

<b>Title</b>	Guidance for recording Traineeships in the ILR for 2013/14
<b>Purpose</b>	To provide detailed information on how to record ILR data for learners undertaking a Traineeship in 2013/14.
<b>Intended audience</b>	This document is aimed at those responsible for making data returns; data specification implementation; and MI system design (including MI managers, commercial software suppliers and own software writers)
<b>Version</b>	3

## Document History

Version 1: published 31 July 2013

Version 2: published 11 October 2013 (changes highlighted in green)

Version 3: published 28 February 2014 (changes highlighted in blue)

## Guidance for recording Traineeships in the ILR for 2013/14

1. All learning aims that are part of a traineeship must be recorded on the ILR in the usual way using the appropriate regulated or non regulated learning aim reference from the Learning Aim Reference Service (LARS).
2. Each aim within the traineeship is identified as being part of a traineeship by recording Learning Delivery Monitoring code 323 in the Learning Delivery Funding and Monitoring fields.
3. If any of the learning aims continue beyond the end of the traineeship programme, then the learning delivery monitoring code must continue to be used. For example, if a learner continues with a GCSE Maths learning aim that they started as part of their traineeship, then this aim will still be recorded with LDM code 323.
4. If a learner progresses to an Apprenticeship, see section 10.8 of the Provider Support Manual subsection 'Learners who transfer from classroom based provision to an Apprenticeship' for further information on how to complete the ILR.

### Traineeships for 16-19 year olds

5. These are funded using the EFA's funding per student methodology.
6. All learning aims must be recorded using Funding model code 25.
7. For providers who currently deliver provision for 16-19 year olds and hold a contract with the EFA, the Source of Funding for the learning aim must be recorded using code SOF107 in the Learning Delivery Funding and Monitoring fields.
8. For providers who deliver 16-18 apprenticeships and who do not hold a contract with the EFA, the Source of Funding for the learning aim must be recorded using code SOF105 in the Learning Delivery Funding and Monitoring fields.
9. Where a provider has both an Education Funding Agency and an Apprenticeship/Skills Funding Agency contract, the Source of Funding for traineeships for 16-19 year olds will be the EFA and is recorded using code SOF107 in the Learning Delivery Funding and Monitoring fields.
10. All other fields on the ILR must be completed following the requirements for an EFA funded learner. Please refer to the field list at the end of the ILR Provider Support Manual for a list of the fields required for EFA study programmes and to the ILR Specification for 2013/14 for full details of these fields.
11. Work experience should be recorded as a learning aim (see below for further detail) and must be recorded as the core aim using Aim Type code 5.
12. The Planned learning hours field should include the hours undertaken on approved qualifications including Work preparation and Maths and English.
13. The Planned employability, enrichment and pastoral hour's field should include the planned hours for work experience, all non regulated work preparation and other non qualification activities.

## Non regulated work preparation learning aims for EFA funded traineeships (category E).

LEARNING_AIM_REF	LEARNING_AIM_TITLE
Z0001773	Non regulated provision, Entry Level, Preparation for Work
Z0001823	Non regulated provision, Level 1, Preparation for Work
Z0001873	Non regulated provision, Level 2, Preparation for Work
Z0001923	Non regulated provision, Level 3, Preparation for Work
Z0001973	Non regulated provision, Level 4, Preparation for Work
Z0002023	Non regulated provision, Level 5, Preparation for Work
Z0002073	Non regulated provision, Level 6, Preparation for Work

### Traineeships for 19-24 year olds

14. These are funded using the Skills Funding Agency's Adult Skills funding methodology.
15. All learning aims must be recorded using Funding model code 35.
16. The workplace learning indicator is NOT recorded for traineeships.
17. The Source of Funding for the learning aim must be recorded using code SOF105 in the Learning Delivery Funding and Monitoring fields.
18. All other fields on the ILR must be completed following the requirements for an Adult Skills funded learner. Please refer to the field list at the end of the ILR Provider Support Manual for a list of the fields required for Adult Skills funding and to the ILR Specification for 2013/14 for full details of these fields.

### Work experience

19. All traineeships must have a work experience learning aim recorded on the ILR.
20. We expect the work placement employer to be identified before a young person starts a Traineeship. However a learner can be recorded as having started a Traineeship even if the work placement and the associated employer identification are not yet finalised. The other learning aims that are delivered as part of a Traineeship (eg work preparation, English and Maths, the flexible element) can be recorded first and the work placement learning aim, and the associated employer identifier, can be added subsequently.
21. For learners funded using the EFA's funding methodology the work experience aim must be recorded as the core aim of the study programme.
22. This is recorded using one of the following generic learning aim reference codes from LARS

LEARNING_AIM_REF	LEARNING_AIM_TITLE	Available for:
Z0007834	Work experience/placement, 0-49 hrs	16-19 year olds only
Z0007835	Work experience/placement, 50-99 hrs	16-19 year olds only
Z0007836	Work experience/placement, 100-199 hrs	All traineeships
Z0007837	Work experience/placement, 200-499 hrs	All traineeships
Z0007838	Work experience/placement, 500+ hrs	All traineeships

23. If the learner undertakes multiple work placements during the traineeship, then they are not recorded as separate learning aims. A single learning aim must be recorded that reflects the

total number of hours delivered across all the work placements. The start and end date of the aim will be the start of the first work placement and the end of the final one.

### Recording the Work placement employer

24. For all traineeships, the work placement employer must be recorded by adding additional employment status records for each of the work placements undertaken and recording the appropriate employer reference number in the Employer identifier field on each record.
25. For example, if a learner starts a traineeship programme on the 1 October and is undertaking two periods of work placement with two different employers, one from 20 October to 30 November and another from 5 January to 20 February, then two additional employment status records would be added for the learner.

The employment status recorded on these records for traineeship learners should reflect their actual employment status before and during the traineeship.

The learner will have three employment status records in total:

- Employment record 1 with a date prior to 1 October giving the learner's employment status prior to starting the traineeship
  - Employment record 2 with a date of 20 October, giving the learner's employment status during the traineeship and the employer reference number of the employer for the first work placement
  - Employment record 3 with a date of 5 January, giving the learner's employment status during the traineeship and the employer reference number of the employer for the second work placement
26. If the work placement hours change significantly from those planned after the funding qualifying period, then the learning aim reference recorded on the ILR should not be amended. See section 10 of the ILR Provider support manual for more details.

### Traineeships that spread across more than one teaching year

27. If the traineeship programme spreads across more than one teaching year then all of the learning aims that are part of the traineeship programme should be recorded in the following year's ILR returns, including aims that were completed in the first teaching year.

### Recording Completion, Achievement and Retention

28. For the qualification elements of a traineeship programme, the Completion Status and Outcome fields on the ILR should be recorded in the usual way.
29. The work placement learning aim can only be recorded as achieved if the learner progresses to a job or an apprenticeship (or further full time learning for 16-19 year olds) and has retained this outcome for a period of 6 weeks.
30. The tables below indicate how the outcome fields on the ILR should be recorded in different scenarios. The yellow highlight indicates where the outcome of the work placement aim is recorded differently to the other aims.

#### Learner completes and achieves all learning aims and progresses to a job or apprenticeship (or further learning for 16-19 yr olds)

Aim	Completion Status	Achieves Qual?	Outcome	Employment Outcome (recorded for 19-24 only)
Work Prep	Completed	Yes	Achieved	Yes
English and / or Maths (or other qualifications)	Completed	Yes	Achieved	Yes

Work Placement	Completed	n/a	Achieved	Yes
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**Learner completes and achieves all learning aims but DOES NOT progress to a job or apprenticeship (or further learning for 16-19 yr olds)**

Aim	Completion Status	Achieves Qual?	Outcome	Employment Outcome (recorded for 19-24 only)
Work Prep	Completed	Yes	Achieved	No
English and / or Maths (or other qualifications)	Completed	Yes	Achieved	No
Work Placement	Completed	n/a	Not Achieved	No

**Learner leaves traineeship early to progress to a job or apprenticeship (or further learning for 16-19 yr olds)**

Aim	Completion Status	Achieves Qual?	Outcome	Employment Outcome (recorded for 19-24 only)
Work Prep	Withdrawn	No	Not Achieved	Yes
English and / or Maths (or other qualifications)	Withdrawn (unless learner continues with this aim. See para 3)	No (unless learner continues with this aim. See para 3)	Not Achieved (unless learner continues with this aim. See para 3)	Yes
Work Placement	Completed	n/a	Achieved	Yes

**Learner leaves traineeship early but DOES NOT progress to a job or apprenticeship (or further learning for 16-19 yr olds)**

Aim	Completion Status	Achieves Qual?	Outcome	Employment Outcome (recorded for 19-24 only)
Work Prep	Withdrawn	No	Not Achieved	No
English and / or Maths (or other qualifications)	Withdrawn	No	Not Achieved	No
Work Placement	Withdrawn	n/a	Not Achieved	No