (*please explain how the information will be securely stored or destroyed after use*):

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Governor's Decision: Authorised: Yes No

Date:

## 2. PSO1100 Conveyance of Unauthorised Articles

Dear \*\*\*\*

Under Section 40E of the Prison Act, you are authorised to convey information as per your application \*\*\*\*\*, namely:

*Insert relevant details*

\*This authority is for regular conveyance of the same information for the same purposes, conveyed as per your application. The authority extends until \*\*\*\*\* (date) when a new application must then be submitted.

*\*delete if not appropriate*

Signed: