Appendix B – Migration Specification

Version 1 – Published July 2017. Changes from 2016 to 2017 are highlighted in yellow

Section 1   Introduction

1. This appendix to the ILR specification describes the rules for selecting records for migration from the 2016 to 2017 ILR to the 2017 to 2018 ILR.

2. This document also contains details about how to migrate records for continuing learners into the 2017 to 2018 ILR.

3. Annex 1 to this document provides the mapping for individual fields and codes, including fields that have been added or removed from the ILR between 2016 to 2017 and 2017 to 2018. This mapping document uses 2016 to 2017 ILR values to determine the 2017 to 2018 values.

4. Migration is the process by which ILR data is converted from the 2016 to 2017 ILR format into the 2017 to 2018 ILR format for continuing learners from 2016 to 2017, and for other records that must continue to be returned on the ILR.

5. The ESFA does not carry out any form of data migration from one ILR year to the next. Therefore, it is important that all providers send data in the first ILR return for 2017 to 2018, otherwise there will be no data held for them in the 2017 to 2018 database and their funding for the year may be affected.

6. For most providers, your Management Information System (MIS) supplier will migrate your data ready for 2017 to 2018.

7. Learning aims migrated into the 2017 to 2018 ILR from 2016 to 2017 may generate a number of validation errors following migration. These errors occur where data does not meet the ILR requirements for 2017 to 2018, particularly where new fields or validation rules have been introduced in 2017 to 2018. You (providers) should correct this data before the first return for 2017 to 2018.

Section 2   High-level migration rules

8. Learning aims that are continuing (Completion status = 1 and there is no Learning actual end date) must be migrated into the 2017 to 2018 ILR except where the Planned end date is more than 2 years ago (Learning planned end date < 1 August 2015).
    If the learning aim is recorded as continuing and the Planned end date is more than 2 years ago then these aims should not be automatically migrated into 2017 to 2018. In most cases, these aims are incorrectly recorded as continuing and should be closed. If the aims are correctly recorded as continuing, they should be migrated manually.

9. Learning aims that were closed due to a break in learning where the learner has not restarted their learning aim by 31 July 2017 and is still on their break in learning at the start of the 2017 to 2018 ILR year (Completion status = 6) must be migrated into the 2017 to 2018 ILR.

10. Where the learning activity was completed in 2016 to 2017 and the Outcome is not known (Outcome = 8) by R14 of 2016 to 2017, you must migrate these closed learning aims and any associated Destination and Progression records into 2017 to 2018. The Outcome can be updated in 2017 to 2018 once it is known.

11. For the European Social Funding (ESF) 2014 to 2020 Programme, all records for all learners who have received ESF funding as part of the current programme (Learning start date >= 1 August 2015) must continue to be returned for the duration of the ESF programme.
This includes all Learner, Learning Delivery, and Destination and Progression records for both continuing learners and those who have completed their learning aims.

Section 3   Detailed migration rules

12. This section describes which ILR records should be migrated into 2017 to 2018, in addition to those described in Section 2 above.

13. For learning delivery records that are not part of a programme and are not ESF funded, you must migrate the following learner and learning aim records:

- All learner records and all continuing standalone and core learning aims that have a Learning planned end date that is on or after 1 August 2015
    (LearningDelivery.AimType = 4 or 5, and LearningDelivery.FundModel <> 70 and LearningDelivery.LearnPlanEndDate >= 1 August 2015 and LearningDelivery.LearnActEndDate = NULL)

- All learner records and all closed standalone and core learning aims that have a Learning planned end date that is on or after 1 August 2015 where the Outcome of the aim is unknown or has been closed due to a break in learning
    (LearningDelivery.AimType = 4 or 5, and LearningDelivery.FundModel <> 70 and LearningDelivery.LearnPlanEndDate >= 1 August 2015 and LearningDelivery.LearnActEndDate <> NULL and (LearningDelivery.Outcome = 8 or LearningDelivery.CompStatus = 6)

3.1   Migrating employment status records

14. You only need to migrate employment status records that relate to a learner's current learning. Historic employment status records do not need to be returned.

15. You should migrate the following employment status records:

- The employment status record with the Date employment status applies that is the most immediate before the earliest Learning start date or Original learning start date (if completed) of all the learner's aims.

- All employment status records with a Date employment status applies that is <u>after</u> the date of the employment status record identified above.

3.2   Migrating data for traineeships

16. For traineeship learners who completed their programme in 2016 to 2017 but are continuing with the English and/or maths aim in 2017 to 2018, you must migrate the following data into 2017 to 2018:
- The closed traineeship programme aim

- The continuing English and/or maths aim
- Any associated Destination and Progression records for that learner

3.3   Migrating data for apprenticeships

17. For apprenticeship learners, component learning delivery records (Aim type = 3) that are part of an open programme must be migrated along with the programme aim, even if the component aims are closed.

18. All learner records, programme aims and associated component aims must be migrated where the apprenticeship programme is continuing (Aim type = 1, Learning planned end date >= 1 August 2015 and Learning actual end date is null).

19. All learner records, programme aims and associated component aims must be migrated where the apprenticeship programme aim is recorded as on a break (Completion status = 6) or the outcome is unknown (Outcome = 8), and Learning planned end date >= 1 August 2015.

20. Where a learner achieves an Adult skills funded apprenticeship programme (Funding model = 35, this includes 16-18 apprenticeships), but is continuing with level 2 functional skills having progressed from level 1 during the apprenticeship, then the closed programme aim and the continuing level 2 functional skills aim must be migrated into 2017 to 2017. The Destination and Progression record(s) for this learner should also be migrated:

    - Learning delivery records (LearningDelivery.AimType = 3, and LearningDelivery.LearnActEndDate = null) where LearningDelivery.LearnPlanEndDate >= 1 August 2015 and the associated learner and programme aim records (LearningDelivery.AimType = 1 with matching codes as in paragraph 21 below)

    - AND the associated Destination and Progression records where Learner.LearnRefNumber = LearnerDestinationandProgression.LearnRefNumber

21. Associated learning aims for apprenticeship programmes are identified by:

    - Matching Programme type, Framework code and Apprenticeship pathway code for apprenticeship frameworks, or

    - Matching Programme type and Apprenticeship standard code for apprenticeship standards

22. For learners on a trailblazer apprenticeship standard (Funding model = 81 and Programme type = 25) or apprenticeship funded programme (Funding model = 36), who have taken a break from their programme and returned, then their original aims (where Completion status = 6) for the apprenticeship must continue to be returned until the apprenticeship programme is recorded as complete (Completion status = 2 or 3). This includes the programme aim, financial records and component learning aims.

Section 4 Migrating data for continuing learners

23. The following fields must be completed annually on the ILR, where applicable. You will need to **review and set this data at the start of 2017 to 2018**:

- Accommodation
- Learning support cost
- Planned learning hours
- Planned employability, enrichment and pastoral hours
- GCSE maths qualification grade
- GCSE English qualification grade
- High needs student indicator (Learner Funding and Monitoring type)
- Learner support reason (Learner Funding and Monitoring type)
- Special educational needs (Learner Funding and Monitoring type)
- Eligibility for 16-19 (excluding apprenticeships) disadvantage funding (Learner Funding and Monitoring type)
- GCSE maths condition of funding (Learner Funding and Monitoring type)
- GCSE English condition of funding (Learner Funding and Monitoring type)
- Free meals eligibility (Learner Funding and Monitoring type)
- Pupil premium funding eligibility (Learner Funding and Monitoring type)
- Financial support entity (HE learners only)
- Net tuition fee (HE learners only)
- Gross tuition fee (HE learners only)

Section 5 Changes from 2016 to 2017

5.1 Learner contact details entity

24. The learner contact entity has been removed for 2017 to 2018, and has been replaced by the following fields as part of the learner entity:

- Postcode prior to enrolment
- Postcode
- Address line 1
- Address line 2
- Address line 3
- Address line 4
- Telephone number
- Email address

25. Please follow the mapping in the Appendix B Annex 1 spreadsheet for these fields. Be aware of the XML field names that may have changed or have been introduced to capture these details in Annex 1.

5.2 Work placement entity

26. A new field has been added to the work placement entity: Work placement hours.

27. This field is mandatory in the schema.

28. For continuing aims (19+ traineeships funded through Funding model 35 only, see the Provider Support Manual), a value of '1' is required in this field to pass validation.

29. If this provision is not continuing and there is still a requirement to return the closed aims, the field will need to be returned with a value of '1' for all closed work placement records that are migrated into 2017 to 2018.

5.1 Apprenticeship financial record

30. For 2017 to 2018 the Trailblazer apprenticeship financial record entity and corresponding fields have been renamed to remove the word 'trailblazer'.

31. This has also been changed in the XML element of the entity and fields within the entity. Please see the 2017 to 2018 ILR Specification and the ILR 2017 to 2018 schema for details.

32. Please see the Appendix B Annex 1 migration spreadsheet for the detailed migration rules.

5.2 Apprenticeship Contract Type

33. The Apprenticeship Contract Type (ACT) uses the fields 'Date applies from' and 'Date applies to'. For 2017 to 2018 when returning the latest ACT record, the field 'Date applies to' must not be returned unless the 'learning actual end date' is completed. Please see Appendix B Annex 1 migration specification spreadsheet and the Provider Support Manual for further details.

5.3 Codes removed in 2017 to 2018

34. The Learner Funding and Monitoring type 'Learning Difficulty Assessment' (LDA) has been removed. This must be removed from all continuing and all closed records that are returned in 2017 to 2018.

35. For the Learning Delivery field 'Outcome', codes 6 and 7 have been removed. As these are both achievement codes, there is no requirement to return these closed aims in 2017 to 2018.

36. The Learning Delivery Funding and Monitoring type 'Special Projects and Pilots' (SPP) has been removed. This must be removed from all continuing and all closed aims that are returned in 2017 to 2018.