



Skills Funding
Agency

Data Returns Overview December 2015

Welcome

Contents

- Aims
- Using Data Returns on the Hub:
 1. What is Data Returns?
 2. What's new
 3. Get started
 4. Navigating the site
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- Further help & support

The aim of this presentation is to:

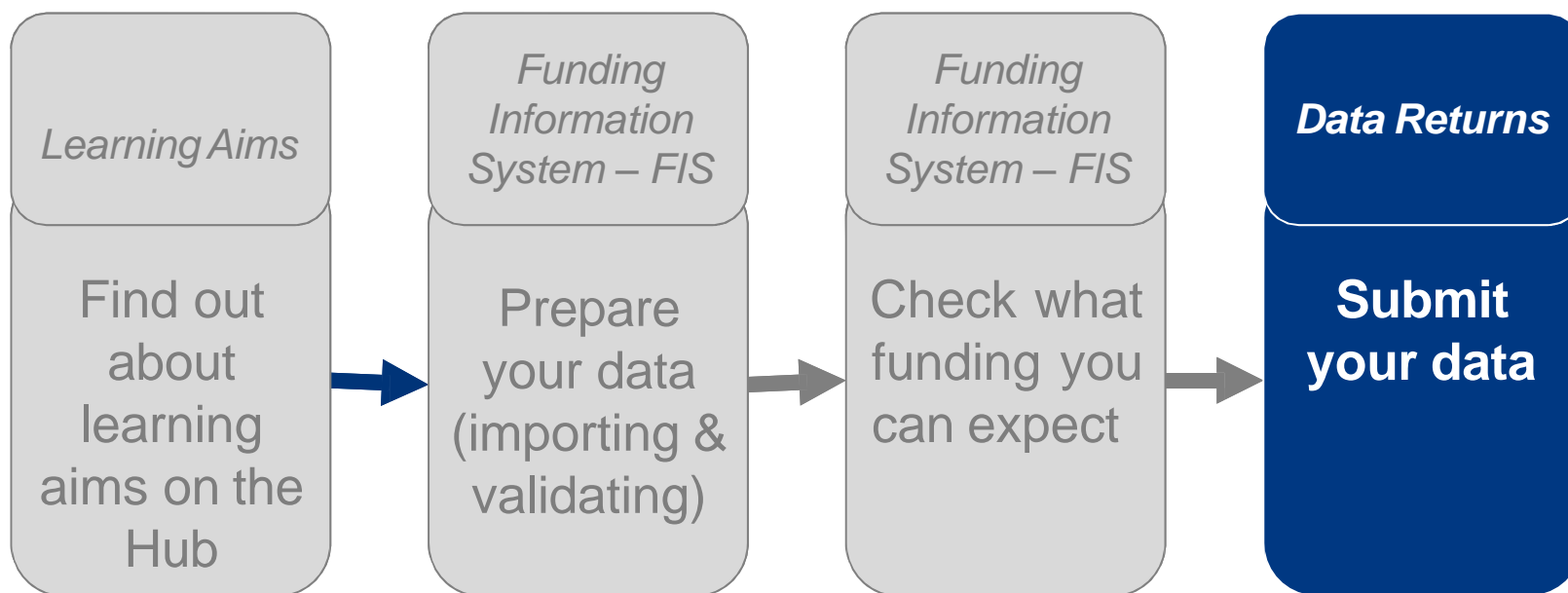
- Provide an overview of the Data Returns tab on the Hub.
- Provide detailed key user functionality.
- Demonstrate key areas of the system.
- Identify where and who to go to for further help & support.

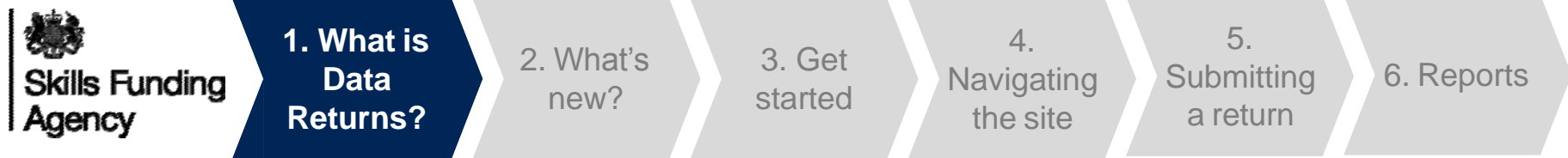
We will cover the following:



Introduction

These instructions will show you how to submit your data. You will need to make sure that you have already prepared your data before doing so. We recommend that you use the Funding Information System (FIS) to validate your individualised learner record (ILR) data. We have published a [user guide](#).





The Data Returns service allows you to submit your data using a web-browser.

- The Data Returns service is available on the Hub <https://hub.imservices.org.uk/>
- Providers can use it to submit:
 - ILR data
 - Earnings Adjustment Statements (EAS)
 - Offender Learning & Skills Service Earnings Adjustment Statement (OLASS EAS)
 - a specific type of EAS
 - Employer Ownership Fund returns (EOF)
 - you can request a separate user guide for EOF from your account manager
 - Employer Ownership Pilot (EOP)
 - you can request a separate user guide for EOP from your account manager

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Changes have been made to the Data Returns tab on the Hub to improve the user experience:

Layout:

- Removing functionality that is not used
- Reducing the number of clicks it takes to upload files, view reports etc.
- Give easier access to a greater number of collections.

On screen notifications and Business Reports structure:

- On screen notifications have been disabled.
- Added a view dropdown for filtering by collection
- Added column headers and removed the pictures

Opening Data Returns

The following steps will apply each time you need to use Data Returns. You will need to have internet access and login details for the Hub. We recommend you use Internet Explorer (minimum version 9). You could also use:

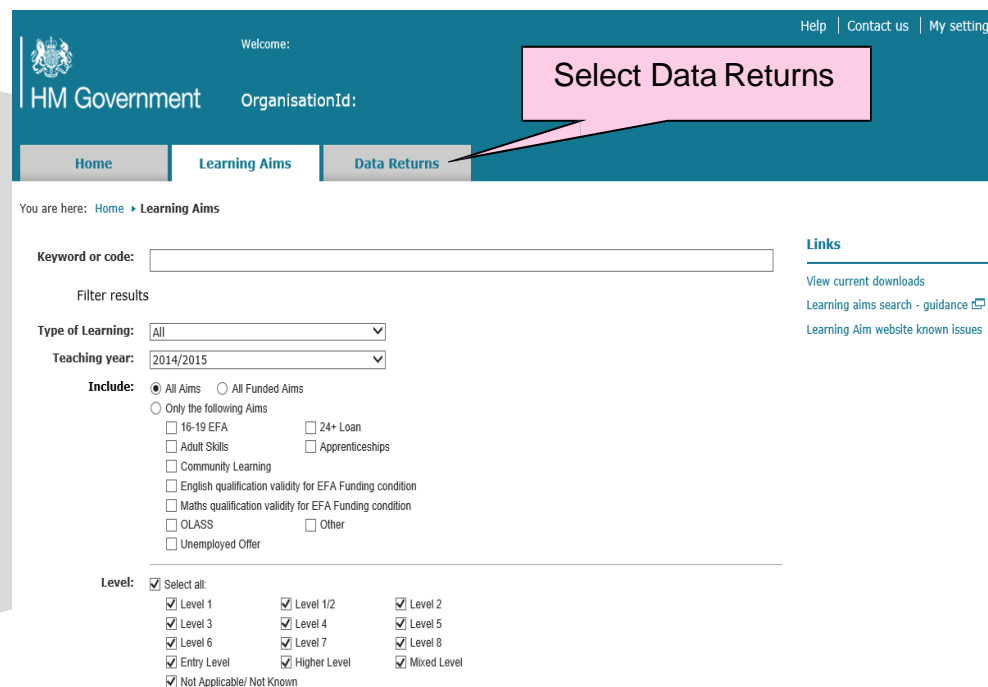
- Firefox (version 15.0.1 or newer)
- Chrome (version 21.01 or newer)
- Safari (version 5.1 or newer)

We have published information on how to access the Hub on

<https://www.gov.uk/government/publications/sfa-the-hub>

To get started:

- Open your web browser
- Visit the Hub available at the following address: <https://hub.imservices.org.uk/>
- Select “Sign in” from the top right, and follow the instructions
 - Once logged in, select “Data Returns” from the menu tabs.



The screenshot shows the Skills Funding Agency Data Returns interface. At the top, there is a navigation bar with the HM Government logo, a 'Welcome:' message, and links for 'Help', 'Contact us', and 'My settings'. Below this is a 'Select Data Returns' button. The main navigation tabs are 'Home', 'Learning Aims', and 'Data Returns'. The 'Data Returns' tab is selected, and a callout points to it. Below the tabs, the breadcrumb 'You are here: Home > Learning Aims' is shown. A search bar labeled 'Keyword or code:' is present. Below the search bar, there are filter options: 'Filter results', 'Type of Learning:' (set to 'All'), 'Teaching year:' (set to '2014/2015'), and 'Include:' (with radio buttons for 'All Aims' and 'All Funded Aims'). Under 'Only the following Aims', there are checkboxes for '16-19 EFA', 'Adult Skills', 'Community Learning', 'English qualification validity for EFA Funding condition', 'Maths qualification validity for EFA Funding condition', 'OLASS', 'Unemployed Offer', '24+ Loan', and 'Apprenticeships'. At the bottom, there is a 'Level:' section with a 'Select all:' checkbox and a grid of checkboxes for various levels: Level 1, Level 1/2, Level 2, Level 3, Level 4, Level 5, Level 6, Level 7, Level 8, Entry Level, Higher Level, Mixed Level, and Not Applicable/ Not Known.

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Main Data Returns Page

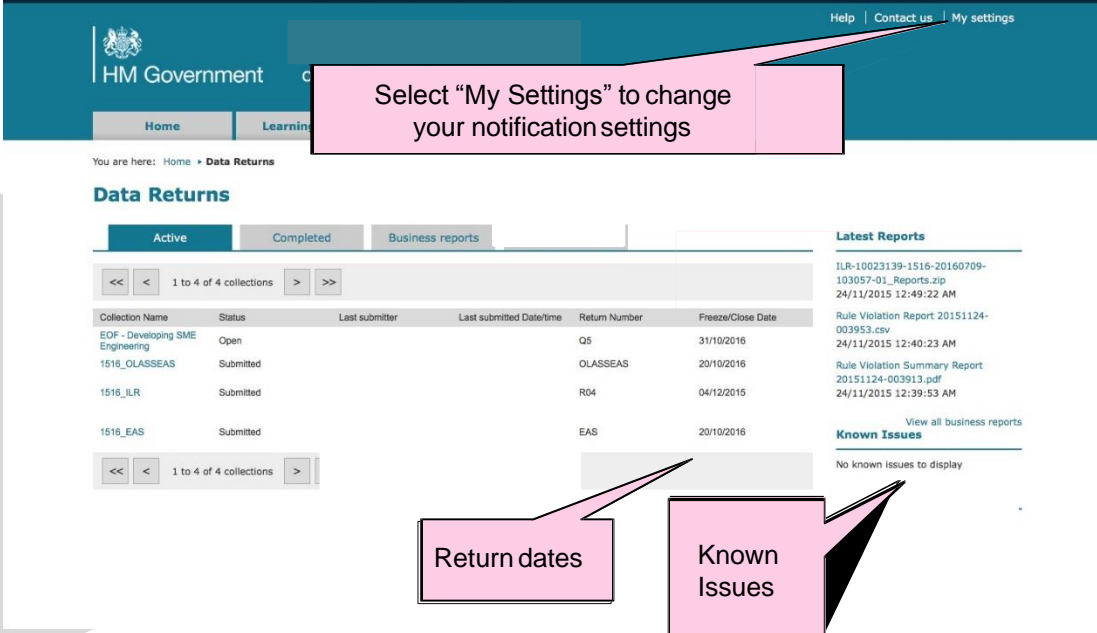
Your main Data Returns page is split into different areas of interest.

Known Issues: shows updates on known issues with the site or the service.

Latest Reports: shows the most recently produced reports, listed in chronological order. To view all reports, select the Business Reports tab.

Collections Listings: Gives access to all open and closed collections.

Notifications: If you want to receive email notifications, please use the “My Settings” link.



HM Government

Help | Contact us | My settings

Select “My Settings” to change your notification settings

You are here: Home » Data Returns

Data Returns

Active | Completed | Business reports

<< < 1 to 4 of 4 collections > >>

| Collection Name | Status | Last submitter | Last submitted Date/time | Return Number | Freeze/Close Date |
|----------------------------------|-----------|----------------|--------------------------|---------------|-------------------|
| EOF - Developing SME Engineering | Open | | | Q5 | 31/10/2016 |
| 1516_OLASSEAS | Submitted | | 20/10/2016 | OLASSEAS | |
| 1516_ILR | Submitted | | 04/12/2015 | R04 | |
| 1516_EAS | Submitted | | | EAS | 20/10/2016 |

<< < 1 to 4 of 4 collections > >>

Latest Reports

ILR-10023139-1516-20160709-103057-01_Reports.zip
24/11/2015 12:49:22 AM

Rule Violation Report 20151124-003953.csv
24/11/2015 12:40:23 AM

Rule Violation Summary Report 20151124-003913.pdf
24/11/2015 12:39:53 AM

[View all business reports](#)

Known Issues

No known issues to display

Return dates

Known Issues

Data Returns Collections Listing

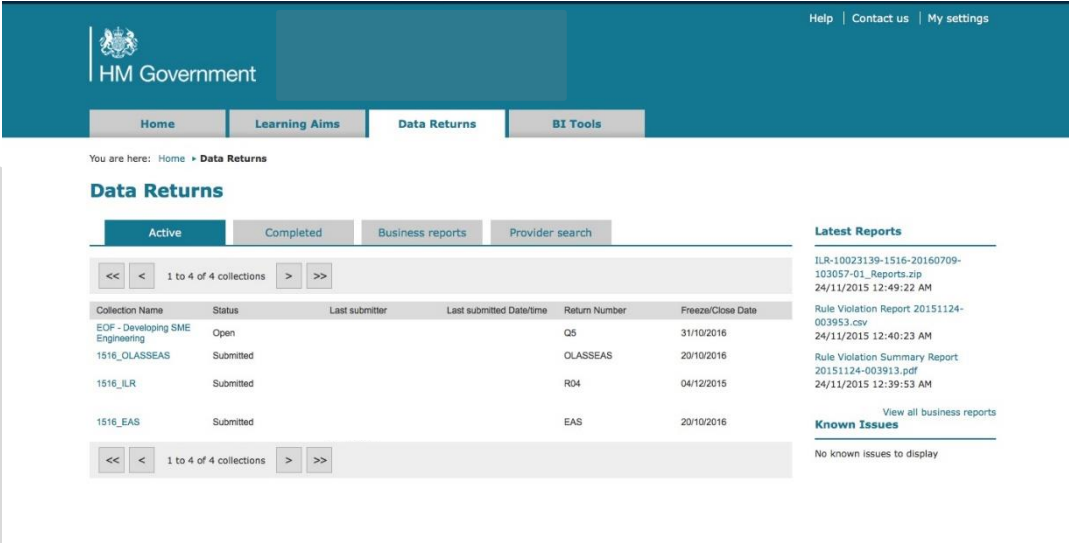
The Data Returns homepage is the collections listings.

From here you will see another set of tabs for navigating with. We will go through these in turn

Active: shows collections that you can submit, including ILR, EAS, and OLASS EAS. Click on any collection to then submit the return.

Completed: shows the collections that have been previously closed.

Business Reports: shows business reports generated from your data returns. This includes a range of reports such as the provider funding report (PFR) and other funding reports.



The screenshot shows the HM Government Data Returns Collections Listing page. The page has a teal header with the HM Government logo and navigation links: Home, Learning Aims, Data Returns (selected), and BI Tools. Below the header, there are tabs for Active, Completed, Business reports, and Provider search. The Active tab is selected, showing a table of collections. The table has columns for Collection Name, Status, Last submitter, Last submitted Date/time, Return Number, and Freeze/Close Date. The table lists four collections: EOP - Developing SME Engineering (Open), 1516_OLASSEAS (Submitted), 1516_ILR (Submitted), and 1516_EAS (Submitted). To the right of the table, there are sections for Latest Reports and Known Issues. The Latest Reports section lists three reports: ILR-10023139-1516-20160709-103057-01_Reports.zip, Rule Violation Report 20151124-003953.csv, and Rule Violation Summary Report 20151124-003913.pdf. The Known Issues section states "No known issues to display".

| Collection Name | Status | Last submitter | Last submitted Date/time | Return Number | Freeze/Close Date |
|----------------------------------|-----------|----------------|--------------------------|---------------|-------------------|
| EOP - Developing SME Engineering | Open | | | Q5 | 31/10/2016 |
| 1516_OLASSEAS | Submitted | | | OLASSEAS | 20/10/2016 |
| 1516_ILR | Submitted | | | R04 | 04/12/2015 |
| 1516_EAS | Submitted | | | EAS | 20/10/2016 |

Latest Reports

- ILR-10023139-1516-20160709-103057-01_Reports.zip
24/11/2015 12:49:22 AM
- Rule Violation Report 20151124-003953.csv
24/11/2015 12:40:23 AM
- Rule Violation Summary Report 20151124-003913.pdf
24/11/2015 12:39:53 AM

[View all business reports](#)

Known Issues

No known issues to display



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Different types of return

The type of collection you are submitting will determine which submission options are available to you.

We will explain each of these in the following slides.

Collection name -
1516_ILR

The screenshot shows the HM Government Data Returns interface. At the top, there's a navigation bar with 'Home', 'Learning Aims', and 'Data Returns'. Below this, the breadcrumb trail reads 'You are here: Home > Data Returns > Collection View'. The main heading is 'Collection name - 1516_ILR'. Below this, it says '1516 Individualised Learner Record'. To the right, it shows 'Open Until: 04 Dec 2016' and 'Return Number: R04'. There's a section for '1516 ILR Data' with a note 'No Readforms are present for this item' and an 'Add file' button. Below that is a 'Submit' button. A 'Recent submission and reports' section at the bottom states 'No collections have currently been submitted'.

Collection name -
1516_EAS

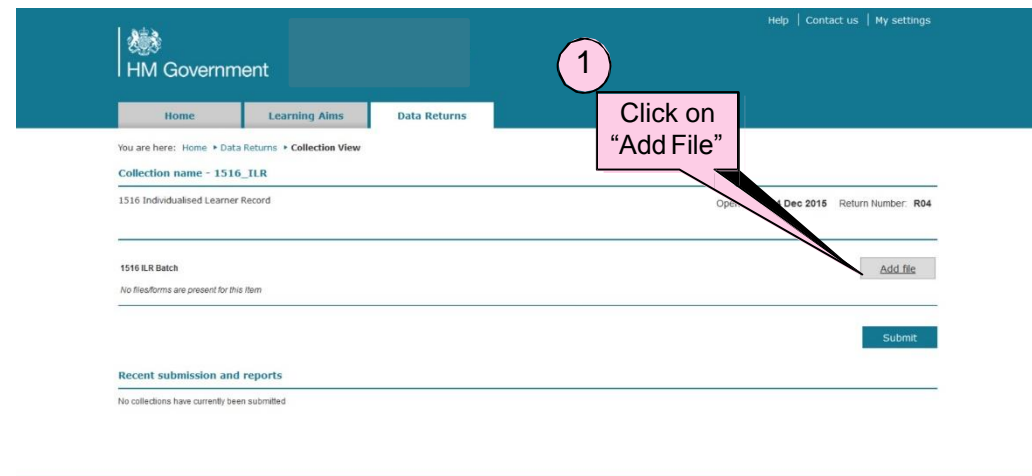
The screenshot shows the HM Government Data Returns interface for a different collection. The breadcrumb trail is 'You are here: Home > Data Returns > Collection View'. The main heading is 'Collection name - 1516_EAS'. Below this, it says '1516 Earning Adjustment Statement'. To the right, it shows 'Open Until: 20 Oct 2016' and 'Return Number: EAS'. There's a section for '1516_EAS Form' with a note 'No Readforms are present for this item' and a 'Create' button. Below that is a 'Submit' button. A 'Recent submission and reports' section at the bottom states 'No collections have currently been submitted'.

Single Batch

You will use this method when submitting ILR data. You will need to have prepared your ILR data beforehand, on your own management information (MI) system or by using the ILR Learner entry tool.

1. Click on “Add File”
2. Select “Browse” to find the pre-prepared ILR file
3. After selecting the file you wish to submit, click “Upload and Submit”

You will then see the status of your submission, which will be automatically updated as the data is processed.



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Home Learning Aims Data Returns

You are here: Home > Data Returns > Collection View

Collection name - 1516_ILR

1516 Individualised Learner Record

Open Until: 04 Dec 2015 Return Number: R04

1516 ILR Batch

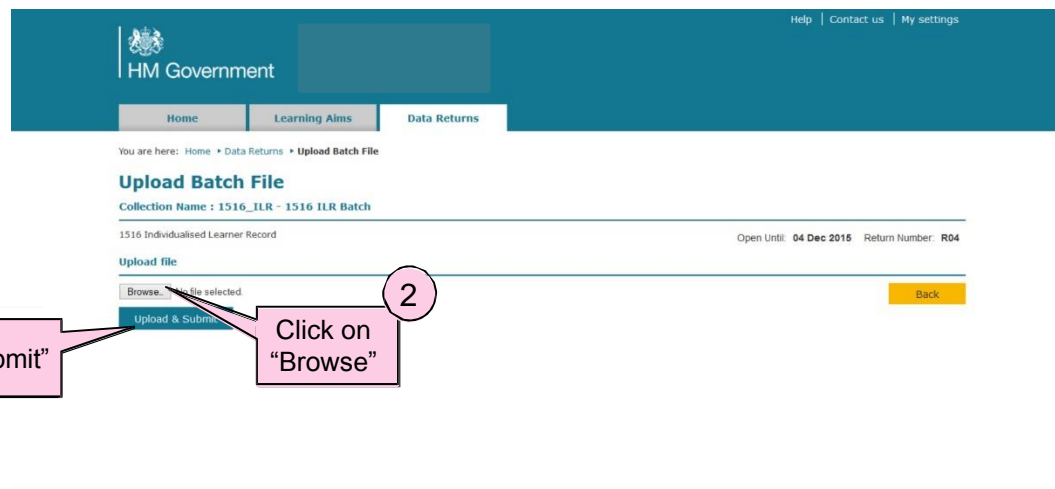
No file/forms are present for this item

Add file

Submit

Recent submission and reports

No collections have currently been submitted



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Home Learning Aims Data Returns

You are here: Home > Data Returns > Upload Batch File

Upload Batch File

Collection Name : 1516_ILR - 1516 ILR Batch

1516 Individualised Learner Record

Open Until: 04 Dec 2015 Return Number: R04

Upload file

Browse... file selected

Upload & Submit

Back

Single Form

You will use this method when submitting your EAS data.

For your first EAS submission:

1. Click on “Create”
2. Complete the form by manually entering the data
3. Tick the confirmation box
4. Then click “Submit”.

For your subsequent EAS submissions:

1. Click on “Open”
2. Complete the form by manually entering the data
3. Tick the confirmation box
4. Then click “Submit”.

You will see the results of your submission on the next screen.



The screenshot shows the HM Government Skills Funding Agency Data Returns portal. The navigation bar includes 'Home', 'Learning Aims', and 'Data Returns'. The 'Data Returns' section is active, showing a 'Collection name - 1516_EAS' and '1516 Earning Adjustment Statement'. A pink callout box with a '1' points to the 'Create' button. Below this, a table shows the 'Recent submission and reports' section with columns for 'Month', 'Date', and 'Status'. The table has rows for September, October, and November 2015. A pink callout box with a '2' points to the 'Complete the form' button. Below this, a table shows the '16-18 Apprenticeships and Skills Funding Agency-funded Traineeships - November' section. The table has columns for 'Excess Learning Support', 'Exceptional Learning Support', 'Audit Adjustments', 'Authorised Claims', and 'Learner Support'. The table has rows for '16-18 Apprenticeships', '16-18 Trailblazer Apprenticeships', '16-18 Traineeships', and '16-18 Traineeships Bursary'. A pink callout box with a '3' points to the 'Tick the confirmation box' button. Below this, a table shows the 'Adult Skills Budget - November' section. The table has columns for 'Excess Support', 'Exceptional Learning Support', 'Audit Adjustments', 'Authorised Claims', and 'Learner Support'. The table has rows for '19-23 Apprenticeships', '19-23 Trailblazer Apprenticeships', '24+ Apprenticeships', '24+ Trailblazer Apprenticeships', '19-24 Traineeships', 'Classroom Learning', and 'Workplace Learning'. A pink callout box with a '4' points to the 'Submit' button.

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Single Form

You will use this method when submitting your OLASS EAS data.

For your first OLASS EAS submission:

1. Click on "Create"
2. Complete the form by manually entering the data
3. Tick the confirmation box
4. Then click "Submit".

For your subsequent OLASS EAS submissions:

1. Click on "Open"
2. Complete the form by manually entering the data
3. Tick the confirmation box
4. Then click "Submit".

You will see the results of your submission on the next screen.



The screenshot shows the 'Data Returns' section of the Skills Funding Agency portal. It includes a 'Collection View' for '1516_EAS' with a 'Create' button (callout 1). Below this is a table for '1516_EAS Form' with columns for 'Excess Learning Support', 'Exceptional Learning Support', 'Audit Adjustments', and 'Authorised Claims'. The table lists various locations like Birmingham, Brinsford, Drake Hall, etc. (callout 2). At the bottom, there is a 'Confirm and submit' section with a 'Submit' button (callout 4) and a confirmation checkbox (callout 3).

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Help | Contact us | My settings

Home | Learning Aims | Data Returns

You are here: Home > Data Returns > Collection View

Collection name - 1516_EAS

1516 Earning Adjustment Statement

Open Until: 30 Oct 2016 Return Number: EAS

1516_EAS Form

No flexforms are present for this item

Create

Submit

Recent submission and reports

No collections have currently been submitted

November 2015

East Midlands - November

South Central - November

West Midlands - November

| | Excess Learning Support | Exceptional Learning Support | Audit Adjustments | Authorised Claims |
|--------------|-------------------------|------------------------------|-------------------|-------------------|
| Birmingham | | | | |
| Brinsford | | | | |
| Drake Hall | | | | |
| Featherstone | | | | |
| Foston Hall | | | | |
| Hewell | | | | |
| Long Lartin | | | | |
| Oakwood | | | | |
| Stafford | | | | |
| Swinfen Hall | | | | |

December 5 December 2015

January 8 January 2016

Submit

Confirm and submit

☐ I confirm that the above payments have been made and I hold appropriate evidence to substantiate them

Submit

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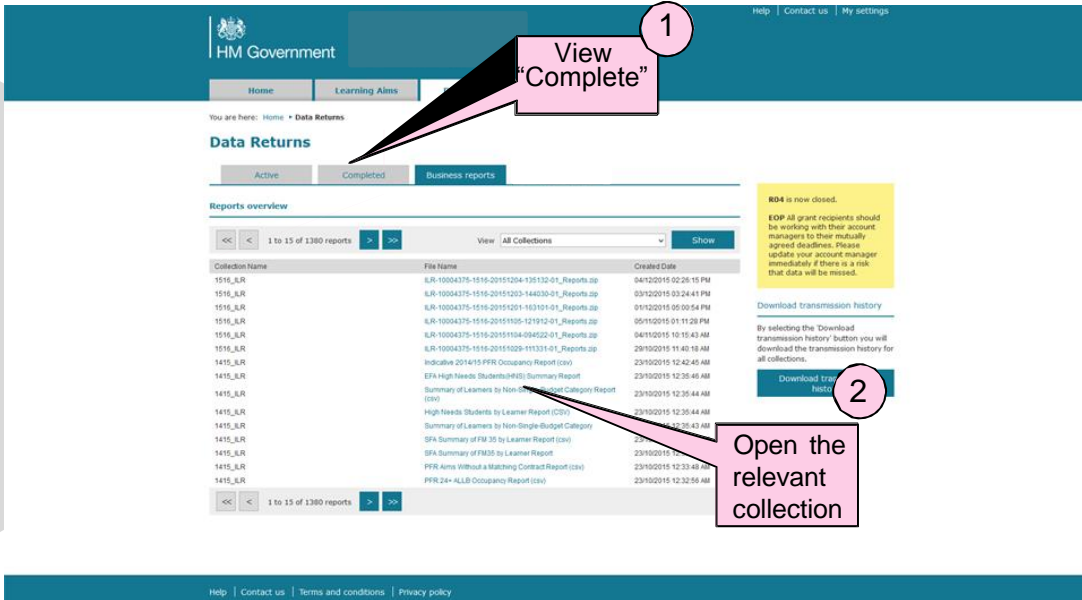
Reports

A wide range of reports will be available to view through Data Returns. These are similar to those you can produce through FIS, such as rules violation reports and funding reports. Other reports such as ESF reporting will also be found here.

To view **your rule violation reports** for a specific collection:

1. Select the “Completed” tab in the Data Returns collections listing area.
2. Open the relevant collection for validation reports

For all other reports, go to the Business Reports tab where the remaining reports will be delivered in a zip file. Use the filter at the top of this screen to select a particular ILR year.



The screenshot shows the HM Government Data Returns interface. At the top, there's a navigation bar with 'Home' and 'Learning Aims' tabs. Below this, the 'Data Returns' section has three tabs: 'Active', 'Completed', and 'Business reports'. The 'Completed' tab is selected. A pink callout box with a '1' points to the 'View Complete' link. Below the tabs, there's a 'Reports overview' section with a table of collections. A pink callout box with a '2' points to the 'Download transmission history' button. A yellow warning box on the right states: 'RD4 is now closed. EOP All grant recipients should be working with their account managers to their mutually agreed deadlines. Please update your account manager immediately if there is a risk that data will be missed.'

| Collection Name | File Name | Created Date |
|-----------------|--|------------------------|
| 1516_ILR | ILR-10004375-1516-20151204-135132-01_Reports.zip | 04/12/2015 02:26:15 PM |
| 1516_ILR | ILR-10004375-1516-20151203-144030-01_Reports.zip | 03/12/2015 03:24:41 PM |
| 1516_ILR | ILR-10004375-1516-20151201-163101-01_Reports.zip | 01/12/2015 05:00:54 PM |
| 1516_ILR | ILR-10004375-1516-20151105-121912-01_Reports.zip | 05/11/2015 01:11:29 PM |
| 1516_ILR | ILR-10004375-1516-20151104-094522-01_Reports.zip | 04/11/2015 10:10:43 AM |
| 1516_ILR | ILR-10004375-1516-20151029-111331-01_Reports.zip | 29/10/2015 11:40:18 AM |
| 1415_ILR | Indicative 2014/15 PFR Occupancy Report (csv) | 23/10/2015 12:42:45 AM |
| 1415_ILR | EFA High Needs Students (HKS) Summary Report | 23/10/2015 12:36:46 AM |
| 1415_ILR | Summary of Learners by Non-Single Budget Category Report (csv) | 23/10/2015 12:36:44 AM |
| 1415_ILR | High Needs Students by Learner Report (csv) | 23/10/2015 12:36:44 AM |
| 1415_ILR | Summary of Learners by Non-Single Budget Category | 23/10/2015 12:36:43 AM |
| 1415_ILR | SFA Summary of FMS by Learner Report (csv) | 23/10/2015 12:36:43 AM |
| 1415_ILR | SFA Summary of FMS by Learner Report | 23/10/2015 12:36:43 AM |
| 1415_ILR | PFR Arms Without a Matching Contract Report (csv) | 23/10/2015 12:33:48 AM |
| 1415_ILR | PFR 24+ ALLB Occupancy Report (csv) | 23/10/2015 12:32:56 AM |



Further help & support

Email: servicedesk@sfa.bis.gov.uk

Telephone: 0370 2670001

Service Desk opening hours:

| | |
|------------------|-------------------------------|
| 8.30am to 5.00pm | Monday to Thursday |
| 8.30am to 4.00pm | Friday |
| 8.30am to 6.00pm | Days when ILR returns are due |
| 8.30am to 1.00pm | Christmas Eve |

The Service Desk is closed weekends, bank holidays and for the week between Christmas and New Year's day. Queries can be raised out of hours by email.



www.skillsfundingagency.bis.gov.uk