



West Midlands
Combined Authority

Skills Bootcamps – Wave 4: Learner Entry Tool Guidance Version 4.4

This document has been created specifically for use with the Learner Entry Tool; but can be used as a guide for those Providers who use other Management Information Systems to record their ILR data.



Home Page | Learners | **Learner Destination and Progression**

Filter: LEARNER :

1 Learner reference number : Previous reference number :

2 Unique learner number (ULN) : Previous UKPRN :

Pre-merger UKPRN : Campus Identifier :

Given names : Family name :

Date of birth : 3 Sex :

1	Learner Reference Number	Automatically generated by the Learner Entry Tool and is used to differentiate between learners
2	Unique Learner Number (ULN)	This is a mandatory field required by the WMCA. Where this number is not known the generic temporary ULN number 9999999999 can be used. The use of this ULN however, will cause a validation error and therefore appear on the no pay report. ULN's can be gained and created via the Learner Record Service.
3	Given name and Family name Date of birth / Sex	Are all mandatory fields and should reflect the information gained from the enrolment process

Learner tab - Learner Information

1 National Insurance number : 2 Ethnicity :

Postcode Prior to Enrolment:

Address :

3

4 Postcode :

Telephone :

5 Email :

1	National Insurance Number	The unique number for the learner should be entered in this field
2	Ethnicity	Should reflect the information recorded on the learner’s enrolment form
3	Address field	Should reflect the address of the learner at the start of the learning aim
4	Postcode prior to enrolment	Completed when the learner first enrolls on a programme of learning. If the learner's postcode is unknown, providers must return a postcode of ZZ99 9ZZ - the number of these postcodes returned will be monitored by the WMCA.
5	Telephone and Email	Should be completed from information gained from the learner

Learner tab – LLDD and Learning Support

1 Long term disability, health problem or learning difficulty :

Does the learner have any of the following (tick those that apply) :

Education Health Care plan : Disabled students allowance :
 High needs students : Learning support cost (£):
 Special educational needs :

Learner Support Reason (select up to 4 that apply) 2 LLDD and Health Problem Category

<p>36 - Care to Learn</p> <p>55 - 16-19 Bursary Fund – learner is a member of a vulne</p> <p>56 - 16-19 Bursary Fund - learner has been awarded a di:</p> <p>57 - Residential support</p> <p>58 - 19+ Hardship (Adult Skills or Advanced Learner Loa</p> <p>59 - 20+ Childcare (Adult Skills or Advanced Learner Loa</p> <p>60 - 19+ Residential Access Fund (Adult Skills or Advanc</p>	<p>Primary is : <input type="text"/></p> <p>1 - Emotional/behavioural difficulties</p> <p>2 - Multiple disabilities</p> <p>3 - Multiple learning difficulties</p> <p>4 - Vision impairment</p> <p>5 - Hearing impairment</p> <p>6 - Disability affecting mobility</p>
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1	Long term disability, health problem or learning difficulty	This information should be taken from the enrolment application and reflect the learner’s individual status
2	LLDD and Health Problem Category	Where the option 1 category has been completed then the categories should be competed with a primary reason selected from the drop-down menu

Learner tab – Funding and Monitoring

1 Planned learning hours :

Planned employability, enrichment and pastoral hours :

Free meals eligibility :

National learner monitoring :

- 17 - Learner migrated as part of provider merger
- 18 - Learner moved as a result of Minimum Contract Level
- 21 - Learner in receipt of 16-19 tuition fund
- 22 - Learner repeating up to one full final year of 16-19 funded provision

1	Planned learning hours	Should be completed to show the total number of hours the learner will be completing
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Learner tab – Prior Attainment

1 Prior Level : 

2 Date level applies from : 

1	Prior Level	This field is mandatory for every learner and must show the highest level of learning the learner has achieved before the learning aim started ILR Specification 2023 to 2024: Field: Prior Level (submit-learner-data.service.gov.uk)
2	Date Level applies from	The Prior attainment start date must be the same as or before the learning aim start date

Learning Delivery – Learning Information

1 Aim type :

2 Learning start date :

3 Funding model :

Framework code :

Apprenticeship Standard Code :

4 Learning start date postcode :

Funding adjustment for prior learning :

5 Original learning start date :

Planned hours :

Additional delivery hours :

Contract Reference Number :

6 Learning aim ref :

7 Planned end date :

Programme type :

Pathway :

8 Delivery location postcode :

Is the aim a restart ?

Other funding adjustment :

Subcontracted or partnership UKPRN :

Actual hours for off the job training :

End Point Assessment Organisation :

1	Aim Type	Should be recorded as: 4 - <i>Learning aim that is not part of a programme</i>
2	Learning start date	Should show the first day of learning of the learning aim
3	Funding model	Should be set to 35 - <i>Adult Skills</i>
4	Learning start date postcode	Should be set as the postcode of the learner's address
5	Original learning start date	Should only be completed when the learner has a break in learning and restarts the Bootcamp
6	Learning aim ref	Will be the one of unique learning aims that have been created for your contract
7	Planned end date	The planned end date of the learning aim should be recorded here
8	Delivery location postcode	The postcode of where the learning will take place should be entered here, such as the campus postcode. Where provision is distance or e-learning, the following code should be entered: <i>ZZ99 9ZZ</i>

Learning Delivery – Funding and Monitoring

Learning support funding Add <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	Advanced Learner Loans Bursary funding Add <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	Apprenticeship contract type Add <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
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Is the learning aim financed by an Advanced Learner Loan ? :

1 Full or co-funding indicator :

Family English, Maths and Language :

2 Source of funding :

Community Learning provision type :

Eligibility for enhanced apprenticeship funding :

Learning Delivery Monitoring Codes :

1: 2: 3: 4: 5: 6:

Devolved Area Monitoring Codes :

3 1: 2: 3: 4: 5: 6:

1	Full or co-funding indicator	Should be set to: 1 – For fully funded (where there is no employer contribution) 2 – For co-funded (where there is an employer contribution).
2	Source of funding	Should be set to 112 - <i>West Midlands Combined Authority</i>
3	Devolved Area Monitoring Codes	<ol style="list-style-type: none"> 1. Should be set to 023 2. Should be set to 010 if the learner is employed and low waged 3. Should be set to 001 if the learner lives outside the WMCA area but are a West Midlands resident and/or intend to move into a role within the West Midlands

*Please see [Employer Contribution](#) below for further details of how to complete the process for Co-funded learners.

Employer Contribution

Providers must record any employer contributions where programmes are being delivered/led by an employer, we ask for a 30% contribution from large employers or a 10% contribution from SMEs (see Section 6 – Wave 4 Guidance).

Navigate to the appropriate learner’s record and click on the Learning Delivery tab:

Learner reference number : Previous reference number :

Unique learner number (ULN) : Previous UKPRN :

Pre-merger UKPRN : Campus Identifier :

Given names : Family name :

Date of birth : Sex :

Learner Learning Delivery Employment Status

Then click on the Provider Specified Info tab:

Learner Learning Delivery Employment Status

Aim Seq : 1 Aim Type :

Learning Information Funding and Monitoring **Provider Specified Info**

1 A: B:

C: D:

1	To evidence where an Employer has contributed	In one of the four boxes (A through D) enter the text (exactly as shown below): <i>Contribution 10</i> or <i>Contribution 30</i> to reduce funding by 10% or 30%. You can then save the updated entry
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A note on Positive Outcome Recording

Please see Section 9.4 of the Wave 4 Guidance for a complete definition of what constitutes a Positive Outcome as well as Section 10 for the attendant Evidence Requirements.

A positive outcome cannot be achieved where a learner did not Complete the course or register a positive Destination.

To claim a Milestone-3 Positive Outcome a learner must have the following:

- **Completion status:** *Completed*
- **Outcome name:** *Achieved*
- **Destination** is either:
 - Unemployed at start and employed at end with *PROGRESSION SB* (entered into one of the four Provider Specified Info fields)
 - Employed at start and employed at end with *PROGRESSION SB* (entered into one of the four Provider Specified Info fields)

Where the **Destination** has to be either:

- *EMP*
- or
- *Apprenticeship in Education*

Please see below for how to record these elements within the Learner Entry Tool.

Learning Delivery – End Details (to be completed when the learning aim is complete, or the learner withdraws before the planned end date)

Employment outcome :

1 Completion status : 1 - The learner is continuing or intending to continue the learning activities leading to the learning aim

2 Actual end date : Achievement date :

3 Outcome :

4 Withdrawal reason :

Outcome grade :

Providers should ensure that the Completion status is updated for learners throughout the year

1	Completion status	<p>The default setting is: <i>1 - The learner is continuing or intending to continue the learning activities leading to the learning aim</i></p> <p>When the learner has completed the Bootcamp, this status should be changed to <i>2 - The learner has completed the learning activities leading to the learning aim</i></p> <p>When the learner leaves the Bootcamp earlier than planned, this status should be changed to <i>3 – The learner has withdrawn from the learning activities leading to the learning aim</i></p>
2	Actual end date	The last date of attendance on the Bootcamp should be entered here. Where the learner withdraws earlier than the planned date, the last date of attendance should be entered
3	Outcome	<p>This field should be completed when the learning has ended. One of these three options should be completed: <i>1 Achieved, 3 No achievement, 8 Learning activities are complete, but the outcome is not yet known</i> ILR Specification 2023 to 2024: Field: Outcome (submit-learner-data.service.gov.uk)</p>
4	Withdrawal reason	<p>This field should only be completed if the learner exits the learning before the planned end date The Completion status (1) field should be updated when the learner withdraws before the course planned end date</p>

Employment Status

Employment Status

1 Employment status :

2 Date status applies : Employer Identifier :

Employment status monitoring types and codes

3 Is the learner self employed?

4 Length of unemployment :

Was the learner in full time education or training prior to enrolment?

5 Benefit status indicator :

Is the employer a small employer? (applicable programmes only)

6 Employment intensity indicator :

Has the learner been made redundant?

Length of employment :

1	Employment Status	<p>The status should reflect the learner’s situation at the start of the learning aim ILR Specification 2023 to 2024: Field: Employment Status (submit-learner-data.service.gov.uk)</p> <p>Employment Status recording</p> <table border="0"> <thead> <tr> <th>Code</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>In paid employment</td> </tr> <tr> <td>11</td> <td>Not in paid employment, looking for work and available to start work</td> </tr> <tr> <td>12</td> <td>Not in paid employment, not looking for work and/or not available to start work</td> </tr> <tr> <td>98</td> <td>Not known / not provided</td> </tr> </tbody> </table> <p>Learners with an Employment status of code 98, will fail the WMCA’s internal validation rules and will not be funded until the correct Employment status is recorded</p>	Code	Title	10	In paid employment	11	Not in paid employment, looking for work and available to start work	12	Not in paid employment, not looking for work and/or not available to start work	98	Not known / not provided
Code	Title											
10	In paid employment											
11	Not in paid employment, looking for work and available to start work											
12	Not in paid employment, not looking for work and/or not available to start work											
98	Not known / not provided											
2	Date Status applies	The date must be before the start date of the learning aim										

3	Is the learner self-employed?	This should be completed if applicable, for learner's where the employment status is recorded as code 10 - In paid employment
4	Length of unemployment	This must be completed on all records where the Employment status is recorded as code 11, Not in paid employment and looking for work ILR Specification 2023 to 2024: Attribute: Length of unemployment (submit-learner-data.service.gov.uk)
5	Benefit status indicator	Should be completed where the learner is in receipt of one of the stated benefits ILR Specification 2023 to 2024: Attribute: Benefit Status Indicator (submit-learner-data.service.gov.uk) (Codes 2 and 3 are no longer valid)
6	Employment intensity indicator	This should be completed if applicable for learners where the employment status is recorded as code 10, In paid employment. Use one of the options numbered from 5 to 8 ILR Specification 2023 to 2024: Attribute: Employment intensity indicator (submit-learner-data.service.gov.uk)

Learner Destination and Progression (only to be completed once a learner completes or withdraws from a learning aim)

Home Page | Learners | Learner Destination and Progression

Filter: Add DP

Ref:
ULN:
Don't Export

LearnRefNumber required.
ULN required.
No Outcome records


Learner reference number:

Unique learner number:

The Learner Reference Number and the Unique Learner Number should be entered in the two highlighted fields for the learner whose destination information is being entered.

Learner Outcome

Outcome Record

Type : 


2 Code :

Start date : Select a date 3

4 End date : Select a date

Collection date : Select a date 5

Outcome Record

1 Type : 

Code :
 Start date :
 End date :
 Collection date :

- EDU - Education
- EMP - In Paid Employment
- GAP - Gap Year
- NPE - Not in Paid Employment
- OTH - Other
- SDE - Social Destination (High needs students only)
- VOL - Voluntary work

1	Type	The drop-down on the right-hand side shows the options for the type drop-down
2	Code	Depending on what type has been entered the code entered will need to reflect the learners journey ILR Specification 2023 to 2024: Field: Outcome Type (submit-learner-data.service.gov.uk)
3	Start date	The date that the learner commenced the destination that is being recorded
4	End date	The outcome end date only needs to be returned if the outcome that is being reported has finished
5	Collection date	The date that the outcome data was collected from the learner

Progression SB

As detailed in the note on Positive Outcome Recording, Progression SB must be entered into the Provider Specified Info tab in order to claim a Positive Outcome.

Navigate to the appropriate learner's record and click on the Learning Delivery tab:

Learner reference number : Previous reference number :

Unique learner number (ULN) : Previous UKPRN :

Pre-merger UKPRN : Campus Identifier :

Given names : Family name :

Date of birth : Sex :

Learner Learning Delivery Employment Status

Then click on the Provider Specified Info tab:

Learner Learning Delivery **Employment Status**

Aim Seq : 1 Aim Type :

Learning Information Funding and Monitoring **Provider Specified Info**

1 A : B :

C : D :

1	To claim a Milestone-3 positive outcome	<p>In one of the four boxes (A through D) enter the text (exactly as shown below):</p> <p><i>PROGRESSION SB</i></p> <p>Please ensure that there are no additional spaces before or after the text and that there are no other characters entered such as a full stop</p>
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Progression Recording – Cross Funding Year Learners

Please see the below instructions for claiming outcomes for those learners who will have completed a Bootcamp in the 2022/2023 Funding Year and are therefore no longer returned in the XML.

A new learning aim has been created, that will enable Bootcamp Providers to claim a Positive Outcome for those learners who would not normally be included in the 2023/2024 Funding Year ILR data e.g. A learner who completed their Bootcamp in July 2023 but started work in November 2023.

To claim the Milestone-3 Positive Outcome payment, the learner must have a record created in the Management Information System so that they are returned in the 2023/2024 ILR data. This record should conform to the same standards as an eligible learner in the 2023/2024 ILR data.

When the learner has been created in the 2023/2024 version of the Learner Entry Tool, the Learner Reference Number should be amended to match the Learner Reference Number that was allocated in 2022/2023 ILR data.

Recording

	ILR code	Mandatory	Notes
Learning Aim ref	20010102	Y	WMCA End Payment
LSD postcode	<i>Student postcode</i>	Y	Students must have a WMCA postcode
Funding Model	35	Y	
Source of Funding	112	Y	
DAM code	023	Y	Prevents validation error
Start Date	As <i>appropriate</i>	Y	The three date fields should all be recorded as the same date. *
Planned End Date		Y	
Actual End Date		Y	
Completion status	2	Y	The learner has completed
Outcome	1	Y	The learner has achieved

*The Start, Planned and Actual end dates should show the date that the learner started employment, or (if the learner was in employment at the start of the Bootcamp) when the evidence was gained that the learner has been using the skills gained from attending the Bootcamp.

Navigate to the appropriate learner's record and click on the Learning Delivery tab:

Learner reference number : Previous reference number :

Unique learner number (ULN) : Previous UKPRN :

Pre-merger UKPRN : Campus Identifier :

Given names : Family name :

Date of birth : Sex :

Learner Learning Delivery Employment Status

Then click on the Provider Specified Info tab:

Learner Learning Delivery Employment Status

Aim Seq : 1 Aim Type :

Learning Information Funding and Monitoring Provider Specified Info

1 A: B:

C: D:

1	To claim a Milestone-3 positive outcome	<p>In one of the four boxes (A through D) enter:</p> <ul style="list-style-type: none"> The learning aim reference for the Bootcamp that the learner attended. <p>In a separate box, enter:</p> <ul style="list-style-type: none"> <i>PROGRESSION SB</i>
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A Destination and Progression record of Employment will also need to be entered with the start date being the following day to what has been recorded in the start, planned, actual and end date fields of the Z0010102 WMCA End Payment.

WMCA Processing, Validation and Payment

The payment script will look at the Bootcamp reference to ensure that the learner was recorded by the Provider as in attendance on that Bootcamp in the R14 data for the year 2022/2023 Funding Year.

When a learner has the WMCA End Payment record assigned to them, you must have evidence in line with audit/compliance and quality requirements to corroborate this claim.

The payment will be made based on the payment ratio of the Bootcamp learning aim that the WMCA has recorded against the learner in the 2022/2023 data.

End Payment claims can be made up until R14 of the 2023/2024 Funding Year but must not have a date of more than six months from/after the Bootcamp completion date (as recorded in the R14 2022/2023 data).

The latest possible end date for the 2022/2023 Funding Year would have been 31/07/2023 and so the latest possible date by which outcomes could have been achieved was 31/01/2024.

Please see the below example:

Learner A completed their Bootcamp on the 31/07/2023. On the 01/03/2024, the Provider discovers that the learner started Employment on the 15/01/2024 (using the skills acquired on the Bootcamp). Providing all the necessary evidence is obtained, the Provider would enter 15/01/2024 for the start, planned and actual end dates of the Progression Recording.