A data collection overview

This e-learning module will tell you what the ILR is, how to create an ILR file, when you need to return data and how to return the data. Click each item below to find out more information.

How to use this module

File structure

What is the ILR?

Creating an XML ILR file

Transmission methods

Collection timetable

ILR documents location

Specification of the Individualised Learner Record for 2013/14

Version 4 – July 2013

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How to use this module

The information below tells you how to move around this module and how to get further information and/or support. Click on each of the icons below to find out what action each one represents. When you are ready, click on the next button to go back to the home page.
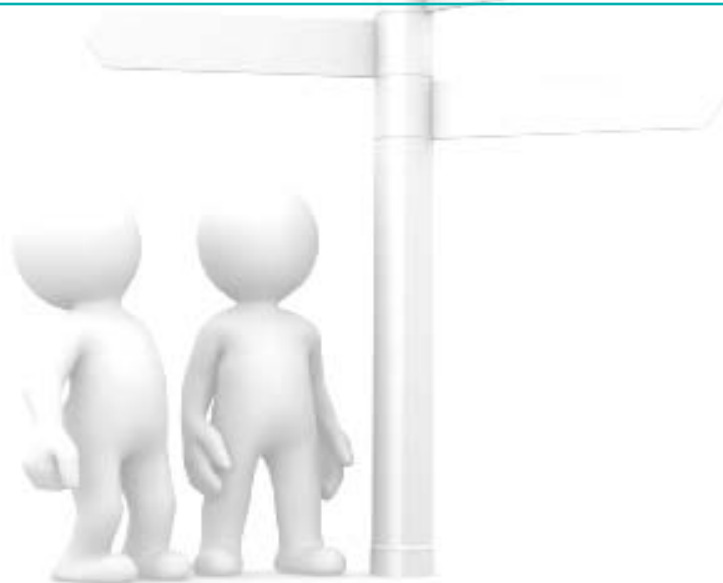
How to use this module

The information below tells you how to move around this module and how to get further information and/or support. Click on each of the icons below to find out what action each one represents. When you are ready, click on the next button to go back to the home page.

This will take you to the next page in this module, or return you to the last menu screen you visited if there are no more pages in that submenu.

How to use this module

The information below tells you how to move around this module and how to get further information and/or support. Click on each of the icons below to find out what action each one represents. When you are ready, click on the next button to go back to the home page.

This will take you to the last page that you viewed.

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How to use this module

The information below tells you how to move around this module and how to get further information and/or support. Click on each of the icons below to find out what action each one represents. When you are ready, click on the next button to go back to the home page.

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This button will take you to the first screen in the module.

How to use this module

Home/How to use this module

The information below tells you how to move around this module and how to get further information and/or support. Click on each of the icons below to find out what action each one represents. When you are ready, click on the next button to go back to the home page.

This button will take you to the screen that contains details of where to go for further assistance should you require any.

How to use this module

The information below tells you how to move around this module and how to get further information and/or support. Click on each of the icons below to find out what action each one represents. When you are ready, click on the next button to go back to the home page.

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This button will take you directly to *the information authority* website.

How to use this module

The information below tells you how to move around this module and how to get further information and/or support. Click on each of the icons below to find out what action each one represents. When you are ready, click on the next button to go back to the home page.

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This button will close the e-learning module.

What is the ILR?

The further education (FE) and skills sector in England uses the Individualised Learner Record (ILR) to collect data about learners in the system and the learning undertaken by each of them. This data is then used to ensure that public money is being spent in line with government targets, for future planning and to make the case for the sector in seeking future spending.

Data to be collected

ILR fields and entities

An ILR collection

XML file format

What is the ILR?

The further education (FE) and skills sector in England uses the Individualised Learner Record (ILR) to collect data about learners in the system and the learning undertaken by each of them. This data is then used to ensure that public money is being spent in line with government targets, for future planning and to make the case for the sector in seeking future spending.

Data to be collected

ILR fields and entities

An ILR collection

XML file format

For full information on what is collected in the ILR, please read the **ILR Specification** for that year.

What is the ILR?

The further education (FE) and skills sector in England uses the Individualised Learner Record (ILR) to collect data about learners in the system and the learning undertaken by each of them. This data is then used to ensure that public money is being spent in line with government targets, for future planning and to make the case for the sector in seeking future spending.

Data to be collected

ILR fields and entities

An ILR collection

XML file format

The ILR is made up of entities such as learner details and learning delivery details. Each entity contains various fields that must be completed depending on the learning being delivered.

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What is the ILR?

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The further education (FE) and skills sector in England uses the Individualised Learner Record (ILR) to collect data about learners in the system and the learning undertaken by each of them. This data is then used to ensure that public money is being spent in line with government targets, for future planning and to make the case for the sector in seeking future spending.

Data to be collected

ILR fields and entities

An ILR collection

XML file format

All learner data, regardless of their funding model, must be returned altogether in an ILR file. Refer to the **Appendix A** collection timetable for the relevant year. This is located on the **ILR documents** page.

What is the ILR?

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The further education (FE) and skills sector in England uses the Individualised Learner Record (ILR) to collect data about learners in the system and the learning undertaken by each of them. This data is then used to ensure that public money is being spent in line with government targets, for future planning and to make the case for the sector in seeking future spending.

Data to be collected

ILR fields and entities

An ILR collection

XML file format

All ILR files sent to the Data Service must be in XML format.

Transmission methods – Batch

Providers can send two types of batch file, A and B files. Click each item below to find out more information.

File format

File name and header

'A' files

'B' files

Transmission methods – Batch

Providers can send two types of batch file, A and B files. Click each item below to find out more information.

File format

File name and header

'A' files

'B' files

The 'Hub' web portal only accepts files in XML format. See **How to create an XML file** for information on converting to XML format.

Transmission methods – Batch

Home/Transmission methods - Batch

Providers can send two types of batch file, A and B files. Click each item below to find out more information.

File format

File name and header

'A' files

'B' files

The filename and file header indicate whether you are returning an 'A' or 'B' type of file. It also contains your provider number, the transmission year and file preparation date which is used in some validation rules.

Transmission methods – Batch

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Providers can send two types of batch file, A and B files. Click each item below to find out more information.

File format

File name and header

'A' files

'B' files

'A' files must contain all learners across all funding models. An 'A' file will **REPLACE** all the data previously submitted that is being held in the national ILR database.

Transmission methods – Batch

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Providers can send two types of batch file, A and B files. Click each item below to find out more information.

File format

File name and header

'A' files

'B' files

'B' files can contain only some of the learners that are studying with you. For example, the file may contain only new starters in a particular month or may contain updated data for some of the learners.

Any learner record in a 'B' file will replace the learner record for that learner in the national ILR database. Consequently all learning aim records for all funding models must be sent with the learner record. Learner details held in the national ILR database for the learners who are not present in the file, will remain unchanged.

Transmission methods – Data Entry

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This page will inform you about data entry arrangements. Click both items below to find out more information.

**Returning ILR data
via batch files**

**Returning ILR data
via data entry**

Transmission methods – Data Entry

This page will inform you about data entry arrangements. Click both items below to find out more information.

Returning ILR data via batch files

Returning ILR data via data entry

Providers are expected to deliver their ILR data via a single XML file produced by their MI systems. Once this file has been created it should be uploaded to the Data Service through the 'Hub' web portal.

NOTE: Calls should not be made to the **service desk** about issues with your MI systems. These should be raised with your service provider.

Transmission methods – Data Entry

This page will inform you about data entry arrangements . Click both items below to find out more information.

Returning ILR data via batch files

Returning ILR data via data entry

Providers who do not have an MI system capable of generating an XML file can use a data entry form in the Funding Information System (FIS), to enter learner data into the desktop service and export an XML file from this for upload to the 'Hub' web portal.

Note that only small providers with 500 or fewer learners can use this facility.

File structure overview

The structure of the XML ILR file is an efficient and easy way to represent the ILR data structures. It does not require null values, like zeros or spaces, to be sent where data is not required. Refer to the year specific ILR Specification on the **ILR documents** page for more details.
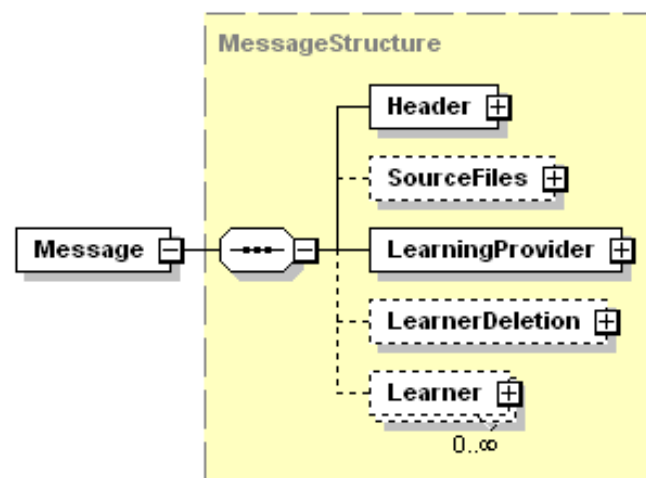
Message structure

Header

Learning provider

Learner

Learning delivery

File structure overview

The structure of the XML ILR file is an efficient and easy way to represent the ILR data structures. It does not require null values, like zeros or spaces, to be sent where data is not required. Refer to the year specific ILR Specification on the **ILR documents** page for more details.

Message structure

Header record

Learning provider

Learner

Learning delivery

The diagram below shows a high-level view of the structure of the file that you will need to return to the 'Hub' web portal.
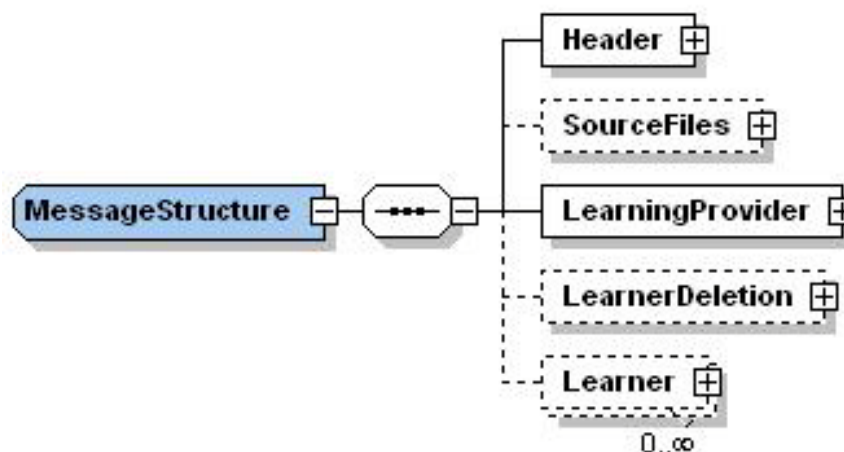
File structure overview

The structure of the XML ILR file is an efficient and easy way to represent the ILR data structures. It does not require null values, like zeros or spaces, to be sent where data is not required. Refer to the year specific ILR Specification on the **ILR documents** page for more details.

Message structure

Header

Learning provider

Learner

Learning delivery

The Header section contains information on which year your data refers to and when the file was made. In addition, it also holds the transmission information and details of the MIS system used to create the file.

MessageStructure

Message — Header
— SourceFiles
— LearningProvider
— LearnerDeletion
— Learner
0..∞

File structure overview

The structure of the XML ILR file is an efficient and easy way to represent the ILR data structures. It does not require null values, like zeros or spaces, to be sent where data is not required. Refer to the year specific ILR Specification on the **ILR documents** page for more details.

Message structure

Header

Learning provider

Learner

Learning delivery

The Learning provider section contains your UK Provider Reference Number (UKPRN).
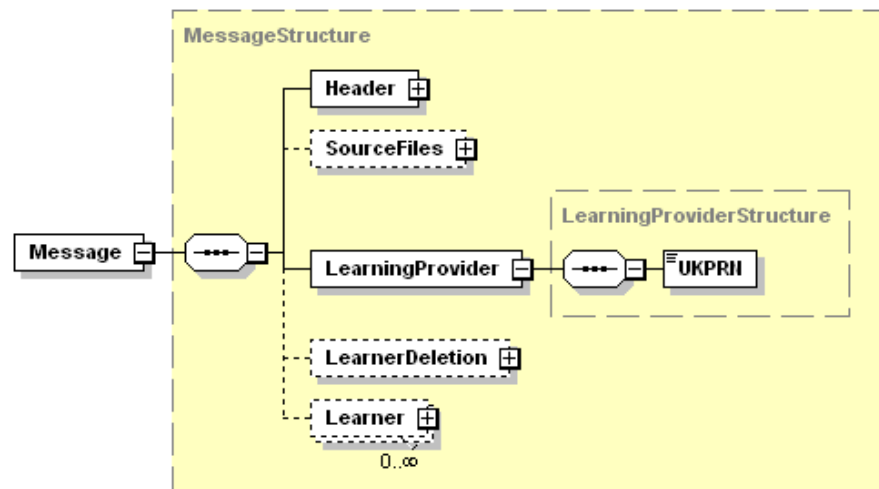
File structure overview

The structure of the XML ILR file is an efficient and easy way to represent the ILR data structures. It does not require null values, like zeros or spaces, to be sent where data is not required. Refer to the year specific ILR Specification on the **ILR documents** page for more details.

The Learner entity contains a learner's details such as their name, date of birth and sex, along with other entities that relate to the learner.
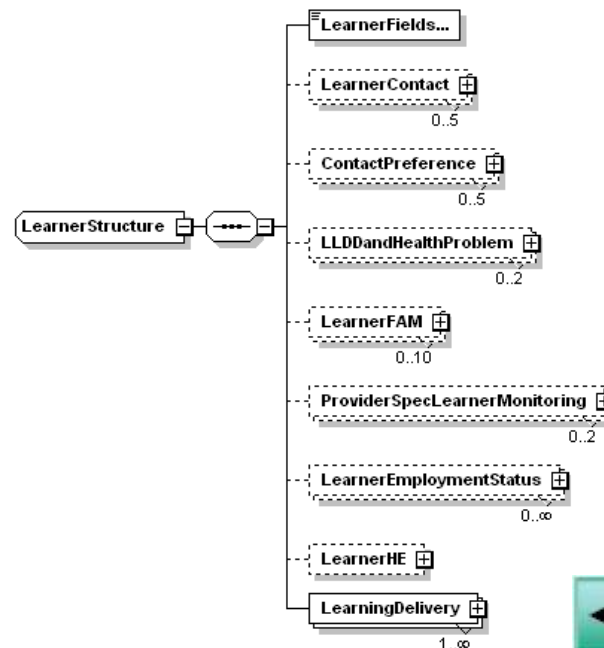
Message structure

Header

Learning provider

Learner

Learning delivery

File structure overview

The structure of the XML ILR file is an efficient and easy way to represent the ILR data structures. It does not require null values, like zeros or spaces, to be sent where data is not required. Refer to the year specific ILR Specification on the **ILR documents** page for more details.

Message structure

Header

Learning provider

Learner

Learning delivery

The Learning delivery entity contains information about the learning aim, including any programme information if applicable, that a single learner is undertaking.
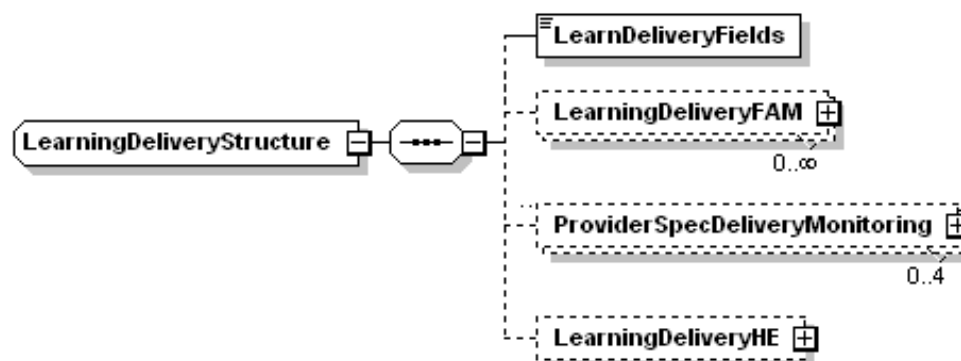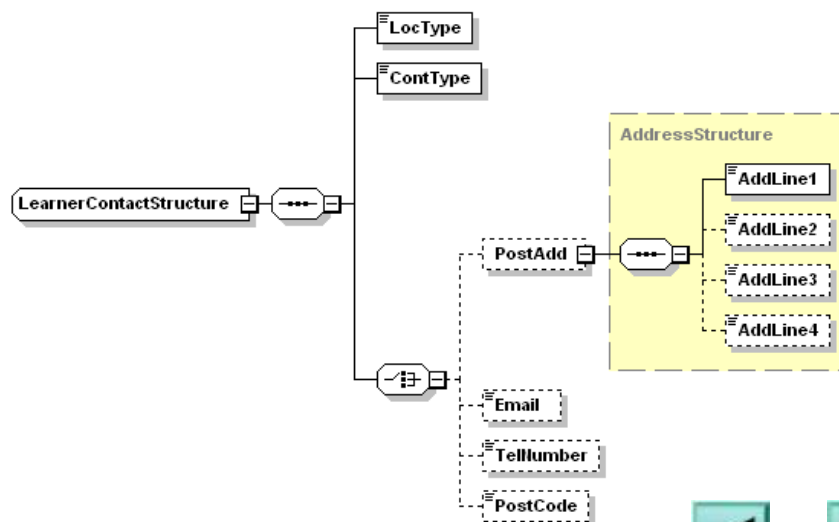
Learner contact entity

Within the Learner entity, the learner's contact details and contact preference are held in separate structures. The next two screens give an overview of how this information is structured. Click each item below to find out more.

Structure

Postcodes

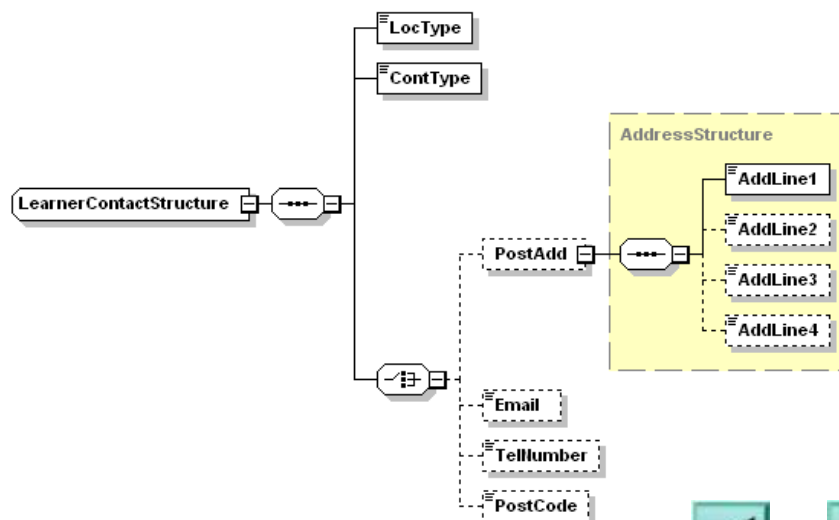**Returning the data**

Learner contact entity

Within the Learner entity, the learner's contact details and contact preference are held in separate structures. The next two screens give an overview of how this information is structured. Click each item below to find out more.

The Learner contact entity collects address details, telephone number, email address and postcode information for each learner, as shown in the picture below.

Structure

Postcodes

Returning the data

Learner contact entity

Within the Learner entity, the learner's contact details and contact preference are held in separate structures. The next two screens give an overview of how this information is structured. Click each item below to find out more.

The ILR collects the current postcode of the learner as well as the postcode prior to enrolment.

Structure

Postcodes

Returning the data

Learner contact entity

Within the Learner entity, the learner's contact details and contact preference are held in separate structures. The next two screens give an overview of how this information is structured. Click each item below to find out more.

In an XML return for each bit of contact data returned, a locator type is specified (either address, postcode, telephone or email) and then a contact type (either current or prior to enrolment).
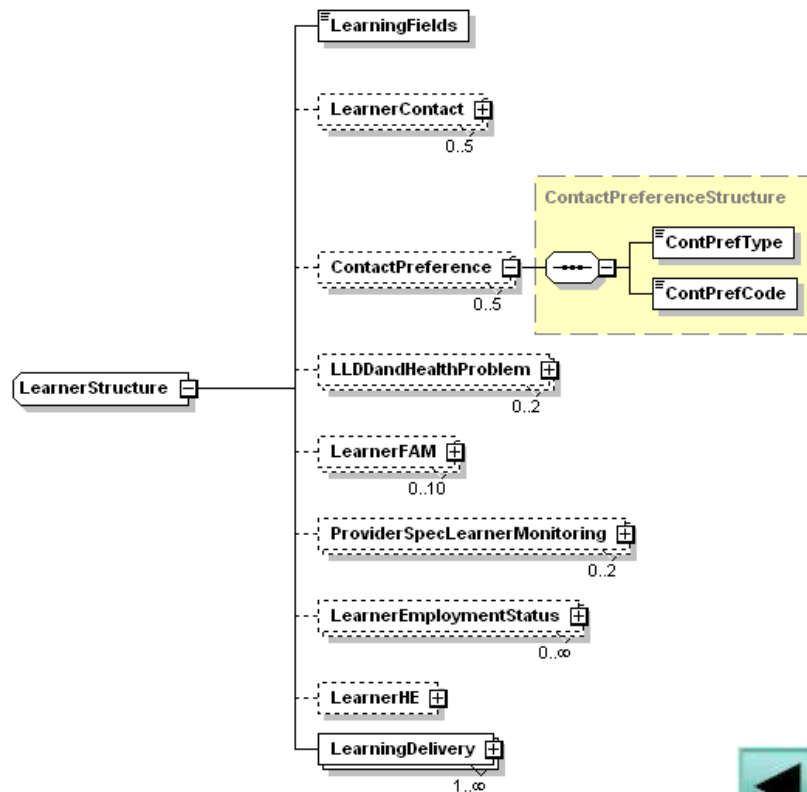
Structure

Postcodes

Returning the data
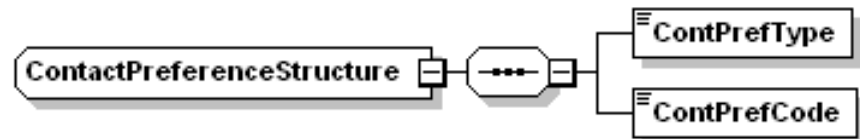
Learner contact preference entity

Within the Learner entity, the learner's contact details and contact preference are held in separate structures. This screen gives an overview of how the contact preference information is structured. Click each item below to find out more.

Structure

Example

Learners

Learner contact preference entity

Within the Learner entity, the learner's contact details and contact preference are held in separate structures. This screen gives an overview of how the contact preference information is structured. Click each item below to find out more.
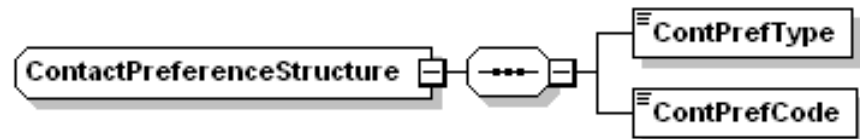
Structure

Example

Learners

The Learner contact preference entity collects the Restricted Use indicators which detail whether a learner can be contacted for different purposes e.g. survey, course information. It also holds the Preferred method of contact, which allows a learner to opt out of being contacted by phone, email or post.

ContactPreferenceStructure

ContPrefType

ContPrefCode

Learner contact preference entity

Within the Learner entity, the learner's contact details and contact preference are held in separate structures. This screen gives an overview of how the contact preference information is structured. Click each item below to find out more.

Structure

Example

Learners

A learner who has indicated that they do not wish to be contacted about courses or learning opportunities and who does not wish to be contacted by post or phone would return codes RUI1, PMC1 and PMC2.

A maximum of five contact preference records can be returned for each learner.

Learner contact preference entity

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Within the Learner entity, the learner's contact details and contact preference are held in separate structures. This screen gives an overview of how the contact preference information is structured. Click each item below to find out more.

Structure

Example

Learners

Learners should be asked if they wish to opt out of being contacted for surveys, research and marketing and by any contact method recorded, on completion at enrolment.
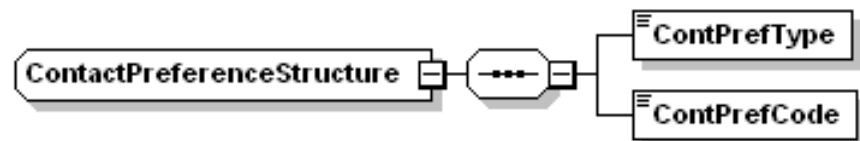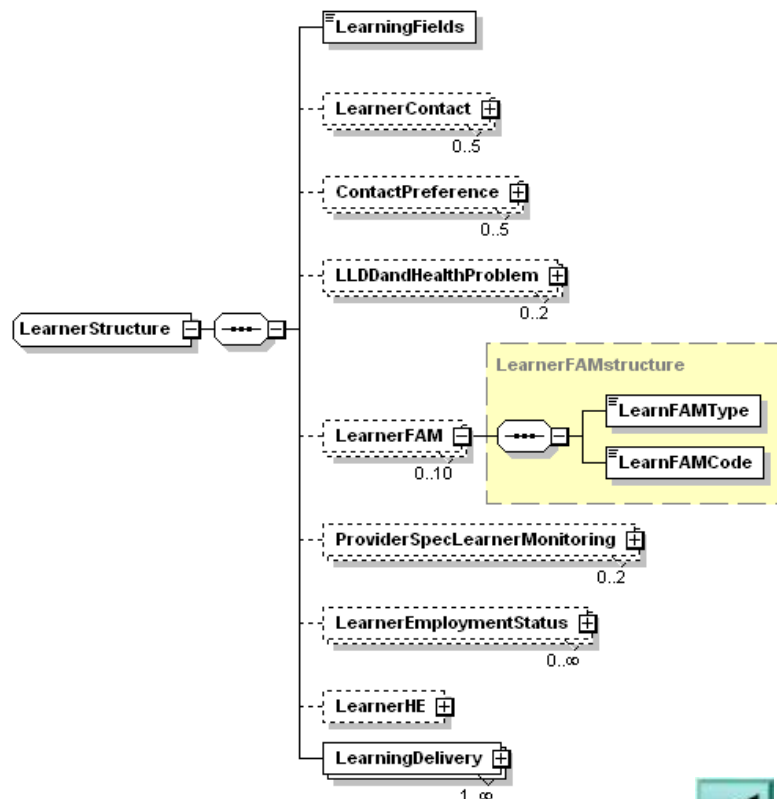
Learner funding and monitoring (FAM)

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Funding and monitoring information that relates directly to the learner, is held in its own structure. Click each item below to find out more information on the learner FAM.
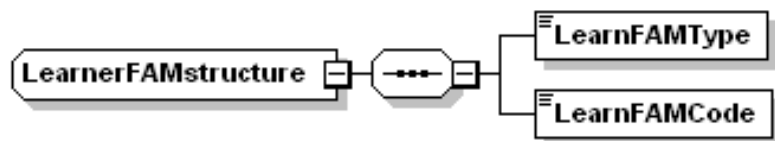
Structure

What is included

'Not known' codes

Learner funding and monitoring (FAM)

Funding and monitoring information that relates directly to the learner, is held in its own structure. Click each item below to find out more information on the learner FAM.

Structure

What is included

'Not known' codes

Data collected in the learner funding and monitoring (FAM) entity is used to identify additional attributes of the learner that will either inform the funding of the learner, or additional monitoring.

The Learner FAM structure, shown below, firstly records the type of funding or monitoring that a provider is returning, followed by the associated code.

Learner funding and monitoring (FAM)

Funding and monitoring information that relates directly to the learner, is held in its own structure. Click each item below to find out more information on the learner FAM.
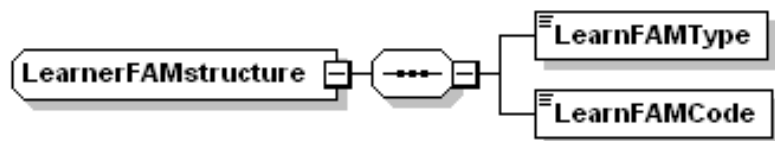
Structure

What is included

'Not known' codes

The following data items are collected within the Learner Funding and Monitoring (FAM) entity:

- Learning difficulty assessment (LDA);
- Learning support (ALS);
- Education Health Care plan (EHC);
- Disabled students allowance (DLA);
- Learner support reason (LSR);
- National learner monitoring (NLM).

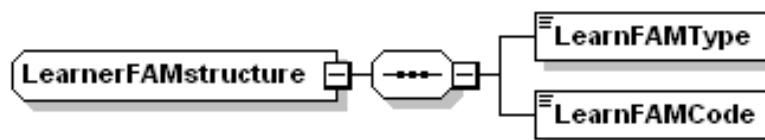# Learner funding and monitoring (FAM)

Funding and monitoring information that relates directly to the learner, is held in its own structure. Click each item below to find out more information on the learner FAM.

Structure

What is included

'Not known' codes

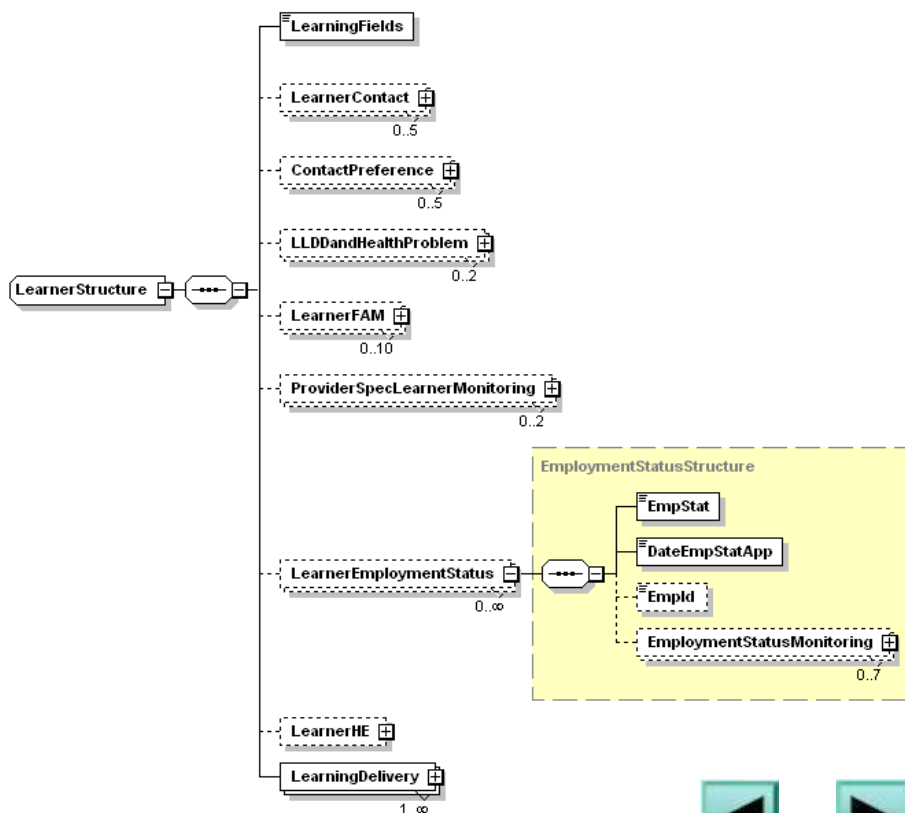A Learner FAM type only needs to be returned if it applies.

Employment status

All of the employment related fields are grouped together in their own structure, within the Learner entity. Click each item to find out more information.

Structure

Employment status

Employer identifier

Employment status monitoring

Employment status

All of the employment related fields are grouped together in their own structure, within the Learner entity. Click each item to find out more information.
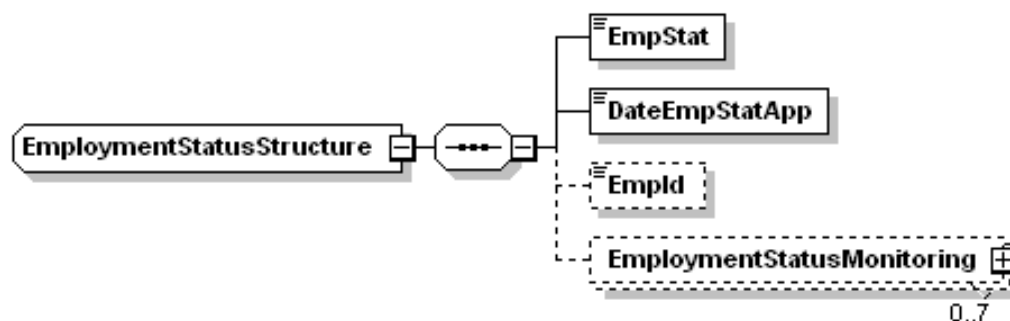
Structure

Employment status

Employer identifier

Employment status monitoring

The diagram below shows the employment status structure and where the associated employment monitoring is located.

Employment status

All of the employment related fields are grouped together in their own structure, within the Learner entity. Click each item to find out more information.
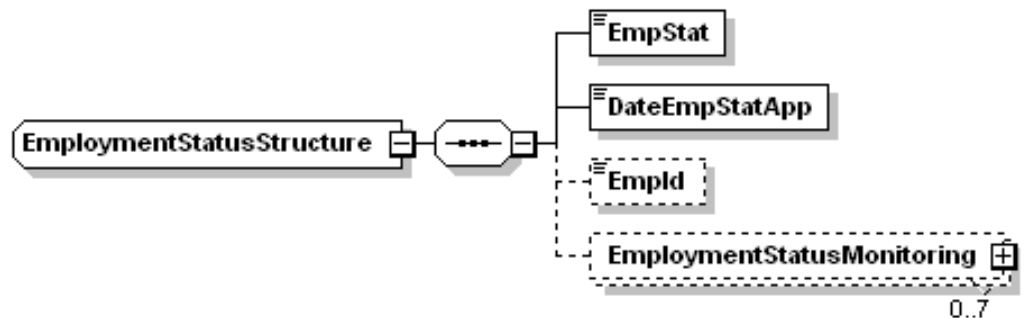
Structure

Employment status

Employer identifier

Employment status monitoring

This is a learner's employment status prior to enrolment and should be completed when a learner first enrols with a provider. The date field must be completed with this status.

Employment status

All of the employment related fields are grouped together in their own structure, within the Learner entity. Click each item to find out more information.

Structure

Employment status

Employer identifier

Employment status monitoring

The ILR specification provides details on locating and obtaining employer numbers with the **Employer Data Service**.

Employment status

All of the employment related fields are grouped together in their own structure, within the Learner entity. Click each item to find out more information.
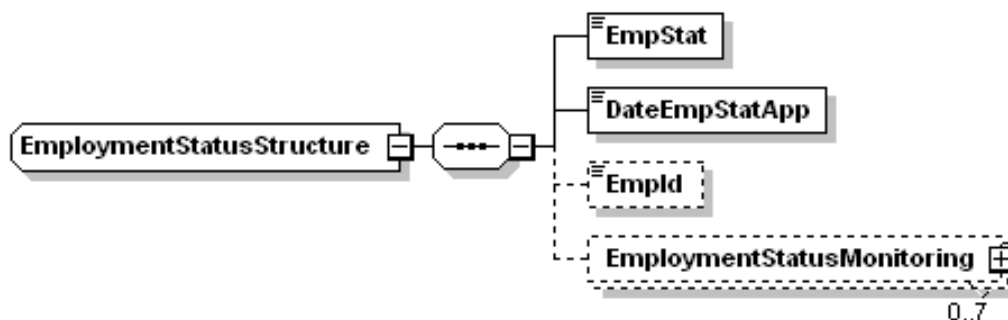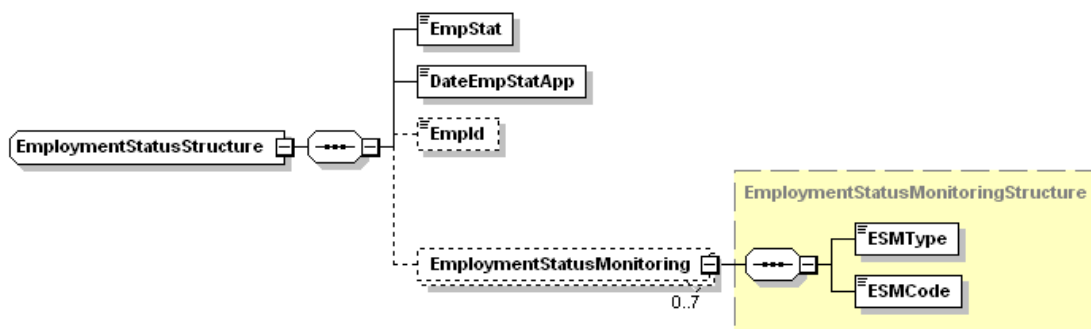
Structure

Employment status

Employer identifier

Employment status monitoring

This entity is split into type and code, similar to FAM.

It is used to monitor the economic activity of the learner such as whether they are self-employed and length of unemployment. For a full list of codes please refer to the year specific ILR Specification on the **ILR documents** page for more details.

Learning delivery funding and monitoring

Funding and monitoring (FAM) information that relates directly to the aim being delivered, is held in its own structure within the Learning delivery entity. Click each item below to find out more information on the learning delivery FAMs.

Structure

Learning delivery FAM types

Dates to and from

Learning delivery funding and monitoring

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Funding and monitoring (FAM) information that relates directly to the aim being delivered, is held in its own structure within the Learning delivery entity. Click each item below to find out more information on the learning delivery FAMs.

Structure

Learning delivery FAM types

Dates to and from

Data collected in the learning delivery funding and monitoring entity is used to identify additional attributes of the learning aim that will either inform funding of the learner or enable additional monitoring.

The Learning delivery FAM structure, shown below, firstly records the type of funding or monitoring that a provider is returning, followed by the associated code.

Learning delivery funding and monitoring

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Funding and monitoring (FAM) information that relates directly to the aim being delivered, is held in its own structure within the Learning delivery entity. Click each item below to find out more information on the learning delivery FAMs.
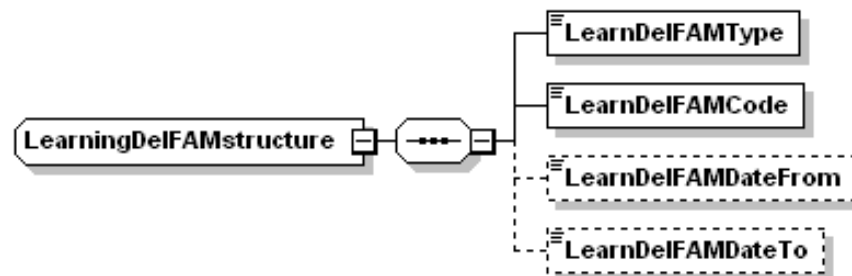
Structure

Learning delivery FAM types

Dates to and from

The following data items are collected in the Learning delivery Funding and Monitoring (FAM) entity:

- Source of funding (SOF);
- Full or co-funding indicator (FFI);
- Workplace learning indicator (WPL);
- Eligibility for enhanced Apprenticeship funding (EEF);
- Restart indicator (RES);
- Learning support funding (LSF);
- 24+ Advanced Learning Loans indicator (ADL);
- 24+ Advanced Learning Loans Bursary fund (ALB);
- Community Learning provision type (ASL);
- Learning delivery monitoring (LDM);
- Special projects and pilots (SPP);
- National Skills Academy indicator (NSA);
- HE monitoring (HEM).

Learning delivery funding and monitoring

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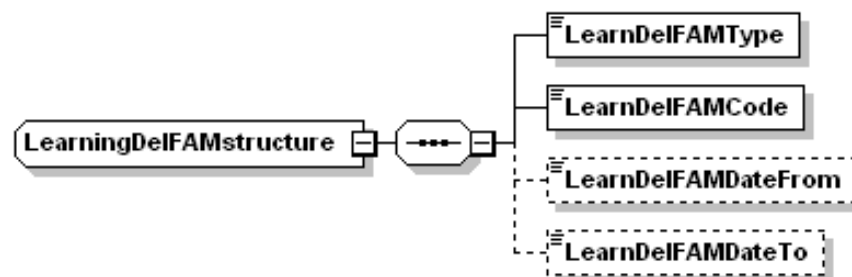setting data standards for further education

Funding and monitoring (FAM) information that relates directly to the aim being delivered, is held in its own structure within the Learning delivery entity. Click each item below to find out more information on the learning delivery FAMs.

Structure

Learning delivery FAM types

Dates to and from

The learning delivery dates 'to' and 'from' fields should only be completed for learners who use learning delivery FAM types Learning support funding (LSF) and 24+ Advanced Learning Loans Bursary fund (ALB).

LearningDelFAMstructure — LearnDelFAMType, LearnDelFAMCode, LearnDelFAMDateFrom, LearnDelFAMDateTo

How to create an XML file

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This page tells you how to create an XML file ready for submission to the 'Hub' web portal. Click each item below to find out more information.

Using your MI system

Using the FIS

How to create an XML file

This page tells you how to create an XML file ready for submission to the 'Hub' web portal. Click each item below to find out more information.

Using your MI system

Using the FIS

Your MI system should be capable of exporting an XML file ready to submit to the 'Hub' web portal.

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How to create an XML file

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This page tells you how to create an XML file ready for submission to the 'Hub' web portal. Click each item below to find out more information.

Using your MI system

Using the FIS

If your MI system is not capable of exporting an XML file, then the Funding Information System (FIS) can produce one for you for limited learner numbers via the form entry system.

How to create an ILR file

This page tells you how to create a single XML file with all your learners in, ready for submission to the 'Hub' web portal. Click each item below to find out more information.

Single MI system

Multiple MI systems

How to merge files

How to create an ILR file

This page tells you how to create a single XML file with all your learners in, ready for submission to the 'Hub' web portal. Click each item below to find out more information.

Single MI system

Multiple MI systems

How to merge files

If all your learners are held in one MI system, you may be able to export a single file containing all of your learners. If not, you will need to use the Funding Information System (FIS) to combine ILR files together, as described under the **How to create an XML file** section of this module.

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How to create an ILR file

This page tells you how to create a single XML file with all your learners in, ready for submission to the 'Hub' web portal. Click each item below to find out more information.

Single MI system

Multiple MI systems

How to merge files

If your learners are split and held in separate systems or your system can only create separate files for a particular funding model, then you will need to combine your learners into a single file in order to be able to submit them.

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How to create an ILR file

This page tells you how to create a single XML file with all your learners in, ready for submission to the 'Hub' web portal. Click each item below to find out more information.

Single MI system

Multiple MI systems

How to merge files

If you need to merge your learners into a single file, you can do so by using the Funding Information System (FIS).

How to create an ILR file – Deleting learners

This page tells you how to delete learners using the ILR. There are two ways in which erroneous learner records can be deleted from the data held by the Data Service. Click each item below to find about the two methods.

'A' files

'A' or 'B' files

Learner deletion record

How to create an ILR file – Deleting learners

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This page tells you how to delete learners using the ILR. There are two ways in which erroneous learner records can be deleted from the data held by the Data Service. Click each item below to find about the two methods.

'A' files

'A' or 'B' files

Learner deletion record

You can send an 'A' file transmission with learner (and associated learning aims) removed from the file. This replaces the entire file with the new one.

How to create an ILR file – Deleting learners

This page tells you how to delete learners using the ILR. There are two ways in which erroneous learner records can be deleted from the data held by the Data Service. Click each item below to find about the two methods.

'A' files

'A' or 'B' files

Learner deletion record

You can send an 'A' or 'B' file with the learners indicated for deletion at the start of the file. Only the Learner reference number of learners who need to be deleted needs to be sent. None of the other learner fields or learning delivery fields need to be included
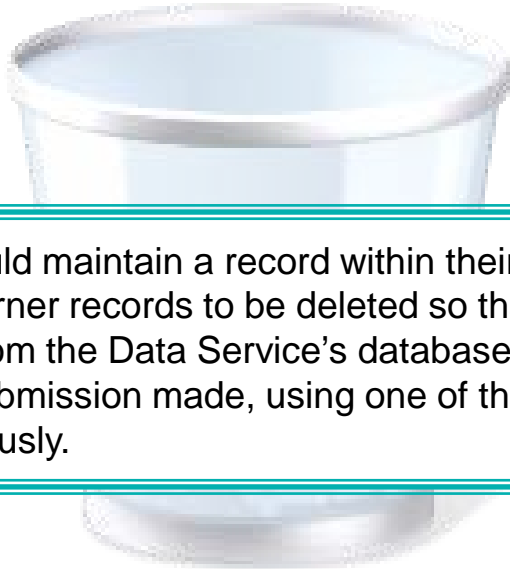
How to create an ILR file – Deleting learners

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This page tells you how to delete learners using the ILR. There are two ways in which erroneous learner records can be deleted from the data held by the Data Service. Click each item below to find about the two methods.

'A' files

'A' or 'B' files

Learner deletion record

Providers should maintain a record within their own systems of learner records to be deleted so that they can be removed from the Data Service's database as part of the next file submission made, using one of the methods detailed previously.

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This page will inform you about what you will need to do to with learners who have been returned in different ILR return types or have multiple reference numbers. Click each item below to find the actions you will need to take.

Can I use the FIS?

What about learners with more than one reference?

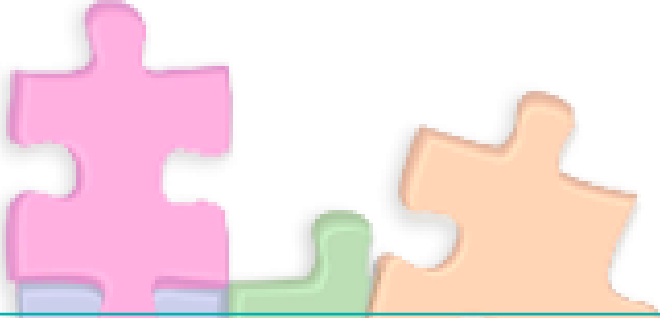**New learners**

How to create an ILR file – Merging learner records

Home/How to create an ILR file/Merging learner records

This page will inform you about what you will need to do to with learners who have been returned in different ILR return types or have multiple reference numbers. Click each item below to find the actions you will need to take.

Can I use the FIS?

What about learners with more than one reference?

New learners

Yes. You can use the Funding Information System (FIS) to merge learner records, where the learner has previously been returned in two, or more, different return types. The FIS will only merge learner records for learners who have identical Learner reference numbers and learner records in each file.

How to create an ILR file – Merging learner records

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This page will inform you about what you will need to do to with learners who have been returned in different ILR return types or have multiple reference numbers. Click each item below to find the actions you will need to take.

Can I use the FIS?

What about learners with more than one reference?

New learners

If a learner has more than one learner reference number, use one in the 'Learner Reference number' field and record the other as 'Learner reference number in previous year'.

Remember that a learner's details must be merged to a single reference number.

How to create an ILR file – Merging learner records

This page will inform you about what you will need to do to with learners who have been returned in different ILR return types or have multiple reference numbers. Click each item below to find the actions you will need to take.

Can I use the FIS?

What about learners with more than one reference?

New learners

All new learners must be recorded using a single learner record and therefore, have only one learner reference number.

Collection timetable

The ILR collection timetable details when providers must send data to the Data Service. Refer to the **Appendix A** collection timetable for the relevant year which is located from the **ILR documents** page for information on when to return an ILR file.

Return dates

Transmission frequency

Provider responsibility

End of year hard close

Collection timetable

The ILR collection timetable details when providers must send data to the Data Service. Refer to the **Appendix A** collection timetable for the relevant year which is located from the **ILR documents** page for information on when to return an ILR file.

Return dates

Transmission frequency

Provider responsibility

End of year hard close

The collection timetable defines the dates by which ILR data must be returned. There are collection dates throughout the year for specific funding and provider types. Provider data must be returned during a collection window, which closes on the published return date.

The collection timetable can also be downloaded directly to an outlook calendar from the ILR Returns Calendar webpage.

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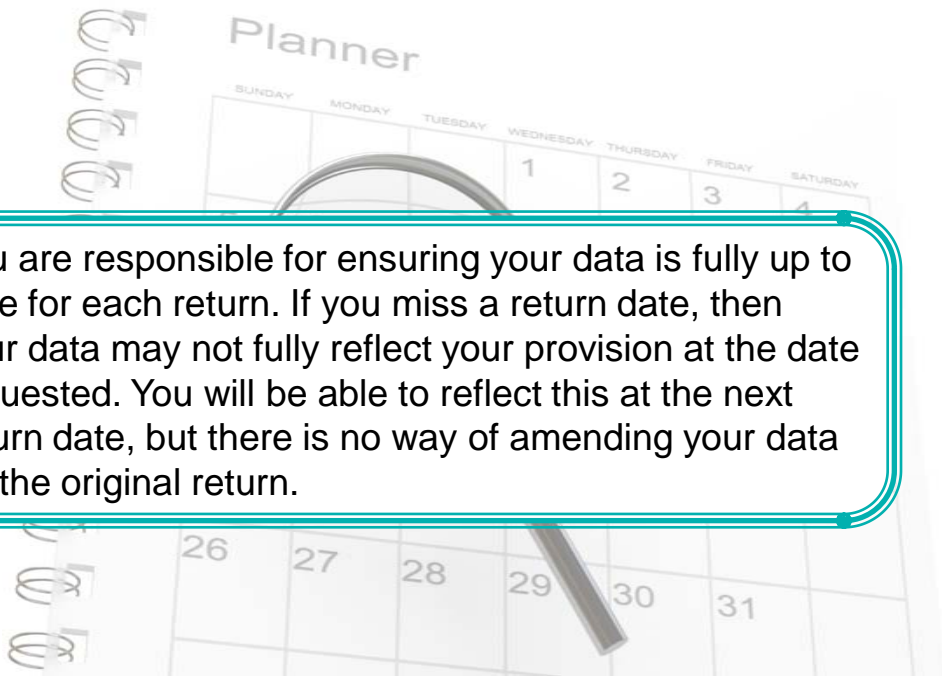
Collection timetable

The ILR collection timetable details when providers must send data to the Data Service. Refer to the **Appendix A** collection timetable for the relevant year which is located from the **ILR documents** page for information on when to return an ILR file.

Return dates

Transmission frequency

Provider responsibility

End of year hard close

Providers can send data as frequently as they wish. All data received will update a "year to date" database, which is held by the Data Service. If the database is already up to date for a given return date there is no requirement to submit another return.

Collection timetable

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Home/Collection timetable

The ILR collection timetable details when providers must send data to the Data Service. Refer to the **Appendix A** collection timetable for the relevant year which is located from the **ILR documents** page for information on when to return an ILR file.

Return dates

Transmission frequency

Provider responsibility

End of year hard close

You are responsible for ensuring your data is fully up to date for each return. If you miss a return date, then your data may not fully reflect your provision at the date requested. You will be able to reflect this at the next return date, but there is no way of amending your data for the original return.

Collection timetable

The ILR collection timetable details when providers must send data to the Data Service. Refer to the **Appendix A** collection timetable for the relevant year which is located from the **ILR documents** page for information on when to return an ILR file.

Return dates

Transmission frequency

Provider responsibility

End of year hard close
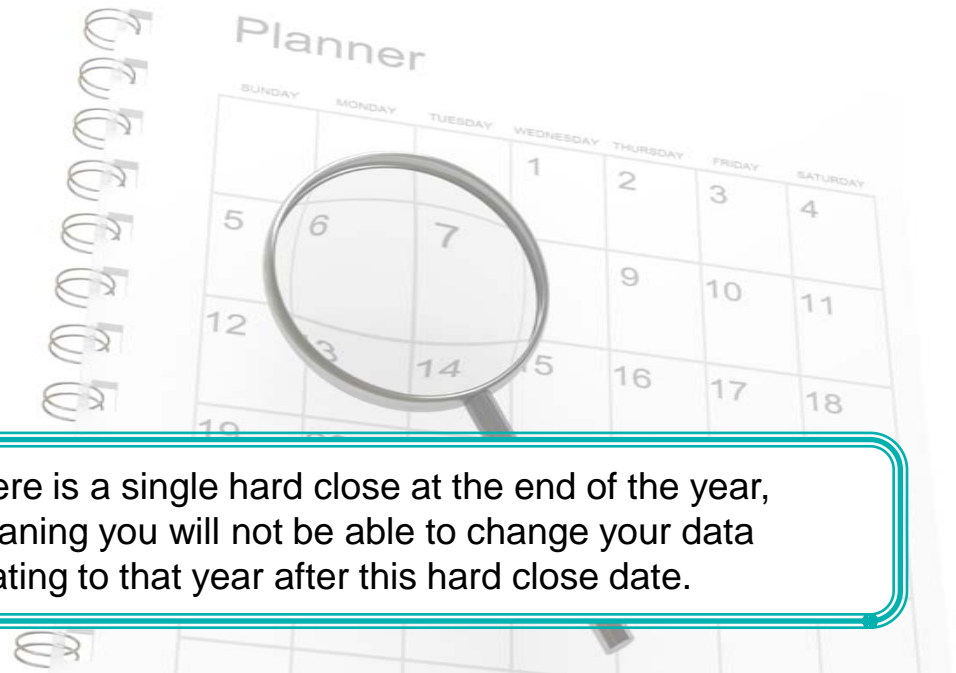
There is a single hard close at the end of the year, meaning you will not be able to change your data relating to that year after this hard close date.
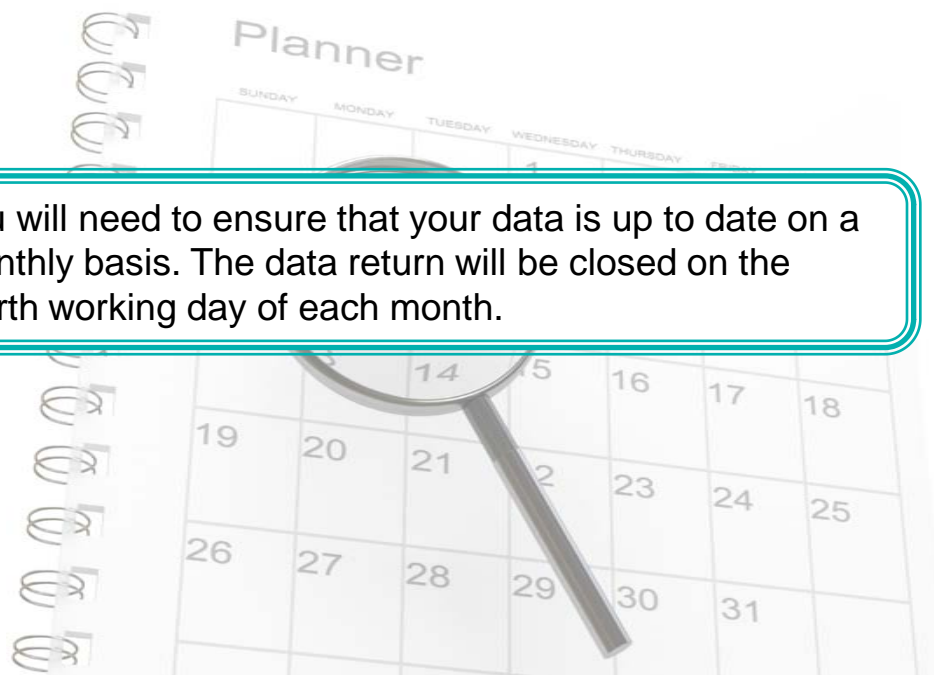
Collection timetable - Summary

This page summarises the contents of the **Appendix A** collection timetable for the relevant year, which is located from the **ILR documents** page for information on when to return an ILR file.

Colleges and Local Authorities

Private training organisations

16 – 18 Apprenticeships

Collection timetable - Summary

This page summarises the contents of the **Appendix A** collection timetable for the relevant year, which is located from the **ILR documents** page for information on when to return an ILR file.

Colleges and Local Authorities

Private training organisations

16 – 18 Apprenticeships

You will need to ensure your data is up to date for a quarterly return in December, February, June and September (with the exception of 16-18 Apprenticeships).

Collection timetable - Summary

This page summarises the contents of the **Appendix A** collection timetable for the relevant year, which is located from the **ILR documents** page for information on when to return an ILR file.

Colleges and Local Authorities

Private training organisations

16 – 18 Apprenticeships

You will need to ensure that your data is up to date on a monthly basis. The data return will be closed on the fourth working day of each month.

Collection timetable - Summary

This page summarises the contents of the **Appendix A** collection timetable for the relevant year, which is located from the **ILR documents** page for information on when to return an ILR file.

Colleges and Local Authorities

Private training organisations

16 – 18 Apprenticeships

All providers delivering 16-18 Apprenticeships must ensure their data is up to date on a monthly basis.

ILR documents location list

All of the documents mentioned in this learning tool, along with other ILR-related information, can be viewed or downloaded from the **ILR documents** section of the website. Click on the items below for a summary of what documents are on which page.

ILR Specification, appendices and business rules page

ILR guidance and forms page

ILR documents location list

All of the documents mentioned in this learning tool, along with other ILR-related information, can be viewed or downloaded from the **ILR documents** section of the website. Click on the items below for a summary of what documents are on which page.

ILR Specification, appendices and business rules page

ILR guidance and forms page

Within this **webpage** you will find the:

- ILR specification
- Data model
- XML schema and sample file
- Validation rules
- Data cleansing requirements
- All ILR appendices
- Learning delivery monitoring codes

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A to Z | Accessibility A A A

ILR Data Management

ILR Returns Calendar

Non-ILR Data Returns

Meetings and Events

Historic ILR Documents

If you need any further ILR documents please email us

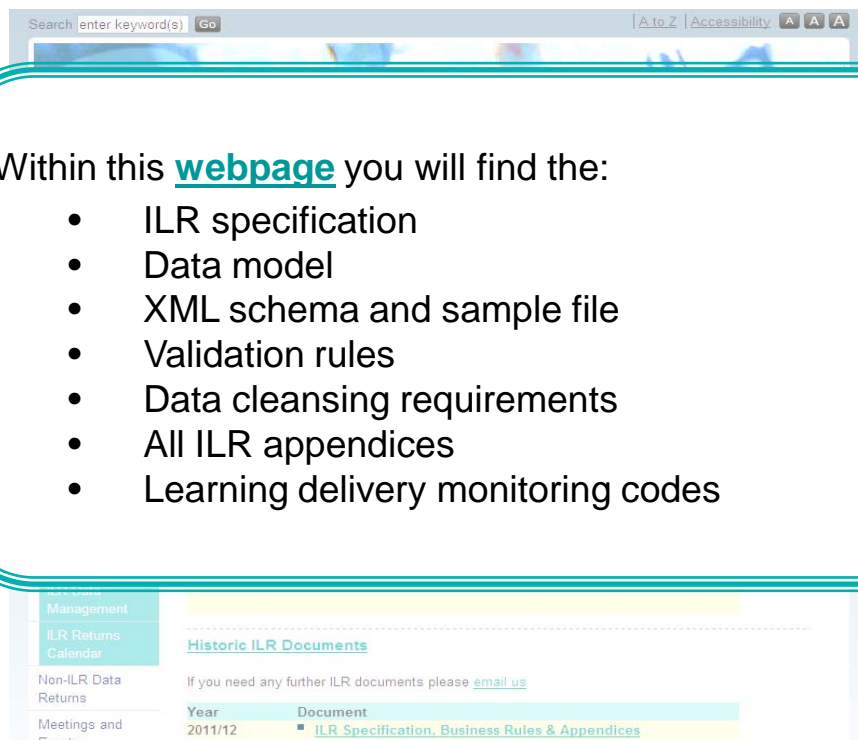| Year	Document
2011/12	■ ILR Specification, Business Rules & Appendices

ILR documents location list

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ILR Specification, appendices and business rules page

ILR guidance and forms page

Within this **webpage** you will find the:

- Provider support manual
- ILR Data Collection Template
- Guide to ILR Lookup Tables
- Guides for Learning Aim Class Codes
- Guide to Recording Traineeships in the ILR

How to get in contact

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If after using this learning tool you have any comments or suggestions for future ILR-related learning tools, please contact the Community and Stakeholder team at **cst@theia.org.uk**.

If you are having issues using this module, coding your ILR or other general ILR-related issues, then please contact the Service Desk. Details of how to get in contact with the team can be found at **www.thedataservice.org.uk/contactus**.

If you have any other general enquiry that you wish to send to *the information authority*, please send this to **mail@theia.org.uk**.

Visit **feconnect**, our online forum, to discuss data issues and get help with any ILR-related problems.