

Short Record ILR Form Codes Guidance Notes

ESF Youth

Please complete the sections highlighted in Green on pages 1 and 2. The sections highlighted in yellow that refer to the 'Provider' are for Derbyshire Learning & Development Consortium (DLDC) to complete.

Part A – Learner Information (Page 1)

Section 1

Please ensure that the learner completes all of the personal details that are requested in L09, L10, L11, L13, L18, L19, L20, L21, L17 and L23.

L14 – Learning Difficulties / Disabilities

If the learner considers himself or herself to have a learning difficulty and/or disability and/or health problem please enter 'Y' in the green box.

If the learner does not consider himself or herself to have a learning difficulty and/or disability and/or health problem please enter 'N' in the green box.

L15 – Disability or Health Problem

Please tick the relevant box if the learner considers themselves to have a disability or health problem. Where a learner has more than one disability, the main one should be recorded. If the learner has answered L14 as 'No' please tick '98' (no disability).

L16 – Learning Difficulty

Please tick the relevant box if the learner considers themselves to have a learning difficulty. Where a learner has more than one learning difficulty, the main one should be recorded. If the learner has answered L14 as 'No' please tick '98' (no disability).

L12 – Ethnicity

Learners should tick the appropriate box. If the learner does not wish to disclose their ethnicity please ask them to tick '99' (Not known / Not provided).

L27a and L27b

Please ensure that learner reads and understands the Data Protection Statement and ticks the applicable boxes.

The learner must then sign and date the green boxes marker 'Learner Signature'.

Part B – Learning Aim Start (Page 2)

Section 2

Please complete L09 – Learner's Surname and L10 – Learner's Forenames at the top of the page. This is not necessary if the ILR is double sided.

L35 – Prior Attainment Level

What is the highest level qualification achieved by the individual to date?

- 09 – Entry Level
- 07 – Qualifications below Level 1
- 01 – Level 1
- 02 – Full Level 2
- 03 – Full Level 3
- 04 – Level 4
- 05 – Level 5 and above
- 97 – Other qualifications (level not know)
- 98 – Not known
- 99 – No qualifications

A09 – Learning Aim Reference

For OCN accredited courses and non-accredited course you must use Z90AC followed by one of the following three digit codes:

- | | |
|--|---|
| 011 – Medicine & Dentistry | 092 – Crafts, Creative Arts & Design |
| 012 – Nursing & Subjects & Vocations
Allied to Medicine | 093 – Media & Communication |
| 013 – Health & Social Care | 094 – Publishing & Information Services |
| 014 – Public Services | 101 – History |
| 015 – Child Development & Well Being | 102 – Archaeology & Archaeological
Sciences |
| 021 – Science | 103 – Philosophy |
| 022 – Mathematics & Statistics | 104 – Theology & Religious Studies |
| 031 – Agricultural | 111 – Geography |
| 032 – Horticulture & Forestry | 112 – Sociology & Social Policy |
| 033 – Animal Care & Veterinary Science | 113 – Politics |
| 034 – Environmental Conservation | 114 – Economics |
| 041 – Engineering | 115 – Anthropology |
| 042 – Manufacturing Technologies | 121 – Languages, Literature & Culture
of the British Isles |
| 043 – Transportation Operations &
Maintenance | 122 – Other Languages, Literature &
Culture |
| 051 – Architecture | 123 – Linguistics |
| 052 – Building & Construction | 131 – Teaching & Lecturing |
| 053 – Urban, Rural & Regional Planning | 132 – Direct Learning Support |
| 061 – ICT Practitioners | 141 – Foundations for Learning & Life |
| 062 – ICT for Users | 142 – Preparation for Work |
| 071 – Retailing & Wholesaling | 151 – Accounting & Finance |
| 072 – Warehousing & Distribution | 152 – Administration |
| 073 – Service Enterprises | 153 – Business Management |
| 074 – Hospitality & Catering | 154 – Marketing & Sales |
| 081 – Sport, Leisure & Recreation | 155 – Law & Legal Services |
| 082 – Travel & Tourism | |
| 091 – Performing Arts | |

Below is the link for the Learning Aims Database. You can search the qualifications you are delivering to obtain the code if it is not an OCN or non-accredited.

<http://providers.lsc.gov.uk/LAD/aims/searchcriteria.asp>

A23 – Delivery Location Postcode

This is the postcode of the location where the learning is taking place.

E08 – Date Started ESF Co-financing

The date that learning begins.

E09 – Planned End Date for ESF Co-financing

The date that learning is planned to end.

E12 – Employment Status on Day before Starting ESF Project

- 01 – Employed
- 02 – In full time education or training
- 03 – Self employed
- 04 – Unemployed
- 06 – Economically inactive
- 07 – 14 – 19 NEET
- 98 – Not known / not provided

E14 – Length of Unemployment before Starting ESF Project

- 01 – Less than 6 months
- 02 – 6 – 11 months
- 03 – 12 – 23 months
- 04 – 24 – 35 months
- 05 – Over 36 months
- 98 – Not known / not provided
- 99 – Not Unemployed

Section 3

If the learning undertaken is a one day course you can complete this section. However, if the learning is more than one day, Derbyshire Learning & Development Consortium (DLDC) will complete this section. Please provide DLDC with a regular update so that we can sign off the learners. When the planned end date has been exceeded and we have not been updated we will contact you for this information.

A34 – Completion Status

- 1 – The learner is continuing or intending to continue the learning activities leading to the learning aim.
- 2 – The learner has completed the learning activities leading to the learning aim.
- 3 – The learner has withdrawn from the learning activities leading to the learning aim.
- 4 – The learner has transferred to a new learning aim. That is, the learner has withdrawn from this learning aim and as a direct result has at the same time started studying for another learning aim with the same provider.

A35 – Learning Outcome

- 1 – Achieved
- 2 – Partial achievement
- 3 – No achievement
- 4 – Exam taken/assessment completed but result not yet known
- 5 – Learning activities are complete but the exam has not yet been taken and there is an intention to take the exam
- 9 – Study continuing

L39 – Destination

- 04 – Part time employment
- 10 – Full time employment
- 11 – Unemployed
- 53 – Self employed
- 54 – Entered further education
- 55 – Entered higher education
- 59 – Found voluntary work
- 61 – Death
- 75 – Full time education or training
- 76 – Economically inactive
- 77 – Not in education, employment or training (NEET)
- 93 – Framework continuing – awaiting next component aim
- 94 – Framework completed awaiting confirmation of achievement
- 95 – Continuing existing programme of learning
- 97 – Other (including pregnancy)
- 98 – Not known

E10 – Date ended ESF Co-Financing

The actual date learning ended.